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Wingate University Mission Statement

Mission Statement

The mission of Wingate University is to develop educated, ethical, and productive citizens at home and abroad. Following its Judeo-Christian heritage, the University seeks to cultivate the following in its students: Knowledge, Faith, and Service.

Goals of the University

To promote knowledge:
- Provide programs of undergraduate, graduate, and professional study
- Provide a faculty committed to teaching and learning
- Require a core curriculum designed to develop:
  - aesthetic, cultural, and literary appreciation
  - analytical and problem-solving abilities
  - critical thinking
  - effective communication
  - integrated perspectives on civilization, the individual, and the social group
  - physical wellness
- Offer majors appropriate to the University’s student population and resources that further develop students’ knowledge and skills in focused areas
- Create opportunities for international study and travel
- Provide opportunities to explore and develop academic, career, and personal goals
- Encourage participation in co-curricular and extra-curricular educational, cultural, and recreational opportunities

To nurture faith:
- Sustain a community where the bases of faith are explored and where there is a search for truth and meaning
- Articulate the ideal of integrity in all relationships
- Encourage ethical application of knowledge informed by Judeo-Christian principles
- Create and support opportunities for worship and faith development
- Attract scholars for whom Judeo-Christian values and practice are important aspects of living

To encourage service:
- Emphasize the importance of service to God and humanity
- Facilitate opportunities to volunteer time, knowledge, and labor beyond the campus community
- Sponsor organizations that coordinate service opportunities and foster leadership and Teamwork
The History of Wingate University

History
A century of experience in education has prepared Wingate to fulfill its purpose. The history of the University exhibits commitment, determination, sacrifice, growth, and success. Wingate was established in 1896 by the Baptist Associations of Union County in North Carolina and Chesterfield County in South Carolina. Public schools were unavailable in the rural areas of the Carolina Piedmont; therefore, in its earliest days, Wingate offered a complete literacy education from first grade through high school. The school was built on a 10-acre tract boasting fine oak trees, an all-weather spring, close proximity to the Meadow Branch Baptist Church, and access to the Seaboard Air Line Railway. The trustees named the new school for a successful president of Wake Forest University, Washington Manley Wingate, and chose an outstanding graduate of that institution and Union County native for its first principal, Marcus B. Dry. For 12 years Professor Dry directed the school, and with the assistance of Miss Polly Crowder in music, taught most of the curriculum. One hundred seventy-five students attended the first year and enrollment peaked at 292 in 1904.

As the state expanded its public schools, Wingate gradually moved toward boarding students and concentrated in the upper years of high school. It purchased additional land, built teaching and boarding facilities, and established a sound academic reputation. The 1916 report to the Association by B.C. Ashcraft praised the Wingate faculty of seven college trained men and women who knew that “when you start a young man or a young woman on the right road, when you set a light aglow in a young mind, when you touch in the right way a young life, [those] influences are not to be measured by years—they are eternal.”

As the private prep school era waned and public school became increasingly available, Wingate, in 1923, expanded its educational vision, offering the first two years of baccalaureate education. In the same year, Wingate became one of several institutions supported by the Baptist State Convention of North Carolina. These years were marked by enrollment and financial strain as the College established its new character. The national crisis of the economic crash and depression drove Wingate to the edge of extinction: the Convention withdrew its support in 1930, eager students had no money for tuition, faculty salaries frequently remained unpaid, and the administration building burned to the ground in 1932.

But President Coy Muckle and a few determined teachers opened the spring session in the rooms of Wingate Baptist Church, adjacent to the campus. Within a few years a new central building arose on the ashes of the old, this time in brick, attesting the determination of Trustees and local Baptists to keep the school alive. Today that central building, memorializing President C.C. Burris, who guided the institution from 1937 to 1953, houses the liberal arts instruction of the University.

After World War II, a sequence of events solidified Wingate. Returning veterans stabilized the enrollment, North Carolina Baptists resumed their financial support of the College in 1949, and the Southern Association of Colleges and Schools granted membership and accreditation to Wingate in 1952. Dr. Burris then returned to his beloved classroom to enrich the lives of countless students through his deep understanding of English literature and William Shakespeare. Budd and Ethel Smith assumed leadership of the youthful college, immediately attacking its twin points of vulnerability: enrollment and financial support. New recruitment strategies were implemented that aimed to increase the student body from its tenuous level of about 400. In 1955, Dr. Smith interested Mr. Charles A. Cannon of Kannapolis in the school. Mr. Cannon saw Wingate as a place where the children of textile workers and others in the middle class might receive opportunities in higher education. He began to invest in the renewal of the physical plant and the expansion of the curriculum, providing first-class facilities for the
growing student body which reached 1,500 in the late 1960s. Dr. Smith, a botanist by discipline, personally directed the planting of flowers and trees which complemented the stately oaks on the central campus. Through the labor of the Smiths and the generosity of Mr. Cannon and others, Wingate weathered the storms of its youth and turned to the future with new confidence.

Although Wingate was recognized in the mid-1970s as an outstanding private two-year college, the education market in North Carolina was changing substantially. The baccalaureate degree had become an attainable and necessary goal for upwardly mobile young people. Wingate needed to recruit 800 or more first-year students each year to maintain its enrollment, while it lost its juniors to senior colleges and universities. In 1977, under the leadership of Dr. Thomas E. Corts, Wingate added upper-level college courses and majors and granted its first baccalaureate degrees in 1979. Other majors and graduate degrees in education and in business were added during the 1980s, establishing Wingate’s commitment to a quality educational experience for new generations of students. Also under Dr. Corts, the College launched W ’International, a program of international study and travel for sophomores. The College included much of the cost of this experience in the total tuition whereby all students could spend 10 days in London, Paris, or Amsterdam (or a comparable location) during the Christmas holidays. W ’International signaled the institution’s commitment to education for a future global society and the Christian affirmation of the brotherhood of all humankind.

During its Centennial in 1995, the Board of Trustees voted to formally acknowledge Wingate’s growth by changing its status to University. Under the direction of the board and thirteenth president Dr. Jerry E. McGee, Wingate University was well positioned to seek new opportunities in graduate education programs. The School of Pharmacy opened its doors on the main campus in 2003 to offer the Pharm.D. the University’s first doctoral-level program. This first step into health care education provided the initial momentum that would serve as a catalyst for future programs in health care. After investigating many possibilities, the University Trustees elected to offer a Master of Physician Assistant (PA) Studies program in 2008 on the main campus. Like pharmacy, the PA program achieved full enrollment in its first year and maintained a healthy waiting list of applicants.

While programs on the main campus continued to thrive with a new Master of Accounting program and new School of Sport Sciences established, the Matthews Campus also saw extensive growth. The University recognized success there by creating a School of Graduate and Continuing Education offering new programs in educational leadership at the master’s level. In fall 2008, the University introduced its second doctoral program—the Doctor of Education in Educational Leadership.

In April 2009, the University’s Board of Trustees voted to establish the Levine College of Health Sciences on the main campus to house the School of Pharmacy and the Department of PA Studies as well as to make room for other needed programs in the health sciences. The Levine College of Health Sciences, opened in 2011, is the second LEED-certified (Leader in Energy and Environmental Design) building in Union County. In August 2011, Wingate University further expanded its programs when it opened a campus in downtown Hendersonville, N.C. The 11,000 square-foot building enabled the University to extend its reach to serve the state’s western region with its pharmacy, MBA and physician assistant programs (opening in 2012).

Presidents of Wingate University

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<td>B.Y. Tyner</td>
<td>1908-1911</td>
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<td>J. Grover Carroll</td>
<td>1911-1918</td>
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<td>Patty J. Marks</td>
<td>1918-1919</td>
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<td>Charles M. Beach</td>
<td>1919-1924</td>
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<td>Joseph B. Huff</td>
<td>1924-1930</td>
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<tr>
<td>Coy Muckle</td>
<td>1930-1936</td>
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<tr>
<td>J.B. Little</td>
<td>1936-1937</td>
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<td>Craven C. Burris</td>
<td>1937-1953</td>
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<td>Budd E. Smith</td>
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<td>Thomas E. Corts</td>
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<tr>
<td>Paul R. Corts</td>
<td>1983-1991</td>
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<tr>
<td>Jerry E. McGee</td>
<td>1992-present</td>
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Accreditation

The Commission on Colleges of the Southern Association of Colleges and Schools is the recognized regional accrediting body in the 11 U.S. Southern states (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia) and in Latin America for those institutions of higher education that award associate, baccalaureate, master’s or doctoral degrees (see www.sacscoc.org). Questions about the status of the University’s accreditation may be obtained from the Commission on Colleges by calling 404-679-4500 or by writing to the SACS home office, 1866 Southern Lane, Decatur, GA 30033. Wingate University is accredited by SACS to award the bachelor’s, master’s, and professional degrees.

Other accrediting agencies are the:

- American Council on Pharmaceutical Education
- Accreditation Council for Pharmacy Education
- Association of Collegiate Business Schools and Programs (BA and BS degrees in Accounting, Finance, Management, and Marketing; Master of Business Administration; new Master of Accounting degree program is completing the required ACBSP accreditation process)
- Commission on Accreditation of Athletic Training Education
- National Association of Schools of Music
- National Association for Sport and Physical Education and the North American Society for Sport Management
- National Council for Accreditation of Teacher Education (with conditions 2005-2006)
- North Carolina Department of Public Instruction

Association

| American Association of Colleges of Pharmacy | Institute of International Education |
| American Association of Collegiate Registrars and Admissions Officers | National Association of College Admission Counselors |
| American College Personnel Association | National Association of College and University Business Officers |
| American College Testing Program | National Association of College and University Food Services |
| American Council on Education | National Association of Independent Colleges and Universities |
| Association for Institutional Research | National Association of Student Financial Aid Administrators |
| Association of College and University Housing Officers--International | National Association of Student Personnel Administrators |
| Association of Governing Boards of Universities and Colleges | |
| Association of International Educators | |
| Association of Physical Plant Administrators of | |
The Wingate University Campus

Administration Buildings

Dickson-Palmer Student Center
- Dedicated in April of 1977, is home to the administrative offices of Student Life (Dean of Students, Student Ministries, Residence Life, Campus Recreation, Counseling, Student Success, Greek Life, Student Involvement, Service, Orientation, First Year Engagement, and Student Government). There are meeting rooms, Campus Post Office, and the fitness center. Student clubs and organizations are encouraged to reserve meeting space well in advance. The building honors the late Clyde C. Dickson of Charlotte and the late Fannie Drye Palmer of Albemarle. The Dickson-Palmer Student Center is the center of campus life and student activities. This building houses the Campus Bookstore, Campus Post Office boxes as well as the administrative office of Student Life. Students can also gather in Ames Turnout and lounge areas.

R.W. Goodman Campus Service Center
- Built in 1986, serves as a multi-functional headquarters for maintenance, buildings and grounds services, as well as custodial services. It is also the University’s primary stockroom. It was built in honor of R.W. Goodman, longtime Richmond County Sheriff and friend of the University.

Holbrook Building
- Named in honor of the late Roy L. Holbrook, dedicated friend and former University trustee, was completed in the fall of 1965. Formerly the administration building, it currently houses the Office of Resource Development and the Office of Marketing and Communications. The lobby is named after John Cox.
Stegall Administration Building
- Completed in 1991, is named in honor of the late Roy and Vera Stegall, friends of the University for many years. Designed as the centerpiece of a growing campus, the Stegall Administration Building is located between the Charles A. Cannon Complex and the Dickson-Palmer Student Center. It is surrounded by a landscaped plaza and a small lake. The building is the administrative center of the University, with the offices of the President, Academic Affairs, Admissions, Business Affairs, Computer Center, Financial Planning, and Registrar all under one roof.

Auditoriums and Theatres

Austin Memorial Chapel Auditorium
- Completed in 1960, seats 1,100, and serves as a cultural center for both the University and the surrounding community. The building is named for the late Mr. and Mrs. John M. Austin of Wadesboro. The auditorium was remodeled in 1980 to accommodate a custom-built, 30-stop Holtkamp organ given by the late Thelma Rivers, an alumna of the Wingate School, in honor of the Rivers family: Miss Alma Rivers, L.D. Rivers, and Theodore Rivers.

Hannah Covington McGee Theatre
- Completed in 1999, is named in honor of President Jerry E. McGee’s late wife, a life-long patron of the arts. The 554-seat auditorium, located within the George A. Batte, Jr. Fine Arts Center, provides a venue for University theatrical and musical productions, lectures, and many other University and community-wide events.

M.B. Dry Memorial Chapel
- Adjoining the lobby of Austin Auditorium, was presented to the University in 1964 by students of the late Professor Dry, first administrator of the school. The chapel was completely renovated in 1992 through the generous support of Mr. and Mrs. Jack C. Lail and other friends of the University.

The Plyler-Griffin Recital Hall
- In the George A. Batte, Jr. Fine Arts Center seats 176. It is equipped with state-of-the-art audiovisual equipment for student and faculty presentations. It is named for Mr. and Mrs. Aaron Plyer, former North Carolina senator, and Mr. and Mrs. Bruce Griffin of Monroe.

Computing Facilities and Smart Classrooms

Computing Facilities
- Wingate University maintains several computer labs for student use. Each computer is networked so that students can access the Internet and e-mail. Two computer labs are located in Herbert Bridges Hall. The classroom lab contains 27 computers which have Microsoft Office, SPSS, and course specific software installed. The second lab is a 20-seat lab available for self and group study. The Ethel K. Smith Library contains two labs. The lab located on the first floor is an open lab with 12 computers. A variety of software including Microsoft Office, Maple, Adobe Acrobat and Photoshop, an OCR program as well as a flatbed scanner are available for student use.
use. The Writing Center is located on the second floor next to the Academic Resource Center and has 20 computers available for student use. Here students will receive assistance with a variety of writing related assignments from faculty-recommended student writing assistants.

Ames Turnout and Burris lounge are equipped with computers that students can drop in and use for Internet browsing and e-mail. Two specialized labs, both located in Burnside-Dalton Fine Arts Center, serve students enrolled in art or modern language programs. The graphic arts computer lab contains 10 computers with graphic tablets, a flatbed scanner, and a high-speed color laser printer. Software includes Adobe Creative Suite 5 and Microsoft Office. The modern language lab is equipped with 15 computers for student use, as well as headsets, a laser printer, and a scanner.

Wingate University currently provides wireless Internet access in all academic and administrative buildings, as well as all residential areas.

**Smart Classrooms**
Wingate University has 56 smart classrooms available for faculty use. Smart classrooms are equipped with the latest in teaching technology. Each room is equipped with a ceiling-mounted projector, networked computer with DVD, document cameras, a VCR/DVD, wireless mouse and keyboard, sound system, and laptop connectivity.

**Classroom Buildings**

**Budd E. Smith Science Center**
Named in honor of the University’s 10th president and completed in 1962, provides classrooms and laboratories for life and physical sciences. Plant and animal laboratories were added to the science complex in 1982. An animal lab section is named in memory of Bernice Brewer Russell, a 1927 alumna of the Wingate School. The lab section was a gift of her husband, the late Foil O. Russell.

**Burnside-Dalton Fine Arts Center**
Named in honor of the late Harry L. Dalton and the late J.E. Burnside, both of Charlotte, was completed in 1968. It includes the computer graphics, photography, and ceramics studios, as well as other art classrooms and studios. The building also houses foreign language classrooms and laboratories and the Physical Therapy program.

**Burris Building**
Erected in 1933, contains 23 classrooms and 20 faculty offices. The building honors the late C.C. Burris, former professor, dean, and president of Wingate University. The English, History, Psychology, Religion, and Sociology departments are located in this building.

**Charles A. Cannon Hall**
Erected in 1969-70, contains approximately 30,000 square feet of classroom space dedicated to the Porter B. Byrum School of Business and the Department of Communication. The building honors one of the University’s most generous benefactors, the late Charles Albert Cannon.
George A. Batte Jr., Fine Arts Center
A 44,000 square-foot facility, provides classroom and rehearsal space for the University’s music department, as well as providing a venue to showcase the talents of visiting musicians, actors, singers, and artists. The center features the 176-seat Griffin-Plyler Recital Hall, the 554-seat Hannah Covington McGee Theatre, gallery space for displaying the work of students, faculty, and regional artists, rehearsal halls, and studio offices.

Hayes Building
Named after Miriam Cannon Hayes and completed in fall 2006, is a three-story classroom building that includes wireless or “smart” classrooms and houses the offices of the School of Education.

Herbert Bridges Hall
Completed in 1963, honors a former leader of the Wingate University Board of Trustees. The building provides classrooms, offices, and lab space for the Department of Biology.

Levine College of Health Sciences
Completed in 2011, houses the School of Pharmacy and the Department of Physician Assistant Studies. The 67,000-foot facility is named for Leon Levine, the founder of Family Dollar Stores, Inc. The building features teaching auditoriums, lab space, classrooms, a library, offices, and small-group study areas.

Dining Facilities

W.T. Harris Dining Hall
The largest residential dining facility on campus, features RFoC, or “Real Food on Campus.” Many of the items on the menu are prepared fresh at the various stations, which include: Home, Grill, Pizza, Produce Market, Sandwich Shoppe, Exhibition, and Bakery.

LaVerne Banquet Hall
Adjoining the W.T. Harris Dining Hall, honors the late LaVerne Childers Harris of Charlotte. With a seating capacity of up to 350, it provides an elegant meeting space for any type of catered need from receptions to formal dinners.

The Klondike Poolside
Located in the clubhouse, offers a fresh bread/grill menu, fresh deli sandwiches, Freshens® smoothies and treats, grab-and-go sandwiches and salads, desserts, snacks, and beverages.

Grab-N-Go
Located in the Jefferson Clubhouse, is a convenience store with a variety of snacks, beverages, grocery items, frozen foods, grab-and-go sandwiches and salads, and personal care items.

Einstein’s Bagels
Located in the Ethel K. Smith Library, offers fresh baked pastries, snacks, grab-and-go items, hot and cold beverages.
Subway Express
Located in the Levine College of Health Sciences, Subway features fresh sandwiches and salads.

Library and Archives

Archives
The Efird Memorial Library, which served as the first freestanding library on campus, houses the Wingate Archives and the Charles A. Cannon Collection of personal papers from the noted business industrialist and school benefactor. Within the Archives, the Wingate collection represents the many changes to the institution as a school, a junior college, a college, and now as a university, while other special collections contain historical documentation and memorabilia. For archives access, policies, and procedures, please visit http://libguides.wingate.edu/archives.

Library
The Ethel K. Smith Library, located on the main University campus, maintains a collection to support the learning experiences of the students and the teaching and research activities of the faculty and staff of Wingate University. The primary focus of the collection is on materials that serve the undergraduate curricula, but as graduate programs increase the Library will endeavor to support those programs with appropriate additions to the collection.

In order to support this mission, the Library houses more than 100,000 print volumes in the facility, as well as database subscriptions which provide students online access to a variety of scholarly journal and newspaper titles beyond the Library’s print periodical collection. Additionally, the Library’s Interlibrary Loan Department enables students to research supplementary materials not held in the collection. For students attending our satellite campuses, Library materials can be supplied through the Library’s Bulldog Delivery system in which materials are delivered from the Library via professors or others traveling between campuses.

A variety of study options are available in the Library including individual study carrels in the Quiet Room, several group study spaces, and general areas for individual or group work. For those who bring their laptops to the Library, Wireless LAN access and wet carrels are available in several areas of the facility, including the Ethel K. Café coffee shop on the first floor. The building also includes an electronic instruction lab equipped with computers for interactive teaching.

The Ethel K. Smith Library is staffed with highly trained, professional librarians available to assist students in their research endeavors and to instruct individuals or entire classes in the most effective and efficient research applications available in today’s academic library. The computer commons in the Reference Department is specifically designed for the purpose of such instruction, with the goal of cultivating a basic, inter-disciplinary, transferable skill set regarding applied research. In person, phone, and online reference help is available to all Wingate students, and library instruction sessions can be scheduled at our satellite campuses as well.
Please visit http://library.wingate.edu for more information on the Ethel K. Smith Library.

Other Facilities

**Campus Lake and Picnic Pavilion**
Serves as a beautiful setting for outdoor events. The cross-country team’s trail surrounds the lake.

**Wingate University Hendersonville Campus**
Located in downtown Hendersonville, NC, opened in 2011 and awards graduate degrees in Pharmacy and Business.

**Wingate University Ballantyne Campus**
The Ballantyne campus opened in 2013 after having spent nearly twenty years in the Matthews area. Educational offerings in Ballantyne include MBA, graduate programs in sport management and education, an undergraduate program for working adults, and other professional and continuing education programs.

**H. Fields and Ruth B. Young Guest House**
Built in 1913 as a private home, it has served the University in various capacities over the years. In 1994, the home was extensively refurbished and furnished as a guest house through the generosity of the late H. Fields Young, Jr. and his wife, Ruth B. Young, both of whom have served as trustees and long-time friends of the University.

Recreational Facilities

**Charles A. Cannon Athletic Complex**
Opened in 1986, contains Cuddy Arena, a 2,300-seat basketball arena, an Olympic-size swimming pool, racquetball courts, a physical fitness laboratory, classrooms, and offices for the Athletic Department and the School of Sport Sciences in the Edward L. West Center for Athletics.

**Irwin Belk Stadium**
Completed in the fall of 1998, is the home of Wingate’s football and lacrosse teams. The Irwin Belk Education Foundation was instrumental in building this state-of-the-art facility, which seats 4,000 fans. The stadium contains concession areas, radio broadcast areas, a press box, VIP seating, a weight room, conference rooms, and all the amenities for coaches, officials, and players. The Bulldogs play on the John R. Martin Field, named for a loyal and generous Wingate trustee.

**The Clubhouse**
Built in August 2000 as a part of the South Village apartment complex, and renovated in 2008, the facility includes an outdoor pool, lighted sand volleyball court, Klondike Poolside (named after a renowned eatery in the town of Wingate), Grab-N-Go convenience store, and the Health Center is also located in the clubhouse.
Ron Christopher Stadium and Plyler Athletic Field
Built in 1956 by the children of I.F. Plyler of Monroe, includes the Ron Christopher Baseball Stadium, built in 1995. A member of the NAIA Hall of Fame, Christopher was 536-343 (with three ties) in 24 seasons as head baseball coach for the Bulldogs. Adjacent are six all-weather Grasstex tennis courts available for play and home to the men’s and women’s tennis teams.

WU Soccer Complex
Built in 1956 by the children of I.F. Plyler of Monroe, includes the Ron Christopher Baseball Stadium, built in 1995. A member of the NAIA Hall of Fame, Christopher was 536-343 (with three ties) in 24 seasons as head baseball coach for the Bulldogs. Adjacent are six all-weather Grasstex tennis courts available for play and home to the men’s and women’s tennis teams.

Sanders-Sikes Physical Education Building
Completed in 1959, is fully equipped for physical education. It has a regulation basketball court and contains the offices of the athletic director and coaches. The structure honors two families prominent in the early history of the University.

Student Residences
Students are assigned housing through the Office of Residence Life, which attempts to accommodate student preferences concerning roommates.

Residence Halls

Helms Hall
Completed in 1967, honors the late L.L. Helms, prominent alumnus and trustee of the University, and his wife, Mary Smith Helms. The facility and courtyard were completely renovated in 2013, and it houses 195 students.

Ruth Coltrane Cannon Hall
Named in honor of the late Mrs. Charles A. Cannon. An addition was added and the existing building was completely renovated in 2004 to house 236 students.

Alumni Hall
Constructed in 1946, houses the Office of International Studies, the Office of Internships and Career Services, and Success Coaching Offices. The building is located in the Academic Quadrangle. It also houses two floors of residential students.

JM Smith Hall
Constructed in 2013, the residence hall is a three-story facility with more than 26,000 square feet. It houses 300 students. It was named in honor of JM Smith, Sr.
Student Apartments

Faculty Drive Apartments
An eight-unit facility at the corner of Faculty Drive and Haskins Drive, houses two students per unit.

South Campus
Completed in 2000, is comprised of Belk, Bridges, Haskins, Rushing, Sherwood, and Tucker Halls. The six facilities house 406 students in private bedroom apartments with a multitude of amenities. These apartments are available mainly to juniors and seniors.

Watson Village
Includes the North Campus apartments, of which phase one was completed in 1987 Bennett and Holbert) and phase two completed in 1997 (Hendricks, Laney, Lowery, and McIntyre). Watson Village also includes Beam, Byrum, and Welborn Halls, which typically house sophomores.

University Place Apartments
Acquired in 2001, is a townhouse-style apartment community of five buildings occupied by undergraduate and graduate students.

Facility Reservations
Facility reservations can be made by accessing the following web pages
Library: http://libguides.wingate.edu/content.php?pid=199774&sid=1670621
Other facilities: http://www.wingate.edu/campus-life/camps-and-conferences
Academic Affairs

Academic Advising

Wingate University is committed to providing individual academic advising and guidance for all undergraduate students. Each student is assigned to a faculty advisor within his/her major who assists the student in planning his/her academic program and meets with the student periodically throughout the year regarding academic and co-curricular issues.

The advising program is administered by the Director of Academic Advising. Each student has an advisor who helps plan the student’s academic program. First year students have a success coach or faculty advisor. Faculty and staff advisors assist students in the development of their individual academic plan that includes all degree requirements and reflects the student’s career objectives. While advisors are primary resources to assist students in academic degree planning, students are ultimately responsible for planning and achieving the requirements of a specific degree.

Advisors help students develop individual academic programs which include Wingate University’s specific degree requirements and the student’s career objectives. While advisors have resources to aid students in academic planning, the responsibility for meeting requirements of specific degrees rests with the individual student. Requests to change a major should be made in the Academic Advising office in the Academic Resource Center.

Staff advisors in the Office of Internships and Career Services are available to advise students about careers, internships and related experiential opportunities.

Academic Resource Center

The University’s Academic Resource Center is located on the second floor of the Smith Library. The services offered in this area include:

- Director of Academic Advising Support
- Writing Center
- Director of Student Support Services and Peer Tutoring Program

These individuals will play an important role in the academic and personal progress of many students. All peer tutoring takes place in the center in an atmosphere conducive to learning and studying. Students can request a peer tutor by either calling or visiting the center. Students must allow three to seven days before actually meeting with a tutor once a request has been made. There is no fee and students can sign up at any time during the semester. Students are encouraged to visit the Academic Resource Center for academic enhancement, enrichment, tutoring, counseling and advising.

Tutoring hours coincide with the hours the Smith Library is open. However, office hours for the Academic Resource Center are as follows:

- Monday - Friday 8:00 am - 5:00 pm
Writing Center

The Writing Center is located on the second floor of the Ethel K. Smith Library, adjacent to the ARC, and offers students, staff, and faculty an opportunity to improve and strengthen their writing skills. Students from all majors and classes are encouraged to visit the Writing Center. Tutors can help students work on specific writing assignments as well as helping with any of the “stages” of writing—brainstorming topic ideas, shaping a thesis, revising, learning to better edit your own work, or understanding style demands for papers in different disciplines.

The Writing Center is staffed by faculty recommended student tutors who have been trained to help other students improve their writing. Students may schedule on-going tutorial sessions, make appointments for specific writing assignments, or drop-in for a session with an available tutor. Students may also benefit from writing tutorial handouts and checklists available in the Writing Center and through the Center’s website.

Disability Support Services

Wingate University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in university programs or activities due to his or her disability. The university is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and its amendments and the Rehabilitation Act of 1973 (section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities. Disability support services are available to otherwise qualified students with disabilities to ensure equal access to the university’s programs and services. Services may include making academic and/or non-academic accommodations for students. The university’s Office of Disability Services is the only designated department authorized to coordinate disability related services. Students should contact the Office of Disability Services when seeking academic and/or non-academic accommodations. The Office is located on the 2nd floor of the Ethel K. Smith Library, in the Academic Resource Center (the ARC) arc@wingate.edu, 704-233-8269

Student Disability Grievance Procedure

Wingate University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with, or denied the benefits of any University programs or activities due to his or her disability.

The University has adopted this internal grievance procedure to provide for the prompt and equitable resolution of student complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (“Section 504”) or Title III of the Americans with Disabilities Act (“Title III”) or otherwise alleging disability-related discrimination or harassment. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance, and Title III prohibits discrimination on the basis of disability by private entities (including Universities) that provide places of public accommodation. These laws and accompanying regulations may be examined in the office of the Director of Disability Support
Services, who the University has designated to coordinate its efforts to comply with Section 504 and the ADA ("the Director").

**Who May Grieve?**

Any student currently enrolled at the University who believes he or she has been discriminated against or harassed on the basis of disability by a University employee (e.g., administrator, faculty, staff, adjunct faculty, or other agent of the University); University student; or, in certain circumstances, by a visitor to the University, may use this process to file a grievance.

**What May Be Grieved?**

An action or decision may be grieved if it involves alleged discrimination or harassment by a University employee; University student; or, in certain circumstances, by a visitor to the University against a student on the basis of that student’s disability. Such actions may include, but are not limited to, denial of accommodations or lack of physical access to University facilities or programs.

**Confidentiality and Prohibition Against Retaliation**

The University will treat all information submitted in connection with a grievance as confidential. Subject to FERPA and other applicable privacy laws, however, the University official investigating the grievance will inform individuals with a legitimate need to know of the grievance and may provide them related information as necessary to allow the University official to conduct a meaningful and thorough investigation. The University official investigating the grievance will inform all involved parties of the need to maintain the confidentiality of such information.

Wingate University prohibits retaliation for submitting a grievance or participating in a grievance investigation. Retaliation includes threats, intimidation, reprisals, and adverse actions. The University official investigating the grievance will advise all involved parties of this strict prohibition against retaliation.

**Informal Grievance Procedure**

The Informal Grievance Procedure is designed to facilitate a satisfactory resolution of the grievance in an informal manner. The student has the option to forego the Informal Grievance Procedure and move immediately to the Formal Grievance Procedure.

A student initiates the Informal Grievance Procedure by contacting the Director. If the Director is the subject of the grievance, the student initiates the Informal Grievance Procedure by contacting the Dean of the student’s major program or graduate program Dean. The student may contact the appropriate official (the "Investigator") by e-mail, phone, or in person. To initiate the Informal Grievance Procedure, a student is not required to submit the grievance in writing, but the Investigator may ask the student to do so or to submit other evidence, if necessary to facilitate a satisfactory resolution.

The Investigator will attempt to expeditiously facilitate a satisfactory resolution. The Investigator may meet in person with the student, confer with the individual(s) against whom the grievance is
filed, attempt to arrange a meeting between the student and the individual(s), or take any other steps the Investigator believes will be useful in promoting resolution.

Within 21 calendar days after the student initially contacts the Investigator regarding the grievance, the Investigator will inform the student in writing of the outcome of the Informal Grievance Procedure.

**Formal Grievance Procedure**

If the student is not satisfied with the resolution reached using the Informal Grievance Procedure, or if the student chooses not to use the Informal Grievance Procedure, the student may initiate the Formal Grievance Procedure by submitting a written complaint to the appropriate Investigator. A student who chooses to initiate the Formal Grievance Procedure after participating in the Informal Grievance Procedure must do so within 14 calendar days of receipt of the Investigator’s written notification of the outcome of the Informal Grievance Procedure. The written complaint must:

- Be dated;
- state the problem or action alleged to be discriminatory and the date of the alleged action;
- state how the action is discriminatory (or how the decision is unreasonable if it a denial of a requested accommodation);
- name the individual(s) against whom the grievance is filed;
- state the requested remedy; and
- be signed by the student.

Within seven calendar days of receiving the written complaint, the Investigator will provide written notification of receipt of the complaint to the grievant and to the individual(s) against whom the grievance is filed. The Investigator will also conduct a thorough investigation of the complaint, affording all relevant persons an opportunity to submit evidence regarding the allegations. Within 30 days of receipt of the written complaint, the Investigator will provide the grievant and the individual(s) against whom the complaint is filed a written decision regarding the grievance. The decision will include findings of fact, a conclusion, and, if applicable, an explanation of remedies, which may include the imposition of disciplinary sanctions and / or referral to an individual’s supervisor or another administrator for the determination and imposition of disciplinary sanctions.

**Appeal**

The student or the individual(s) against whom the grievance is filed may appeal within fourteen calendar days of receiving the Investigator’s written decision and / or any associated disciplinary sanctions by writing to the Vice President for Academic Affairs. The written appeal must clearly set forth the grounds for the appeal and must include all supporting evidence. Generally, the Vice President for Academic Affairs will limit his or her review of the Investigator’s decision to determining whether the Investigator considered the proper facts and whether there were any procedural irregularities. Within 21 days of receipt of the appeal, the Vice President for Academic Affairs will provide the grievant and the individual(s) against whom the complaint is filed a written decision regarding the appeal. The decision of the Vice President for Academic Affairs is final, and the University will disregard any subsequent appeals (in any form) to any University representative, including the University President.
Adjustment of Deadlines

The Investigator or the Vice President for Academic Affairs may change the above deadlines for good cause, such as semester or summer breaks. Likewise, if the application of time deadlines creates a hardship due to the urgency of the matter or the proximity of an event, the Investigator or Vice President for Academic Affairs, at the request of the student, will determine if an expedited procedure can be created.

Interim Measures

If necessary while any grievance investigation is ongoing, the University may take interim measures to stop discrimination or prevent its recurrence. Such interim measures may include, but are not limited to, limiting interaction between the parties, arranging for the provision of temporary accommodations, or staying a course grade.

Confidentiality of Records

Once the Investigator or Vice President for Academic Affairs has made the final decision regarding the grievance, the records related to the grievance will be confidentially maintained in the Office of Disability Support Services for three years.

Disability Accommodations

Wingate University will make arrangements to ensure that students with disabilities are provided appropriate accommodations as needed to participate in this grievance procedure. Requests for accommodations must be made to the Director. The Director will review the supporting disability related documentation, make a decision about the request, notify the student about approved accommodations and make arrangements for the accommodations. Accommodations may include, but are not limited to, providing interpreters for the deaf, providing recordings of materials for the blind, and assuring a barrier-free location for the proceedings.

External Complaints

The availability and use of this grievance procedure does not prevent a student from filing a complaint of discrimination with external agencies such as the U.S. Department of Education, Office for Civil Rights.

Disability Harassment Policy

Wingate University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with, or denied the benefits of any University programs or activities due to his or her disability. Harassment is a form of discrimination and, therefore, harassment directed toward an individual student with a disability is a violation of the University’s anti-discrimination policy as well as state and federal laws. Disability harassment is defined as verbal (including written or electronic communication) or physical conduct that is directed at an individual because of his/her mental/physical disability that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. A hostile environment may
exist even if there are no tangible effects on the student, where the harassment is serious enough to adversely affect the student's ability to participate in or benefit from the educational program. Disability harassment may occur in a variety of relationships, including faculty and student, supervisor and student employee, student and student, staff and student, and other relationships between students and other persons having business at or visiting the University. To file a complaint of harassment students should follow the University's Grievance Procedure for Students with Disabilities.

For more information about the Academic Resource Center, disability support services, peer tutoring or writing assistance, please contact one of the following individuals:

- Ms. Emily Poplin, Director of Academic Advising and Support, e.poplin@wingate.edu or 704.233.8266
- Ms. Debbie Farrell, Secretary, at d.farrell@wingate.edu or 704.233.8265
- Ms. Linda Stedje-Larson, Director of Disability Support Services, stedje@wingate.edu or 704.233.8269
- Mr. Kevin Winchester, Director of the Writing Center, kwinches@wingate.edu or 704.233.8265

International Studies

At Wingate University, we believe that a liberal arts education must include learning about our world and the people with whom we share it. So in 1978, Wingate pioneered W ’International, a semester-long seminar followed by 10 days of international travel. As juniors, all eligible Wingate students are offered this travel experience at minimum expense under the direction of a Wingate University professor. In the last three decades, more than 3,000 Wingate students have traveled to more than thirty countries in Europe, Asia, Africa, South America, and North America.

Council on International Educational Exchange (CIEE)

Through an affiliate agreement with the Council on International Educational Exchange, Wingate University students can choose from semester or summer programs at CIEE study centers located in 35 countries worldwide. CIEE offers a wide range of study areas, from major-specific concentrations to language studies to the liberal arts in general. Students apply to the program through the International Studies Committee by submitting two reference letters, a personal statement, and an analysis of the relevance of CIEE courses to the applicant’s degree program. Students must have a minimum 2.75 GPA to apply. Students should contact the Director of International Studies for further information about CIEE programs, the application process, and deadlines.

Danish Institute for Study Abroad (DIS)

Wingate University has a partner relationship with the Danish Institute for Study Abroad (DIS) that allows select students to study in Copenhagen for a semester or summer. Students apply to the program through the International Studies Committee by submitting two reference letters, a personal statement, and an analysis of the relevance of DIS courses to the applicant’s degree program. Students must have a minimum 3.0 GPA to apply. DIS offers a general curriculum as well as specialty courses in marine biology, international business, and communications. Students should contact the Director of International Studies for further information about the DIS program, application process, and deadlines.
Hong Kong Baptist University
Wingate University has a direct enrollment agreement with Hong Kong Baptist University (HKBU) that enables several students a year to study in Hong Kong. Students apply to the program through the International Studies Committee by submitting two reference letters, a personal statement, and an analysis of the relevance of HKBU courses to the applicant’s degree program. Students are required to have a minimum 2.75 GPA. HKBU offers a full range of courses in English suitable for almost any major. Students should contact the Director of International Studies for further information about HKBU, the application process, and deadlines.

Internships in Chile
Internships and service learning opportunities in Chile are available for up to eight weeks in the summer. The Office of Internships has partnered with an organization in Chile that assists students in finding a placement related to a student’s interests and skills. In addition, the organization helps to arrange interviews, supervises interns, reviews intern paperwork, and coordinates accommodations. To complement the experience, students may take an immersion Spanish course concurrently with the internship.

Internships in London
Full-time internships and service learning opportunities in London are available during the semester and for up to eight weeks in the summer. The Office of Internships has partnered with an organization in London that assists students in finding a placement related to a student’s interests and skills. In addition, the organization helps to arrange interviews, supervises interns, reviews intern paperwork, and coordinates accommodations. To complement the experience, students will take a British Life & Culture course concurrently with the internship.

Students may choose from a variety of internship areas, including: Art and Design, Advertising and PR, Business and Finance, Communications/Media, Education, Academic Programs, Departments, and Schools Fashion, Government & Politics, Health Care/Sciences, History, IT/Computing, Law, Psychology & Social Services, Sports and Events Management, and Theatre.

Spanish Immersion Program
Spanish 103 combines beginning Spanish I and II into one semester. Students take intensive Spanish classes at Wingate during the course of the semester, learning communication skills, aural comprehension, pronunciation, structure of the language, and essential vocabulary for practical communication. The class culminates in May with a two-to-three week immersion experience in a Spanish-speaking country, where students live with Spanish-speaking host families while taking intensive classes that combine classroom time with field experiences.

W ‘International Program
Wingate University offers a unique study-tour program called “W ‘International” that makes an international experience available at minimum expense to all eligible juniors. (See eligibility requirements below.) The program includes a weekly seminar during the fall or spring semester followed by 10 days of travel. The weekly W ‘International classes include a general orientation to
international travel and an in-depth study of the culture and history of the appropriate destination. Students are required to attend all class meetings and a general session. The travel part of the program occurs after Christmas (fall) or after Commencement (spring). The University covers the costs of transportation and lodging, so that a student can participate in W’International at little personal cost. Most seminars have a moderate, non-refundable surcharge due at the beginning of the semester of participation. During the course and on the trip, the student is obligated to follow the professor’s instructions and demonstrate a high standard of character and maturity.

Requirements:

• Junior class standing. A student who does not participate during his/her junior year forfeits eligibility. Those students with junior class standing have earned no fewer than 57 credit hours and no more than 86 credit hours at the beginning of the semester of participation. Transfer students who have junior status must have completed one semester as a full-time student.

• A cumulative GPA of 2.0 by the beginning of the semester of participation.

• Students must reconcile any debts to the University before commencement of the tour.

• Students must successfully complete the seminar with a “D” or higher to participate in the travel portion of the course.

Students who pass the seminar and who satisfactorily complete the W’International tours receive two credit hours. Sign-up begins on the first day of junior registration and is on a first-come first-served basis. The University does not guarantee a student’s first choice.

Wingate International Grant for Students (WINGS)

The Wingate International Grant for Students program provides funds for semester or shorter term study abroad to qualified students. Grants are competitive and will be based upon a variety of factors, including financial need, academic merit, the strength of an individual’s application, and the number of applicants. Qualified students will have a minimum 2.75 cumulative GPA. Please note that some programs will require a minimum 3.0 GPA. WINGS are awarded to undergraduate students. Students must fill out the Free Application for Federal Student Aid (FAFSA) to be considered.

Questions about WINGS, qualified study abroad programs, and study abroad in general should be directed to the Office of International Studies in Alumni Hall.

• Ms. Jennifer Armentrout, Director of International Studies, jarmentrout@wingate.edu or 704.233.8034

Internships and Career Development

The Office of Internships and Career Services provides resources to assist students in exploring majors and career options. Through an emphasis on career development as a process requiring planning, the goal is to help students identify their interests and abilities early on and actively engage in preparation
for their futures. Career Services provides students with career advising, self-assessment exercises, resume and cover letter guidance, job searches, graduate school preparation, mock interviews, on-campus employer recruiting/career fairs, and various career-related events. The Parents Association Career Resource Center offers a career library, computers for resume writing and job/internship searching, career software programs, and available peer career mentors for drop-in assistance.

The office also offers students assistance in obtaining academic and co-curricular internships. As a part of preparing for career decisions following graduation, all students have the opportunity and are encouraged to participate in an internship during their time at Wingate University. Following the freshman year, students may pursue an internship for the summer term, fall semester, or spring semester. Internships may be either credit-bearing or non-credit-bearing. Internships in London or Chile and the Summer Internship Institute provide special summer opportunities. Internship and employment opportunities are showcased on CareerGate (on-line job database), a free service to students and alumni. To access CareerGate, visit http://www.wingate.edu/academics/student-information and scroll down to the CareerGate link. Email careerhelp@wingate.edu to obtain a username and password.

- Ms. Sharon Robinson, Director of Internships and Career Services, s.robinson@wingate.edu or 704.233.8249
- Ms. Lori Brasille, Assistant Director of Internships and Career Services, l brasille@wingate.edu or 704.233.8035
- Ms. Candice Sturdivant, Coordinator of Employer Relations, Internships and Career Development, c astrdivant@wingate.edu or 704.233.8024

Lyceum

In keeping with the belief that diversity of experience is essential to a well-rounded education, Wingate University provides varied opportunities for cultural enrichment outside of the classroom. The Lyceum program includes opportunities in the four categories listed below, and students are REQUIRED to attend at least 40 events over the course of their studies. The Lyceum program is a requirement for graduation. Students are required to attend events following the distribution plan below:

- Faith & Character Development: 8 events
- Fine Arts Presentations & Performances: 8 events
- Academic Lectures: 8 events
- Personal & Professional Growth: 8 events
- Electives from any category: 8 events

Transfer students may receive a reduced Lyceum requirement. Reductions are based on the number of hours transferred to Wingate. It is the responsibility of all students to know their own Lyceum requirement. If students have questions about their specific requirement, they should contact the Registrar’s Office.

DEFINITIONS OF CATEGORIES

In order to be considered for approval, proposals must support one of the following categories:

- Faith & Character Development: Proposals should clearly articulate how the program will promote spiritual development; deepen one’s understanding of spiritual matters; clarify matters of personal faith;
facilitate ethical and moral development; and/or increase awareness of global issues with regards to spirituality.

**Fine Arts Presentations & Performances:** Proposals should clearly articulate how the program will enhance, by attendance or participation in, an appreciation of the visual or performing arts.

- Performances by individual students or student organizations must be under faculty direction and have guidance from a faculty member with expertise in the area.
- Performances in musical genres which are readily available to students and/or are part of the current “popular culture” may not be selected, unless they would otherwise qualify under another category.
- The reputation, credentials, and qualifications of the performer/performing group/artist and producer will be taken into account during the approval process.
- Exhibitions of visual arts created by individual students or sponsored by student organizations must be under faculty direction or have guidance from a faculty member with expertise in that area.
- Additionally, guided discussions of exhibitions must be led by the artist or faculty member.

**Academic Lectures:** Proposals should clearly articulate how the program will provide students with an opportunity to expand their understanding of the world through exploring various scholarly topics and/or contemporary issues from the academic perspective.

- Lectures must have at least one of the following: a speaker with credentials and expertise in the subject area, a subject of importance or uniqueness and/or a linkage to academic content.
- Programs proposed in potentially controversial and/or divisive subject areas must allow for a discussion of the spectrum of viewpoints and these discussions must be under faculty direction or have guidance of a faculty/staff member with expertise in the area.

**Personal & Professional Growth:**
Proposals should clearly articulate how the program will foster students’ emotional/social development, personal life skills, leadership abilities, or professional competencies or opportunities; and/or encourages overall wellness and development of an active lifestyle.

- Programs of this nature must be presented by individuals who have the credentials, reputation, and expertise in the specified subject/topic as defined in the program description.

**LYCEUM PROPOSALS**
In addition to the categorical definitions above, Lyceum events must adhere to the following general policies, in order to be considered for approval:

1. Proposals for events scheduled for the fall 2013 semester should be submitted by **Friday, September 13**. Proposals for the spring 2014 semester should be submitted by **Friday, January 31**.
2. Proposals may still be submitted after the aforementioned semester deadlines; however, proposals submitted after the deadline will **only** be reviewed on the following dates: October 9, November 13, February 13, March 19, and April 9.
3. Once an event is approved, the sponsor will receive a confirmation e-mail and the event will be added to the Lyceum calendar. The Lyceum calendar may be found in MyGate under the “Student Life” and “Academics” tabs, as well as in OrgSync and on Accudemia.
4. If a proposal is denied, the sponsor will receive a written rationale via e-mail. If the concerns are addressed, the proposal may be resubmitted for approval consideration.
5. All parties wishing to show a film for Lyceum credit must adhere to the federal copyright laws.
6. Film viewings must include a presentation and/or discussion led by a qualified individual with expertise in the subject area of the film. Films that are mainstream or readily accessible to students must follow the guidelines for category classification above.
7. Readings of poetry and/or fiction will be selected on the basis of the reader and/or writer’s reputation and credentials. Readings by individual students or sponsored student organizations must be under faculty supervision or have guidance from a faculty member.
8. Programs or performances by, or specifically designed for, children (below college age) will not be approved.
9. All Lyceum events must be under the direct sponsorship of a University department, committee, or Registered Student Organization.
10. Funding for events may be requested; however, event approval does not guarantee fund approval. Funding will be distributed on a first come, first serve basis and will be at the discretion of the Director of Special Academic Programs.
11. The sponsor of a Lyceum event must notify the Director of Special Academic Programs immediately of any event changes. Changes include: cancellation of the event, change in time, location or duration. It is the responsibility of the sponsor to post signs at the site of an event in the case of cancellation. If Lyceum Ambassadors do not know where and when an event is, they will not be able to attend and students will not be granted Lyceum credit.
12. Publicity for events is the sole responsibility of the sponsoring department or Registered Student Organization.

LYCEUM ATTENDANCE & APPEALS
The following policies and procedures to promote the comfort, education, entertainment, enjoyment and cultural enrichment of every audience member and are effective as of the first official Lyceum event of the 2013-2014 academic year and will be enforced:

1. **Students are required to dress professionally** for Lyceum events. Students may NOT wear items including, but not limited to, “hoodies”, cargo pants/shorts, t-shirts, ball caps/visors, pajamas, tank tops, swimwear, exercise attire, ripped jeans, and/or clothing that is inappropriately revealing. Students may wear dark wash jeans and shorts (in the warmer months) as long as they are presentable. **Students who do not adhere to these guidelines will NOT be admitted to the event or will be asked to leave without receiving credit.** Appropriate dress will be deemed at the discretion of a Lyceum Ambassador or University official.
2. Inappropriate behavior, including but not limited to, texting, talking on the phone, reading a book, being disrespectful to the presenters or other students, or showing signs of disinterest, will result in dismissal from the event and Lyceum credit will not be granted.
3. Students who arrive late or leave early will **not** receive Lyceum credit. The event begins and ends at the discretion of the faculty member or administrator in charge of the event.
4. Failure to attend an event after scanning in with the Lyceum Ambassador will constitute an Honor Code violation and Lyceum credit will not be awarded for that event.
5. Students that show up for events that are cancelled, are not approved and/or are not on the University Lyceum calendar will not receive Lyceum credit.
6. Any member of the Wingate University faculty and staff, as well as Lyceum Ambassadors, have the right to enforce the aforementioned Lyceum behavior guidelines.

7. Abusive behavior towards any member of faculty and staff or Lyceum Ambassadors constitutes an Honor Code Violation.

8. Attendance for each event will be tracked by Lyceum Ambassadors who will scan the student’s ID card. It is the students’ responsibility to have their ID with them and to scan in and out of an event, unless otherwise instructed by a University official. Students who fail to have a properly working ID card with them for a Lyceum event will not receive Lyceum credit.

9. Students are responsible for keeping track of their Lyceum count, which can be found at https://wingate.accudemia.net/Login.aspx. If there are any discrepancies, students must notify the Registrar’s Office and submit written verification of attendance from a faculty member or administrator within 7 calendar days from the date of the event.

10. Students who have not completed the Lyceum requirement prior to graduation will not be permitted to participate in Commencement and will not officially receive their degree until the requirement is completed. It is important to note that Wingate University only confers degrees in December, May, and August of each year and only conducts a Commencement ceremony in May for all those graduating during the preceding twelve months.

11. Graduating students with extenuating circumstances may submit a written appeal to the Academic Appeals Committee clearly outlining why they failed to complete the requirement in the time allotted. Appeals should be submitted to the Director of Special Academic Programs no later than the last day of classes for the semester in which the student plans to graduate. Alternate plans to meet the Lyceum requirement will only be accepted with documented approval from the Academic Appeals Committee. The decision of the Academic Appeals Committee is a final one.

Special Note

Regular Chapel services are common expressions of a university’s religious heritage and the presence of a worshiping community. The Lyceum Committee will evaluate proposals for particular Chapel programs to be designated as Lyceum events in the same way it evaluates other proposals. Not all Chapel programs will count as Lyceums.

University Calendar

The University homepage provides a link for all approved Lyceum programs per semester. Students may also add this calendar: academic_affairs@wingate.edu to their Google calendar for easy access to all events.

Withdrawal from the University

Voluntary
Any student voluntarily leaving the University before the close of the term must withdraw officially. The student initiates the withdrawal procedure with the Office of Student Success. The withdrawal form must be signed by the various University officials listed on the form. The withdrawal process is completed at the Business Office.
The deadline for withdrawal is listed on the academic calendar each semester. A student who withdraws by the deadline and has settled all accounts with the University will receive grades of “W” for the semester. A student who withdraws after the deadline will receive grades of “F” for the semester.

In cases where extenuating circumstance warrant it, a student may receive grades of “W” from the University after the deadline has passed. The student who wishes to make this appeal should submit a letter and any other supporting documentation to the Office of the Vice President for Academic Affairs detailing the reason(s) for the request. If the appeal is accepted, the Registrar will change the semester grades from “F”s to “W”s. Appeals will only be considered for those students who complete the appeal process before the first day of the final exam period of the semester of voluntary withdrawal.

Students who have questions about withdrawing or would like to begin the withdrawal process should contact the Office of Student Success at 704-233-8366 or via email at studentsuccess@wingate.edu.

Involuntary
The University reserves the right to involuntarily withdraw a student from the University and/or campus housing if the student engages in, or threatens to engage in, behavior that suggests a significant risk of causing harm to self or others, or if a student’s behavior demonstrates that he or she is emotionally or psychologically incapable of functioning properly in the university and/or residence hall setting.

Permission for readmission will typically be based on the student’s demonstration of a period (at least one semester) of stable behavior outside the university and/or residence halls and shall require a statement from a physician, psychologist, or other qualified professional external to the campus who gives an opinion that the student is ready to return and cope with university and/or residence hall life. Conditions for follow-up services may be required as part of the readmission decision. These conditions shall be established by the Dean of Students (or designee).

The University also reserves the right to involuntarily withdraw a student from the University and/or campus housing who has:

● persistent failure to complete classroom assignments;
● habitual class absence; and/or
● disruption and disturbance of fellow students

The decision to involuntarily withdraw a student from the University and/or campus housing shall be made by the Dean of Students (or designee). A student subject to involuntary withdrawal shall be given notice of the withdrawal either by personal delivery, by certified mail, or by verbal notice with written confirmation provided within 24 hours. In the event that the student disagrees with the decision to be involuntarily withdrawn from the University and/or campus housing, the student must make a written request within three days to the Dean of Students for an informal hearing. In cases where a hearing is requested, the student will remain withdrawn on an interim basis pending the outcome of the hearing.
Temporary Withdrawal Policy
The Dean of Students or designee, after consultation with healthcare providers, professors, counselors, or other individuals, as appropriate, may require the temporary withdrawal of a student who is suffering medical or psychological problems, which may potentially pose a threat to themselves or to the University community. The student will be encouraged to seek professional care and will be considered for readmission when his/her condition has improved and after consultation with his/her care provider. A student removed from the University by the Dean of Students may appeal that removal to the Executive Vice President. Such an appeal must be made in writing and must be submitted within 48 hours after the decision of the Dean of Students is communicated to the student so removed. The decision of the Executive Vice President is final.

Temporary Leave of Absence
To be granted a temporary leave of absence, a student must submit documentation from a qualified professional to the Office of Student Success. The Dean of Students will recommend to the Vice President for Academic Affairs whether a leave of absence or withdrawal is appropriate. For students who are granted a leave of absence for medical reasons, the Office of Student Life will require documentation from a health-care provider indicating the student is prepared to return to Wingate.

A temporary leave of absence provides the student with the right to return to the University (in the semester following the leave of absence) without re-application. The student will be allowed to register for University courses at the time designated for his or her class (i.e., junior, senior, etc.). Students who are granted a TLA are subject to all University refund/repayment policies (as outlined on page 42). Questions about Title IV student loan deferment while on a temporary leave of absence should be addressed to the Office of Financial Planning.

Medical Leave of Absence
Medical leave is an option available to students who, for physical or psychological reasons, are unable to continue at the university. Appropriate medical and/or mental health evaluation is a required part of this process. Although medical leave may be initiated by a student, in certain cases, the university may initiate a medical leave, where medical or mental health practitioners or physicians recommend that it is not in the student’s or the community’s best interest for the student to continue at the university.

A student who wishes to apply for return to campus after a medical leave of absence, including following a mental health crisis, must provide documentation pertaining to evaluation and/or treatment from a qualified healthcare professional and demonstrate successful engagement in productive activities while on medical leave. The Wingate University Behavioral Intervention Team will convene to evaluate the documentation and any other additional information provided by the student to substantiate their return to campus. The team will then determine whether the student may return to Wingate University, with or without any accommodations, or whether the medical leave should be extended.

Institutional Committees
Student input and participation in the institutional governance process is of great value to the administration. Those interested in serving on a committee should contact the Office of Student Life.
**Faculty Assembly Committees**

Students are annually appointed though the Student Government Association to the following committees of the faculty assembly: academic affairs, admissions, athletics, business affairs, development and public relations, honors, library and instructional services, lyceum, student life and teacher education.

**Ad Hoc Committees**

Periodically committees are established in order to research and make recommendations about specific issues. Students are routinely appointed to serve on those committees.

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**Registrar**

It is the mission in the Registrar’s Office to provide you with efficient and courteous service. These are some of the functions of the office:

- Academic transcripts
- Grade information (through WinLINK)
- Registrations and add/drops (through WinLINK)
- Withdrawals from courses
- Record and report academic standings (honors or probation)
- Data entry and publication of class schedule
- Offer student directory information in accordance with the Family Educational Rights Privacy Act (FERPA) Certification services for students studying under a Veteran Administration program
- Enrollment verifications
- Student class schedules
- Degree audits and graduation clearance

The Registrar’s Office is the official custodian of student academic records and is responsible for the implementation of academic policies.

- Ms. Nicci Brown, Registrar, brown@wingate.edu or 704.233.8126
- Ms. Maria Taylor, Associate Registrar, m.taylor@wingate.edu or 704.233.8393
- Ms. Karen Elizabeth Smith, Assistant Registrar for Student Records and Registration, at ka.smith@wingate.edu or 704.233.8005
- Ms. Jodi Meer, Assistant to the Registrar, j.meer@wingate.edu or 704.233.8006

**Change of Courses**

A student may add a new course during the first four days of the semester and receive full credit, provided he/she has the permission of the registrar and makes up the work to the satisfaction of the faculty member. A student may withdraw from a course at his/her discretion after the drop/add
period up to the date designated on the Academic Calendar, and receive a “W” provided he/she (a) maintains his/her standing as a full-time student (12 hour minimum) and (b) secures the approval of his/her advisor, the faculty member and the registrar. Student athletes must also secure the approval of the current Faculty Athletic Representative (FAR). Withdrawals are not final until processed by the Office of the Registrar. Should a student drop a course at any time without official approval from the registrar or after the date designated as the deadline to receive a “W”, he/she will receive an “F.”

Commencement

A student must complete a Commencement Application for the Office of the Registrar the semester prior to intended graduation. A student will have one opportunity to walk in Commencement. December and May completers are expected to be present at the May ceremony to receive a diploma. If a student cannot participate, he/she should inform the Office of the Registrar at least 30 days before Commencement.

A student who will complete all required classes in August can participate in the May ceremony only if he/she:

- Has a minimum cumulative GPA of 2.0
- Has a 2.0 GPA in the major
- Can meet all requirements for the degree by the August graduation date
- Can complete all classes at Wingate University (not off-campus)
- Has registered and paid for all required classes prior to Commencement
- Has a clear financial account with the Business Office

Awards

These awards are presented annually at Commencement:
The Budd E. and Ethel K. Smith Award is presented to the student judged to have made an outstanding contribution through leadership of other students, Christian sensitivity, and moral responsibility.
The C.C. Burris Award is presented to the woman who represents the ideals of scholarship, leadership, and service.
The A.F. Hendricks Award is presented to the man who represents the ideals of scholarship, leadership, and service.
The Fred H. Allen Award for Christian Leadership and Service is presented to the student judged to have exhibited outstanding Christian leadership and to have been involved in significant Christian service projects.
The Jerry and Alice Surratt Award is presented annually to the graduating senior who has made the most significant contributions in the area of international education through scholarship and service.
The H.K. Helms Award is presented to a student achieving excellence in scholarship.

These awards are presented annually to recognize excellence in major fields:
Arthur Joseph Geddings, Jr. Sportsmanship Award
Award for Excellence in Speech Communications
Award for Excellence in Telecommunications
C.B. and Beadie Haskins Scholarship Award
Carolyn Caldwell Gaddy Teacher Education Award
Daughters of the American Colonists Award
The Enquirer-Journal Journalism Award
Excellence in Biblical Studies
Excellence in New Testament Greek
Faculty Award for Excellence in Biology
Faculty Award to Outstanding Senior Porter B. Byrum School of Business
Frances Cuthbertson Vick English Award
Freshman Chemistry Achievement Award
Helen Elizabeth Cowsert Foreign Language Awards (3)
J. Howard Williams Athletic Cup
Mathematics and Education Award
Music Achievement Award
Music Performance Award
Outstanding Art and Education Award
Outstanding Music Educator Award
Outstanding Senior in Accounting
Outstanding Senior Art Award
Outstanding Senior in Finance
Outstanding Senior History Major Award
Outstanding Senior in Human Services Award
Outstanding Senior in Management
Outstanding Senior in Marketing
Outstanding Female in Sport Sciences Award
Outstanding Male in Sport Sciences Award
Outstanding Sport Sciences Scholar Award
Pickett Williams Memorial Athletic Award
Religious Studies Award
Robert Hoerning Memorial Award to Outstanding MBA Student
Sarah Chapman Walker Piano Scholarship
Senior Music Award

**Academic Honors**

**Semester**

Students are recognized by the University community for academic excellence. Each semester a President’s List includes those students who have earned a term GPA of 3.80 on at least 12 quality point academic hours and have no grade below a “C”. Each semester a Dean’s List includes those students who have earned a term GPA of 3.30 on at least 12 quality point academic hours and have no grade below a “C”.

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Commencement

At Commencement, students with a cumulative GPA of 3.50 or higher are graduated with honors as follows:

- **Summa cum laude**
  - 3.90 and above
- **Magna cum laude**
  - 3.65 to 3.899
- **Cum laude**
  - 3.50 to 3.649

Graduation with honors is determined by the overall GPA on all undergraduate work attempted at any accredited school and on all credit attempted at Wingate University, although transfer credit cannot be used to raise the Wingate average.

Academic Probation

To assist students in maintaining satisfactory progress, Wingate University has adopted academic standards to identify students who are experiencing academic difficulty so that they can take advantage of timely interventions through academic support services. Academic probation is an indication of serious academic difficulty and is determined by the cumulative GPA that a student earns in all credit courses. At the conclusion of a semester, the Vice President for Academic Affairs will notify the student by mail if the cumulative GPA is below the minimum. In such a case, the student will be placed on academic probation for the next regular semester. In such a case, the student will be placed on academic probation for the next regular semester and may be enrolled in Applied Learning Strategies 101. Probation is determined only from permanent grades at the conclusion of a regular semester; mid-semester progress reports are not included in GPA calculations. **Note: A student must have a 2.00 cumulative GPA to qualify for the baccalaureate degree.**

Minimum cumulative GPAs:

<table>
<thead>
<tr>
<th>Hours Attempted (plus transfer credit)</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-23</td>
<td>1.60</td>
</tr>
<tr>
<td>24-56</td>
<td>1.80</td>
</tr>
<tr>
<td>57 or above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Academic Suspension

A student who is on academic probation at the end of two successive regular semesters will be academically ineligible for the next semester. A student who makes less than a 1.0 GPA in any given semester will be ineligible to enroll for the next semester.

An academically ineligible student who wishes to apply for reinstatement should send a written appeal to the Academic Appeals Committee, in care of the Student Success Office, to request further review of his or her academic records and academic eligibility.
A student must be in good academic standing to be eligible to take courses at another school on a transient basis, therefore, any courses taken at another college or university while the student is on academic suspension will not transfer until the student attains a cumulative 2.0 at Wingate University.

**Class Attendance**

Regular attendance is a student’s obligation and a student is responsible for all the work, including tests and written work from all class meetings. Each faculty member defines his/her own absence policy and so informs students on the first day of classes. Students who represent the University at officially recognized activities are responsible for making necessary plans for class absence with each professor in advance of the absence.

The University maintains the regular schedule of classes throughout the semester. Classes are not canceled due to inclement weather (i.e., snow, sleet) and students are responsible for all the work of any class meeting missed for any reason.

Students who are deemed as failing academic course work by virtue of their lack of class attendance are eligible for removal from campus housing. Determination of class attendance and ability to gain academic credit will be provided by each individual faculty member. A student who misses extensive classes may be involuntarily withdrawn. A collaborative decision will be made by the Dean of Student Life, faculty, and the Office of Student Success.

**Grade Appeal Procedure**

A student who believes that his or her final grade in a course has been assigned incorrectly may appeal that grade through the following procedure. The process of appeal must be initiated by the student before midterm of the first regular semester following the semester or summer term for which the grade was awarded.

1. The first level of appeal for a student who is dissatisfied with a grade he or she has received is to the professor who assigned the grade. In a direct, personal interview the student should explain the basis for his or her dissatisfaction and the professor should explain the basis for the grade. If the professor is no longer employed at Wingate University, the student may proceed directly to step 2.

2. If, after the interview described in step 1, a student is still dissatisfied with the grade assigned, that student should submit to the dean of the school or college a written statement containing the reasons for his or her dissatisfaction and the specific remedy he or she regards as fair and reasonable. The burden of proof is on the student to show that the grade awarded was arbitrary and capricious, irrational, made in bad faith, or contrary to constitution or statute. When, in the opinion of the dean, the student fails to show reasonable cause for further investigation, the dean may deny the appeal without further action. If the dean is the professor concerned, the appeal shall be taken to the Office of Academic Affairs.

3. When, in the opinion of the dean, a student’s appeal raises reasonable doubt as to whether the grade was correctly assigned, the dean shall seek to mediate the dispute between the student and the professor. The process shall include several meetings: one between the student and the dean; one between the professor and the dean; and a final meeting with the dean, the student and the professor all in attendance. If the professor refuses to accept mediation or if the mediation effort is unsuccessful, the dean shall request that the case be submitted to the
Academic Appeals committee of the faculty assembly for investigation. The Academic Appeals committee, upon receiving a grade appeal, shall carry out a thorough investigation in such manner as it may deem appropriate. The committee shall submit to the Vice President of Academic Affairs its findings in the case, including its recommendations concerning the appropriateness of a grade change. If the committee recommends a change, it shall recommend the specific letter grade that should be awarded in the case. Upon recommendation of the Academic Appeals committee, the Vice President of Academic Affairs shall have the authority to change the grade on the student’s permanent academic record. The decision of the Vice President of Academic Affairs shall be final. The Vice President of Academic Affairs will inform the student, the dean, and the professor involved of the result of the grade appeal.

4. If the grade appeal involves a charge of unethical conduct, the student shall submit the appeal directly to the Vice President of Academic Affairs. If the Vice President of Academic Affairs finds insufficient evidence to support a charge of unethical conduct, the student may still appeal the grade following the procedures described above. If the Vice President of Academic Affairs finds that the conduct of the faculty member was unethical and that the conduct affected the student’s grade, the Vice President of Academic Affairs shall take such steps as he or she may deem appropriate to determine an accurate and fair final grade for the course. The Vice President of Academic Affairs shall have the authority to change the grade on the student’s permanent academic record to conform to this determination.

Ethel K. Smith Library

The Ethel K. Smith Library, located on the main University campus, maintains a collection to support the learning experiences of the students and the teaching and research activities of the faculty and staff of Wingate University. The primary focus of the collection is on materials that serve the undergraduate curricula, but as graduate programs increase the Library will endeavor to support those programs with appropriate additions to the collection.

In order to support this mission, the Library houses more than 100,000 print volumes in the facility, as well as database subscriptions which provide students online access to a variety of scholarly journal and newspaper titles beyond the Library’s print periodical collection. For students attending our satellite campuses, Library materials can be supplied through the Library’s Bulldog Delivery system in which materials are delivered from the Library via professors or others traveling between campuses.

A variety of study options are available in the Library including individual study carrels in the Quiet Room, several group study spaces, and general areas for individual or group work. For those who bring their laptops to the Library, Wireless LAN access and wet carrels are available in several areas of the facility, including the Ethel K. Café coffee shop on the first floor. The building also includes an electronic instruction lab equipped with computers for interactive teaching.

The Ethel K. Smith Library is staffed with highly trained, professional librarians available to assist students in their research endeavors and to instruct individuals or entire classes in the most effective and efficient research applications available in today’s academic library. The computer commons in the Reference Department is specifically designed for the purpose of such instruction, with the goal of cultivating a basic, inter-disciplinary, transferable skill set regarding applied
research. In person, phone, and online, references help is available for all Wingate students, and library instruction sessions can be scheduled at our satellite campuses as well.

Please visit http://library.wingate.edu for more information on the Ethel K. Smith Library. Consult the website for hours during regular academic year, holidays, breaks, and exams (hours are extended).

- Ms. Amee Odom, Director of the Library, ameeodom@wingate.edu or 704.233.8096
- Ms. R. Marilyn Brown, Catalog Librarian, at marbrown@wingate.edu or 704.233.8094
- Ms. Debra H. Hargett, Electronic Resources and Special Collections Librarian, dhargett@wingate.edu or 704.233.8100
- Ms. Christy Inge, Access Services Manager, c.inge@wingate.edu or 704.233.8091
- Mr. Richard Pipes, Collection Development Librarian, rpipes@wingate.edu or 704.233.8098
- Ms. Ashley Shealy, Reference and Instruction Librarian, at a.shealy@wingate.edu or 704.233.8099
- Ms. Alison Simpson, Public Services Manager, a.simpson@wingate.edu or 704.233.8093
- Mr. James M. Wetherbee, Network and Library Systems Administrator, jimm@wingate.edu or 704.764.1335
Student Life

The Division of Student Life

The Division of Student Life exists to support and enrich the academic community. Wingate University believes that there is a seamless experience between the classroom and out-of-classroom experience and that learning takes place in both. Student Life aims to enrich students’ experiences so that each student will be more successful in life beyond the institution – our goal is to provide an engaged, active environment in which students participate, lead, and take ownership of their own experiences.

The University sees the student as an integral part of the educational community, someone present to give and receive knowledge as a partner in the learning process. Each member of our community makes a distinct contribution through shared scholarship, leadership, service, and other campus life opportunities. Wingate students are encouraged and expected to offer a unique blend of characteristics, talents, curiosity, and ambition to enhance the University’s community of scholars.

Mission of Student Life

The Office of Student Life advances the academic and personal growth of students by providing an engaging community that enhances learning.

- Ms. Glenda Bebber, Dean of Students, gbebber@wingate.edu or 704.233.8242
- Mr. Patrick Biggerstaff, Associate Dean of Students and Title IX Coordinator, dpbigge@wingate.edu or 704.233.8247

Health and Wellness

Wingate University recognizes that the college years are a time of growth, change and development for students, thus making this period of life one of the most impressionable to develop healthy lifestyles.

Campus Recreation

Campus Recreation at Wingate University strives to provide a comprehensive program, featuring four key components: Intramural Sports, which include all competitive team and individual activities (e.g., flag football, basketball, soccer, volleyball, dodge ball, softball, inter tube water polo, and many more); Group Fitness, offering a wide variety of classes taught by student instructors; Sports Clubs, which provide students with the opportunity to create a team for recreational, instructional or competitive purposes; and Outdoor Trips, featuring activities such as skiing, rock climbing, ropes courses, rafting and many more.

The Campus Recreation Office employs many students throughout the year. It is the goal of Campus Recreation to provide healthy and enjoyable activities for all Wingate University students,
faculty, and staff, appealing to the interests of serious athletes, as well as those who enjoy leisure activity. For more information visit the website at:
http://wingatecampuslife.orgsync.com/Campus_Rec

**Official Recognition for a New Sports Club**

Students wishing to create a sports club must follow the procedures outlined in the student organization section. In addition, the Campus Recreation office has procedures listed in the Sports Club manual that sports clubs must follow.

- Ms. Dei Reich, Director of Campus Recreation, dreich@wingate.edu or 704.233.8556
- Ms. Mary Robinson, Assistant Director of Campus Recreation, m.robinson@wingate.edu or 704.233.8476
- Ms. Heather Delangie, Wellness Coordinator, h.s.delangie@wingate.edu or 704.233.8970
- Mr. Stephen Crespi, Graduate Assistant for Campus Recreation, s.crespi@wingate.edu or 704.233.8961
- Ms. Kelly Dearing, Graduate Assistant for Campus Recreation, k.dearing@wingate.edu or 704.233.8119

**Health Center**

In case of illness, students may contact the Office of Student Health by calling 704-233-8102. Student Health is open from 9am until 4pm Monday through Friday, and is staffed by a full time nurse practitioner. Appointments may be scheduled with the nurse practitioner between the hours of 9am and 3 pm. Walk-in visits will be seen as time permits.

Office visits are free; however, students will need to pay for medications and any necessary lab tests. Medical and prescription insurance is not accepted at the Health Center. If a student has prescription insurance and wishes to use it, he/she will need to request a written prescription from the nurse practitioner and have it filled at one of the local pharmacies.

Emergencies are handled through the Emergency Department of Carolinas Medical Center - Union in Monroe. Emergency physicians are available 24 hours per day. The student assumes all responsibility for payment for services.

Allergy injections can be given at the Health Center for a fee. The student must be on a maintenance dose; build up cannot facilitated through the Health Center. The student must supply his/her own vaccine, schedule, syringes and a statement from his/her allergist stating that they approve of the student receiving the allergy therapy at the Health Center.

- Ms. Sherrie McCaskill, Director of Health and Wellness, s.mccaskill@wingate.edu or 704.233.8102
- Ms. Amanda Myers, Registered Nurse, a.myers@wingate.edu or 704.233.8102
- Ms. Lorie Windsor, Medical Assistant, at l.windsor@wingate.edu or 704.233.8102
Counseling Services

The Office of Counseling Services is dedicated to providing a safe and confidential environment for students to discuss a variety of personal and interpersonal concerns. Short-term counseling services are available for various personal issues including adjustment to University life, stress or anger management concerns, relationship difficulties, self-esteem issues, anxiety, depression, and eating or body image concerns. All services are confidential and available at no charge to students.

Consultation and referral services, wellness seminars, alcohol education, and campus-wide wellness programming efforts are also provided. Counseling Services is committed to providing a holistic wellness component to students’ educational experiences with an emphasis on learning and implementing ways to maintain a healthy mind, body and spirit. You may reach the Office of Counseling Services by calling (704) 233-8246.

- Ms. Jessica Hill, Director of Counseling Services, at j.hill@wingate.edu or 704.233.8246
- Ms. Lori Hinnant, Clinical Counselor, at l.hinnant@wingate.edu or 704.233.8979
- Ms. Caitlin Laun, Clinical Intern, at c.laun@wingate.edu or 704.233.8246
- Ms. Leanne Sheik, Clinical Intern, at l.sheik@wingate.edu or 704.233.8246

Parental Collaboration

The University reserves the right to notify the parents or legal guardians of any issue which may jeopardize the curricular or co-curricular success of students. The University will encourage student decision-making, participation and leadership within their experience in an effort to promote individual growth and development. However, in some instances parental involvement may be necessary. The decision to contact parents will be made on a case by case basis at the sole discretion of the University and in a manner consistent with applicable law.

Success Coaches

The Office of Success Coaching is an office in the Student Success area. Success coaches serve as first year academic advisors for students to aid them in their transition to college life. Students will meet face-to-face with their assigned coach monthly in addition to contacts via text messaging, email, cell phone, and/or social media. The Success Coaches have a wealth of knowledge working with college age students to be successful both personally and academically.

For more information about the Success Coaching program, please contact one of the following individuals:

- Ms. Kristin Wharton, Assistant Dean of Students, at kwharton@wingate.edu or 704.233.8366
- Ms. Blythe Taylor, Success Coach, at b.taylor@wingate.edu or 704.233.8018
- Ms. Erin Godly, Success Coach, at e.godly@wingate.edu or 704.233.8482
- Ms. Chris Ziegler, Success Coach, c.ziegler@wingate.edu or 704.233.8243
- Ms. Alex Finley, Success Coach, a.finley@wingate.edu or 704.233.6656
- Mr. Masoy Henry, Success Coach, m.henry@wingate.edu or 704.233.8482
**Student Success**

The Office of Student Success promotes success of the overall educational experience by helping students get connected to Wingate University faculty and staff with whom they build positive and lasting relationships. The Office of Student Success is dedicated to the notion that all students are important and deserve the chance to succeed. Our goal is to make sure students and families feel supported and then guide them to the personnel who can best work to assist them. Student Success also helps to develop individualized — success plans for students in need and coordinates campus retention efforts.

These are some of the functions of the office:

- Wingate Early Alert
- Probation/Suspension monitoring
- Academic Suspension Contracts
- Financial Appeals
- Relief Book Loan Program
- Withdrawal from the University
- Temporary Leave of Absence
- Student Exit Interview
- Success Coaching

For more information about the Student Success office, please contact one of the following individuals:

- Ms. Kristin Wharton, Assistant Dean of Students and Director of Student Retention, at kwharton@wingate.edu or 704.233.8366
- Ms. Carol Whitley, Assistant Director of Student Retention, cwhitley@wingate.edu or 704.233.8036

**Student Involvement**

**Office of Involvement**

The Office of Involvement strives to connect students to the Wingate community through curricular and co-curricular learning and University traditions. The office is also responsible for implementing the new student orientation program, Family Weekend, and other traditional campus events. Comprehensive activities that involve collaboration between in and out-of-classroom experiences are offered throughout each semester.

The office also strives to create, promote, and encourage a supportive and responsive campus that is welcoming for, and attractive to people of all races, ethnicities, nationalities, religions, genders, and those with disabilities. We provide services and programming to all students to increase intercultural competence. We hope to inspire and educate all students while enhancing the appreciation and awareness of diversity.
Planning an Event
Each week a master calendar of activities (the TAB) is published online and in hard copy form. Please visit the Office of Student Activities to fill out a TAB form to advertise in the TAB. Calendar forms must be completed by the Wednesday before the week of the event.

Advertising an Event
● Signs, fliers, posters, and banners are not permitted on painted walls. Advertisements placed on painted surfaces will be removed. Typically, postings are only allowed on bulletin boards. Please see the appropriate contact in each building for particular building guidelines.
● Postings may not be placed on the Stegall bridge or building rooftops.
● Sidewalk chalk is only permissible when student organizations have gained appropriate approval. Further, sidewalk chalk must wash away in rain and is only allowed thirty feet from campus buildings. Chalk is not permitted on any buildings or on sidewalks located adjacent to the Stegall Administration Building.
● All postings must be appropriate and may not be derogatory in any form.
● For special permission on specific postings in the Student Center, please see the Assistant Director of Campus Life for Activities or the Student Manager.

Orientation and Welcome Week
The Summer Orientation Program assists students and parents during their transition to college life. The program seeks to educate students and parents by providing sessions and activities that promote an understanding of the Wingate University community, as well as its structure and operations.

During the first week of class, additional programs are designed to assist students in their transition to the university. Finding a positive co-curricular connection balanced with effective classroom and study habits is shown to help students both in and out of the classroom.

For more information about Involvement, please contact one of the following individuals:
● Ms. Brandy Shott, Assistant Dean of Students for Student Involvement, at bshott@wingate.edu or 704.233.8028
● Ms. Diana Coyle, Assistant Director of Student Involvement (Fraternity and Sorority Life), at d.coyle@wingate.edu or 704.233.8244
● Ms. Emma Wallace, Assistant Director of Student Involvement (Service and Activities), at e.wallace@wingate.edu or 704.233.8994
● Mr. Joel-Michael Martin, Assistant Director of Student Involvement (Registered Student Organizations and Multicultural Programming), j.martin@wingate.edu or 704.233.8028.
● Mr. Paul Grammaticopoulos, Graduate Assistant for Student Life/Service, pa.grammaticopoulos@wingate.edu or 704.233.8242.
Community Service Initiatives

Wingate has an expectation that students volunteer as part of their educational experience. In order to fulfill Wingate’s motto, Faith, Knowledge, Service, Wingate has established the Office of Community Service Initiatives that houses service-learning initiatives and UCAN (University Community Assistance Network). The Office of Community Service Initiatives utilizes a Civic Engagement Model. Civic Engagement is individual and collective actions designed to identify and address issues of public concern. Civic Engagement includes volunteering, service learning, advocacy, and leadership development activities that strengthen community involvement and enhances lives of significance.

UCAN — University and Community Assistance Network

UCAN is the student-led organization devoted solely to community service and social issues awareness. UCAN’s motto is to Live Love. Serve Others. With this focus, UCAN connects students to a variety of service opportunities locally and regionally. UCAN depends on the energy, imaginations, and commitment of students! UCAN’s goal is to educate students, faculty and staff about the social concerns of the global society and empowering them to make a difference. Programs include: Angelic Riders, Tutoring & Mentoring, Environmental Task Force, Senior Citizens, Hunger & Homelessness Week, Alternative Spring Break, and Social Justice Sewing Group.

Voter Registration

The University assists students in obtaining a desired voting status by providing on campus opportunities for student registration.

Dickson-Palmer Student Center

Poster Display Stand Reservations

Poster display stands in the DPC and dining hall may be reserved based on availability by emailing studentmarketing@wingate.edu. You must request to reserve a poster stand in advance as the availability is limited. You may use your own poster for display stands, or request to have one printed. Posters for the display stands may be printed by emailing a PDF file to adteam@wingate.edu at least 48 hours in advance. A member of the ADTEAM will process your request and charge the account number you provide when placing the order. Charges vary depending on size of poster.

Postings

Postings are only allowed in designated areas; however, postings are not permissible on the doors or glass surfaces. All postings must be attached on all four corners or the publicity will be removed. Postings must be taken down in a timely manner.

Eligibility Policy

Wingate University students, faculty, staff members in good standing with the University may use the facilities. Guests of students, faculty and staff must be accompanied by the student, faculty or staff members. Each host is responsible for his or her guest. Further, Wingate University reserves
the right, as it deems necessary for the well-being of the University, to limit the eligibility of any person.

If the event is open to all students on campus or visitors from off campus, there are special guidelines that must be followed: a registration form must be filed with the appropriate individual for that facility, your campus advisor must be in attendance, and one additional Wingate University staff member must be present. Additional guidelines for use of the facility by the organization may be imposed by the individual responsible for the facility when deemed necessary. If these guidelines are not followed, it is possible that the organization will be unable to host an event during the following semester.

**Fraternity and Sorority Life**

The Wingate University Greek Community offers opportunities for leadership development, academic achievement, community service and social interaction. Specifically, membership in a sorority or fraternity significantly complements the academic experience. Greek Life at Wingate is an important part of the community as it offers developmental and co-curricular learning opportunities for undergraduate students. There are currently three Interfraternity organizations for men: Delta Sigma Phi Fraternity, Kappa Alpha Order, and Pi Kappa Phi Fraternity. There are also three Panhellenic sororities for women: Alpha Xi Delta, Chi Omega, and Sigma Sigma Sigma. There are also two National Pan-Hellenic (historically African American) organizations, Phi Beta Sigma Fraternity, Inc. and Zeta Phi Beta Sorority, Inc.

**Recruitment**

The Wingate Greek community conducts year-round Recruitment. The fraternities (Delta Sigma Phi, Kappa Alpha Order, Pi Kappa Phi) hold Formal Recruitment for all men September 5-11, and then again in February. In order to receive a bid, students must have earned a minimum grade point average of a 2.5 (individual chapters may have a higher standard). The sororities (Alpha Xi Delta, Chi Omega, and Sigma Sigma Sigma) hold Formal Recruitment for all women September 22-26, and conduct Continuous Open Recruitment as space becomes available within individual chapters. In order to participate in Recruitment, students must have a minimum grade point average of 2.4 (individual chapters may have a higher standard). Phi Beta Sigma Fraternity, Inc. and Zeta Phi Beta Sorority, Inc. operate under a different system of Recruitment, which is referred to as Intake. Individuals must have a 2.5 grade point average and have completed a minimum of 12 Wingate University credit hours to be initiated into either of these organizations. If you are interested in Greek Recruitment please contact the Director of Greek Life.

**Social Events**

Social Greek Letter organizations must follow the necessary risk management procedures of their national organizations and the Office of Greek Life. In addition, all off campus activities of Greek Letter organizations are financially supported by their national office, and thus are held responsible by their national office for protocol, insurance, etc. In order for an off campus event to be approved, all paperwork required by the University and the national office must be completed and filed with the Office of Greek Life two weeks prior to the event.
Student Organizations

BARC (Bulldog Activities Resource Committee)
BARC is a student committee that supports RSO’s in hosting campus-wide events by providing funding and event planning support.

Requesting Funding or Event Planning Support
RSOs can request funding by completing a BARC request form by the appropriate deadlines published each semester. BARC encourages advance planning and can better support events that are planned well in advance.

Definition of a Registered Student Organization (RSO)
A student organization is defined as any registered group which has been recognized by the University, which uses the University name and which has permission to use University facilities. Active membership in a recognized student organization shall be open to students and faculty members of Wingate University.

Official Recognition for a New Organization
The following policy outlines procedures to obtain official recognition as an operating student organization at Wingate University. Wingate encourages students to organize in an effort to develop co-curricular experiences and to expand on learning opportunities available outside the classroom.

A potential student organization must file an application with the Dean of Students. A copy of the application is included in the Student Organization Manual, which can be found in the Office of Leadership and Organizational Development or on-line. Approval for student organizations requires the following two steps to be completed.

1. The Dean of Student Life must approve the application based on:
   - The group must illustrate an unmet need within the student community, and
   - The purpose and goals of the organization must be consistent with the Christian mission and Baptist heritage of the institution.
   **The decision of the Dean of Student Life is final.
   **If these criteria are not met the application will be denied at this stage. The application will not be forwarded to SGA for review.

2. Upon initial continuance of the application by the Dean of Student Life, the application will be forwarded to the Executive Committee of the Student Government Association (SGA). SGA Executive Board will review the application and submit the request to the general SGA membership for a vote. SGA requires a majority vote to approve the application. Approval by SGA provides official recognition for the organization. SGA will review the following when considering the application:
   - A complete application
   - Engagement by ten active members
   - Designation of a faculty or staff advisor
   - A written constitution

Student Organization Travel Policy
Wingate University recognizes the educational value the community at large offers our students. Students should understand that traveling and the environment at the destination may expose him or her to possible risks which could result in personal injury, illness, death, or damage to property. This includes carpooling, in which a student may travel in a vehicle driven by someone else. By participating in the event, students agree to accept and assume all responsibility for and risk of personal injury, illness, death, or damage to self or property due to participation in off campus events. While on these events, students are to adhere to all University policies and procedures.

**Organizing Social Events**
All activities sponsored by approved student organizations must be conducted in a manner that abides by the rules and regulations of Wingate University. All organizations are responsible for maintaining and abiding by the rules, regulations, and policies of Wingate University and the state of North Carolina.

**Student Ministries**

**Student Ministries**
Wingate University is committed to integrating Christian thought with dynamic Christian living. Its religious heritage ensures that freedom of conscience is respected and religious conformity is never demanded. At Wingate University, Christian truth is not only present in the classroom, but is also evident in the lives of faculty and students who represent the full spectrum of beliefs. Wingate aspires to be the place where students discover and grow into their own beliefs. Jesus’ command “to love God with all your heart, soul, mind, and strength and love your neighbor as yourself” (Mark 12) is a foundational principle for the Office of Student Ministries at Wingate. Student Ministries also hopes to guide students toward a faith and faith living that will last a lifetime. All religious clubs and organizations meet weekly for a common worship. On weekends, students attend a variety of churches and congregations throughout the area. The Office of Student Ministries can help students find and connect with churches to match their faith background. Our office is located in the DPC, come in and sit in the most comfortable couch on campus.

**Worship Opportunities**
University Chapel - Each Thursday morning at 11am, the University community is invited to worship together. Chapel services are created to offer a variety of topics and formats. Chapel is a Lyceum credit in the Faith & Character Development category.
Breathe: United Worship - Each Wednesday evening at 9PM, students meet to participate in Breathe Worship Service. Breathe is designed and led by students and offers contemporary songs, and worship formats.

**Religious Organizations**
The Christian Student Union, Campus Outreach, Catholics on Campus, Fellowship of Christian Athletes and Greek Impact engage in small group Bible study, prayer and service to those in need.

**Missions**
The Office of Student Ministries also provides funding and resources to help students connect with local and foreign opportunities for service in churches and missions projects.
The Center for Vocational Ministry

A four year scholarship program designed for students who have experienced a call into ministry. Students participate in weekly group gatherings, attend a faith formational retreat, and engage in two different internships during their time at Wingate.

- Mr. Dane Jordan, Minister to Students, djordan@wingate.edu or 704.233.8026
- Ms. Jennifer Nelson, Student Ministries Intern, j.nelson@wingate.edu or 704.233.8026

Residence Life

Residence Life is a large portion of the campus community. The functional areas of responsibility include: Campus Housing and Residence Life, Community Standards, Residence Education, Identification Cards, and Campus Dining Memberships. More detailed information on Campus Housing and Residence Life may be found in the Residence Life section of this handbook, while information on Community Standards may be found in the Wingate University Honor Code section.

- Mr. Mick Reynolds, Director of Residence Life, at m.reynolds@wingate.edu or 704.233.8252
- Ms. Adrienne Beatty, Assistant Director of Residence Life, at a.beatty@wingate.edu or 704.233.8649
- Mr. Taylor Parsons, Coordinator of Conferencing and DPC Operations, rt.parsons@wingate.edu or 704.233.8255
- Ms. Jenny Shearer, Assistant Director of Residence Life, at j.shearer@wingate.edu or 704.233.8995

Residence Life Mission Statement

In keeping with the mission of the Office of Student Life and Wingate University, the Office of Residence Life is dedicated to supporting and advancing the academic and personal growth of students by contributing to the development of a healthy and safe living environment conducive to learning.

Residence Education

The four year residential requirement at Wingate University makes residence education an easy fit with campus life. Residence education strives to provide programs, learning and awareness to the living environment. Through various activities, learning communities and events, students are able to participate in whatever they choose throughout the campus community to better impact their home at Wingate.

The purpose of a residence education is to foster learning outside the classroom. Effective communication, conflict management, and cultural experiences are a few essential parts of a holistic
learning environment. Residence halls and apartments are designed to maintain an appropriate setting for living and learning.

**Campus Dining**

Aramark Dining Services provides all on campus dining options and meal plans. All-you-can-eat meals are provided in the W.T. Harris Dining Hall. Additional retail dining establishments can be found in the Jefferson Clubhouse – Klondike – Pool side and The Grab-N-Go convenience store for quick snacks and supplies. Various meal plans exist for all residential and commuting students. For more information on services, hours, and plans, please visit the web site at: http://www.campusdish.com/en-us/CSSE/Wingate.

**Community Living**

Community policies are established to promote communication and cooperation among the members of the campus community. The residence life staff may assist students with concerns brought to their attention and use mediation to resolve disputes in the best interest of all parties involved and the University.

**Identification Cards**

Personalized identification cards are made and distributed to new students during Orientation. ID cards should remain in a student’s possession at all times throughout their academic career at Wingate. It is required for entrance into certain buildings, checking out library books, using dining membership, attending lyceum and athletic events, etc. The card may also be used to add Secure Spending funds which can be used in all dining facilities and the University Bookstore. Lost cards can be replaced at a cost of $25, which will be charged to student’s account in the Office of Residence Life. Any student withdrawing from the University must turn in his/her ID card along with room and mailbox keys. It is the student’s responsibility to retain this card until graduation.

**Guests and Visitation**

Guests staying with students in their rooms or apartments must register with Residence Life. Overnight guests may only stay three consecutive nights. Guests must abide by all University regulations. Student hosts are responsible for the conduct of their guests.

Visitation hours for residence halls and apartments exist as a privilege for students in order to enhance campus life. Students are urged to accept the responsibility of visitation hours in a mature manner. The following visitation hours apply to University housing:

<table>
<thead>
<tr>
<th>Cannon / Alumni / Smith/ Helms Residence Halls</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday – Thursday</td>
<td>12 noon -12 midnight</td>
</tr>
<tr>
<td>Friday &amp; Saturday</td>
<td>12 noon</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Apartments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Day</td>
<td>12 noon - 2 a.m.</td>
</tr>
</tbody>
</table>
Other visitation policies:
- An individual residence hall may designate fewer visitation hours if 3/4 of the residents vote to do so.
- All students and their guests are required to be familiar with these hours and to respect them.
- Men and women may visit each other in the designated lobby areas of Cannon, Helms and Alumni halls between the hours of 9 a.m. and 2 a.m.
- The receiving of guests should be acceptable to all occupants of the room.
- All visitors must be escorted to and from the residence areas during visitation hours. All Residents are expected to follow the visitation hours on their honor. Cannon Hall and Alumni Hall will be locked 24 hours a day.

Quiet Hours
- 24-hour courtesy hours are always in effect.
- Quiet hours, during which time radios, televisions, stereos and other similar devices may not be played at a volume that permits them to be heard outside the room in which they are located, will be observed for all residences after 11 p.m. on weekdays and 2 a.m. on weekends. Violations are forwarded to the Office of Community Standards.
- During final exam week, 24-hour quiet hours exist.

Apartment/Residence Hall Living
- The use of tobacco products is prohibited on campus.
- Appropriate decorum should be maintained on campus and in residential areas. Items that are offensive and/or lack taste are prohibited. This includes but is not limited to, pornographic material.
- Each student is responsible for activities occurring in his/her room and shared living space regardless of the student being present or not. Wingate University is not responsible for and does not provide insurance to cover the personal belongings of a student in a residence hall or apartment complex, or in parking lots. It is recommended that the student and/or the student’s family arrange for such commercial insurance coverage as desired.
- Students are expected to keep their rooms, suites, halls and apartments clean and neat at all times. The accumulation of litter, including food, on the floor of a room, hall, suite, or apartment is prohibited.
- The construction of lofts without written permission of the Director of Residence Life is prohibited. An unauthorized loft will be dismantled and removed at the expense of the occupant(s) of the room in which it was constructed and the privilege to construct a loft will be forfeited for a year.
- University furniture may not be removed from rooms or common areas.
- Grills or any appliance with an open flame are strictly prohibited.
- Refrigerators should not exceed 4.0 cu. ft. in capacity and microwaves should not exceed 1.0 cu. ft.
- Students are prohibited to have animals in the residential facilities except for fish and small turtles in aquariums not to exceed 5 gallons. Violations are forwarded to the Office of Community Standards.
Room and Common Area Damages

Students are responsible for and shall pay for damages to their assigned rooms and common areas during the time of their occupancy. Residents of an on-campus residence hall or apartment complex also share the expense of repair or replacement of damaged property in common areas of their area if the individual(s) responsible for the damage cannot be determined. As a University community, we recognize that we have a responsibility to each other, and as members of the community must hold each other accountable to the University Honor Code. Accordingly, any financial damages that are unclaimed or unresolved by the community will be shared equally among its members. Students should feel comfortable confronting behavior that affects the well-being of the entire community, including willful destruction of University property.

Checking in and Checking out of the Halls

- Each student living on campus must have a signed housing contract on file with the Office of Residence Life.
- Each student receives a Room Condition Form (RCF) upon checking into and out of the assigned room. If there are any discrepancies between the actual condition of the room and the report, the student should report the discrepancy to the appropriate residence life staff member. If an RCF is not returned to the Office of Residence Life, the room will be considered to be in “good” condition and the student will be responsible for any damages found at checkout.
- Students are issued room key(s) and a mail box key upon their arrival, corresponding to their housing assignment and box number. Students are responsible for these keys and will need to return each key to the University. Replacement of a key or a lock change may be requested in the Office of Residence Life at a cost of $40 per key for residential facilities and $10 per key for mail boxes.
- Students are required to vacate their rooms at all designated closing times for the residence halls and apartments. Exceptions to this policy must be requested in writing to the Office of Residence Life at least two weeks prior to the designated closing time.
- At the end of each term, students are required to vacate their rooms within 24 hours of the completion of their last exam. Exceptions must be in writing and be approved by the Director of Residence Life. A daily room rental fee may be charged to any student remaining in his or her room beyond the 24-hour period following his or her last exam.
- Students staying during times when the residential facilities are closed may be charged a daily rental fee of $30.00.
- Students leaving prior to the end of each semester must vacate their rooms within 24 hours of the notice of withdrawal or dismissal.
- Students not planning to return or ineligible to return to the University at the end of each semester may not reserve a room or live in residence halls for the following semester.
- Personal property may not be left on campus after residents have departed campus. Wingate University is not responsible for the storage of personal property or items left behind. Items may be removed and discarded or provided to a philanthropic organization.
- Students are responsible for discontinuing any additional services they may have ordered through the cable company or long distance carrier. Wingate University is not responsible for any equipment returns or additional service disconnections.
Fire Regulations

- The use of hot plates, grills, sunlamps, halogen lamps and toaster ovens are prohibited. The electrical and electronic devices in any room may not draw more than 15 amps when all such devices are in use simultaneously.
- Candles (for decoration or burning), incense and open flames are not permitted.
- Grills (propane or charcoal) are not allowed on campus. This includes charcoal, propane tanks, lighter fluid or other combustibles.
- Trash should not be allowed to accumulate in rooms. Fire hazards and/or pest issues will be noted in room inspections. Corrective measures should be taken immediately.
- Fire extinguishers are placed in various locations in all buildings.
- Students will not tamper with fire safety equipment, including but not limited to, fire alarms, pull stations, smoke detectors, etc. or make, or cause to be made, a false alarm. Any unreported or unnecessary use of a fire extinguisher can result in a Community Standards violation.
- In buildings equipped with fire alarms, students should follow evacuation procedures. In other buildings these procedures should be followed at first indication of fire.

Fire Drills

Periodic drills will be held on the campus. For the safety of the residents, students will conduct these drills in an orderly fashion. Residence hall staff will provide fire drill instructions, in addition to the Fire Safety instructions posted on interior room doors. Participation is mandatory.

Evacuation Procedures

In case of fire or drill (or civil defense evacuation), students living in residence halls and apartments should exit quickly and orderly from the facility. If possible, room doors and external doors should be closed by the last person out. Students should move away from the building into designated locations as indicated by staff.

Campus Safety

Wingate University believes that safety is not merely an ideal, but a lifestyle. It is easy to become comfortable in an environment with so many safety precautions and on a campus that is both family friendly and a home for students. Wingate believes safety is a partnership between the community and its members and both have a responsibility to each other. Together, we can create and maintain a safe environment. It is because of this understanding we have created a multi-layered safety system that proactively supports a safe community with the ability to respond to any emergency that may occur.

- Mr. Mike Easley, Director of Campus Safety, m.easley@wingate.edu or 704.233.8999
- Mr. Gary Bodford, Campus Safety Liaison, g.bodford@wingate.edu or 704.233.8999
- Ms. Jane Horne, Campus Safety Officer, j.horne@wingate.edu or 704.233.8999

Safety and Security

- For emergency purposes, students are encouraged to inform residence hall staff when absent from campus (overnight or for weekends).
- Students are encouraged to keep room, suite, house and apartment doors locked and to observe all safety and security precautions. Residence Life staff and/or Campus Safety should be
notified immediately for emergency situations. The University cannot guarantee students’ safety. Each student must be conscious of and concerned about his/her own security and safety and that of fellow students. Campus Safety may be reached by dialing 704-233-8999 for non-emergency situations, and the Police or Emergencies Services may be contacted by dialing 9-911 in emergency situations.

- Parking lots and streets are not to be used for lingering or social gathering. Improper or illegal conduct is not permitted on campus or on campus streets, parking lots, etc., at any time.

Residence Furnishings

Residence hall rooms are furnished with beds, dressers, chairs, and desks or tables. Students furnish a waste basket, linens (towels, sheets, pillows, blankets), study lamps, etc. Student apartments have fully furnished bedrooms, a living room, a dining room, and kitchen. Cable hookup is accessible in both residence hall rooms and student apartments. All rooms on campus are equipped with telephone lines, although students must provide their own telephones. Internet hookups are available in each room for each occupant.

Housing Policies

The policy of the Board of Trustees of Wingate University states that students who are at least 23 years old (on or before the first day of classes), ninth-semester seniors, or living in the principal residence of their parent(s)/guardian(s) have the option of living off campus. Unless living in the principal residence of a parent/guardian, all scholarship student-athletes are required to live on campus. This housing policy applies to all students, including those who in prior years were granted an exception because of special circumstances. Age and hour standards must be met by the first day of class of the semester for which the appeal is submitted. Those living on campus must participate in a university meal plan. In addition, students living in university housing must maintain a full-time academic load (12 credit hours). Those having special needs or considerations for housing or the meal plan may appeal to the Office of Residence Life in writing. All students wishing to reside off campus must complete a Commuter Application, which can be obtained through the Office of Residence Life. The applications will be reviewed to ensure that off-campus criteria are met and a residential status will be determined. Any questions regarding this policy should be directed to the Office of Residence Life.

Insurance (Property)

Wingate University cannot provide insurance to cover the personal belongings of a student in residence at the University nor vehicles parked on campus. The University recommends that the student and/or the student’s family arrange for insurance coverage.

Housing Eligibility

Residence halls and apartments are designed and operated to maintain an appropriate environment for living and learning on campus. In addition to the policies set under the Honor Code, the following community standards are intended to maintain a high quality of life and to foster pride in the living environment.
- Students wishing to reside in on-campus housing, encompassing both residence halls and apartments, must be at least 17 years of age and not exceed 28 years of age before the first day of classes for the semester in which they intend to enroll. The Director of Residence Life, at his/her discretion, may make exceptions to this policy on an individual basis upon a showing by the student of special circumstances.
- Students who are deemed as failing academic course work by virtue of their lack of class attendance are eligible for removal from campus housing. Determination of class attendance and ability to gain academic credit will be provided by each individual faculty member.
- The policy of the Board of Trustees of Wingate University states that students who are at least 23 years old (on or before the first day of classes), 9th semester seniors, or living in the principal residence of their parent(s)/guardian(s) have the option of living off campus and must complete the application process. Unless living in the principal residence of a parent/guardian, all scholarship student-athletes are required to live on campus. This housing policy applies to all students, including those who in prior years were granted an exception because of special circumstances. Age and hour standards must be met by the first day of class of the semester for which the appeal is submitted. Those living on campus must participate in a University meal plan. In addition, students living in University housing must maintain a full-time academic load (12 credit hours – undergraduate student). Exceptions to this should be made in writing to the Director of Residence Life. Priority for housing is offered to continuing or undergraduate students first, followed by graduate students as space is available.
- Those having special needs for housing or the meal plan may appeal in writing to the Office of Residence Life to be excused from the housing or meal plan policy. Residence Life may be contacted at Wingate University, Campus Box 5013, Wingate, NC 28174.
- The University reserves the right to terminate a student’s housing assignment under any of the following conditions: the student is no longer registered as a full-time student carrying twelve (12) credit hours, the student’s health renders group living unwise, there is evidence of disruptive student behavior that is detrimental to the group living environment, or the student violates University regulations (full payment of the semester charges will remain in effect).

Room Assignments and Room Changes

Room sign-up occurs in the spring semester. Requests for a specific building, room and/or roommate will be honored whenever possible but cannot be guaranteed for all housing assignments. Students who do not designate a roommate will be placed as appropriate. If a designated roommate withdraws or does not return to the University, students may be asked to consolidate. Each student is required to pay a $200 nonrefundable housing deposit and any outstanding Student Affairs administrative assessments in order to guarantee a room reservation. Students must also be registered for class to guarantee a spot in housing.

Designated times for room changes are advertised through the Office of Residence Life each semester. If students experience issues with a roommate that is irresolvable during other times of the year, students will need to contact their Resident Assistant or Residence Director. The following procedures are in place and must be followed regarding all room changes:
- If an RA or RD is unable to resolve the issue, the student will be referred to an Assistant Director of Residence Life.
- If the situation persists and the Assistant Director of Residence Life for Housing Administration determines that a room change is necessary, the student will be given the available alternative housing options.
• In order for a room change to occur, the student must complete a room change form with all necessary signatures and return the form to the Office of Residence Life.
• Once the room change form has been approved by the Assistant Director of Residence Life for Housing Administration, the student will be issued a new key as well as a room condition form to be completed for the new residence. When the student receives the new key, 24 hours are allotted to complete the move, check out of the original room with a member of the Residence Life staff, and return the original issued key.
• Failure to complete the room change process within 24 hours or moving without submitting an approved room change form to the Office of Residence Life will result in an improper checkout fee of $100.
• The University also reserves the right to make changes in residence hall assignments when deemed necessary to maintain a positive living-learning atmosphere.

Consolidation Policy
The Office of Residence Life reserves the right to consolidate students who do not have roommates. If a student has a vacancy in his or her room, he or she must choose one of the following options:

• Consolidate with another student who is also without a roommate. With this option, it is the decision of the individuals as to who moves.
• Remain in the room with the clear understanding that Residence Life may move a student into the vacancy at any time, if necessary.
• Any resident who is the only occupant of a double occupancy room must be prepared to receive a roommate at any time. All original University property must be present in the room and all space (closet, bed, dresser, and desk) must remain available. Inappropriate use of vacant space will be addressed by the Residence Life staff and will be subject to judicial action.
• A resident must not discourage another student from moving into the vacancy. If a resident makes a student feel unwelcome or coerces him or her into living somewhere else, the resident will be subject to judicial action for failing to comply with the consolidation policy. This may include being automatically charged a single occupancy rate prorated from the date of notification.
• In some instances, the student may not be notified in advance if the situation warrants an immediate move. This type of situation is unusual but may occur.
• If there is an empty room in any residence hall or apartment, it will remain locked until it is assigned. Students requesting a room change must fill any existing vacancies before a completely empty room will be assigned.
University Policies and Regulations

Community Expectations

- Respect all students, faculty and staff, and law enforcement officials.
- Comply with requests from faculty, staff, and law enforcement officials.
- Observe quiet hour guidelines and be mindful of noise levels.
- Be aware that large groups on residential balconies or in other public places can create an unsafe environment.
- Exceeding an unsafe occupancy in any University facility, apartment, or room is prohibited.
- Contact Emergency Personnel (911), Campus Safety (x8999), or Residence Life (x8999) should anyone need assistance for personal, medical, or emotional concerns.

Campus Safety at Wingate

The Wingate University Department of Campus Safety is committed to providing a safe and secure education and working environment for students, faculty, staff, and visitors. The primary concerns of the department are to protect and serve members of the campus community. Wingate University is comprised of approximately 1,600 students, faculty, and academic support staff, who enjoy Wingate’s protected environment. Safety is NO accident! The campus safety department, residence life staff, and local law enforcement all work together to provide a formal structure for ensuring the safest possible surroundings for community members and their property. The University, when requested by local property owners, may intervene if students are causing a disturbance. The student will be subject to procedures outlined in the violations of non-academic Honor Code.

In spite of these efforts, the most effective component of any safety program is YOU! Don’t become a victim … In order for a crime to occur, three things must happen – perpetrators must have the ability, the desire, and the opportunity to commit a crime. You can help remove the opportunity. Being safe sometimes means being inconvenienced. Plan ahead and make safety a priority in your life!

Important Contact Information

24-HOUR Campus Safety Phone Numbers
- 8999 from a campus phone
- 704-233-8999 from off-campus phones

Emergency Phone Numbers

- 9-911 from a campus phone
- 911 from off-campus phones

Blue light help-phones are located throughout campus (these serve as a direct link to an emergency dispatcher). Individuals always have access to 911 emergency assistance. Do not hesitate to contact emergency personnel if the situation warrants urgent attention.
Emergency Evacuation Procedures

The administration, in coordination with local and county officials, will inform you when the campus must be evacuated due to a hazardous materials accident on the railroad or US 74, or due to another emergency.

Resident Students & Employees
When an evacuation order is issued, all resident students and all employees will depart the campus using the following procedures to insure a safe and orderly evacuation:

If time permits, dress in a manner appropriate for the weather.

A. Close all windows, doors; turn off all appliances, air conditioners and heating units.
B. Residence life staff should make certain all residence halls are vacated. Faculty and staff should make certain all other buildings are vacated.
C. Students without vehicles will report to Cuddy Arena. Students with vehicles will share with students needing transportation.
D. Students with vehicles will drive north on Camden Street, stopping at Cuddy Arena to pick up students without vehicles; then proceed North on Camden Street turning right on Haskins Drive to Helms Residence Hall parking lot. There you will receive further instructions and a map for the official evacuation route and assembly point.

Commuting Students
Should an evacuation warning be issued, commuting students will vacate the campus by using northern routes (away from the railroad and US 74). Suggested Routes:

A. Commuting students who live east of Wingate University: Exit the campus to North Main Street. Turn right on North Main Street. North Main Street will merge with Austin-Chaney Road; proceed on Austin-Chaney Road to Monroe-Ansonville Road; turn left on Monroe-Ansonville Road. This road will take you to US Highway 74.
B. Commuting students who live east of Wingate University: Exit the campus to North Main Street. Turn right on North Main Street. North Main Street will merge with Austin-Chaney Road; proceed on Austin-Chaney Road to Monroe-Ansonville Road; turn right on Monroe-Ansonville Road. This road will take you to Highway 205.
C. Commuting students who live north of Wingate University: Exit the campus to North Main Street. Turn right on North Main Street. North Main Street will merge with Austin-Chaney Road; Austin-Chaney Road will take you to Monroe-Ansonville Road, Olive Branch Road and New Salem Road.
D. Commuting students who live south of Wingate University: Exit the campus to North Main Street. Turn right on North Main Street. North Main Street will merge with Austin-Chaney Road; proceed on Austin-Chaney Road to Monroe-Ansonville Road; turn left on Monroe-Ansonville Road. This road will take you to US 74 from which you can travel south.

Inclement Weather Policy

The University maintains the regular schedule of classes throughout the semester. Classes are not normally canceled due to inclement weather (i.e., snow, sleet) and students are responsible for all the work of any class meeting missed for any reason. Students are encouraged to contact the weather information hotline at 704.845.4111 or check the website for specific up-to-date information. Students may also want to contact professors directly for class information.
**Tornado or Hurricane Emergency Policy**

During a tornado or hurricane alert the following procedures should apply:

- Stay calm and remain inside
- Stay away from doors and windows
- Go to interior hallway, bathroom or closet and close door (take pillow, blanket and flashlight)
- Use a flashlight in case of a power failure
- **DO NOT USE CANDLES** (Candles are extremely hazardous in wind storms)
- Stay away from back roads; they may be flooded.

**Immunization Law**

Every student, regardless of age, class hours, or time of classes MUST submit to student health documented proof of immunizations as required by North Carolina state law and a completed student health services health information summary which includes a physical exam.

The minimum immunization requirements for a student in a North Carolina college or University are as follows:

- Three doses of DPT, DT, or TD adult (These can come from school records, health clinic, doctor’s office, or documented childhood immunization records.) **THE LAST DOSE OF TETANUS MUST BE IN THE PAST 10 YEARS.**
- Oral polio vaccine **NOT required** on or after 18th birthday.
- Two doses of measles vaccine on or after first birthday. Physician may verify previous history of measles disease. (If birthday is BEFORE 1957, the measles vaccine is not required. Positive serological antibody titer against measles is acceptable.)
- Two doses of mumps vaccine (If birthday is BEFORE 1957, mumps vaccine is not required. Positive serological antibody titer against mumps is acceptable.)
- One dose of rubella (If over 50 years old, rubella is not required. Positive serological antibody titer against rubella is acceptable.)
- TB skin test (Within last 12 months)

These immunizations as well as a completed student health services health information summary are due by July 1. Immunization records that have not been received or are incomplete following 30 days of enrollment will result in dismissal from class until immunization requirements are met.

**Human Immunodeficiency Virus (HIV) Infection Policy**

The human immunodeficiency virus (HIV) is an infectious agent known to be associated with a number of outcomes including the acquired immunodeficiency syndrome (AIDS). HIV primarily infects immune systems and white blood cells and the degree of the resulting compromise of an individual’s immune system determines an infected person’s clinical outcome. Studies demonstrate that the majority of those infected with HIV remain generally well but continue to harbor the virus for life. Only a minority of infected people develops full-blown AIDS, but everyone with HIV infection could potentially be infectious to others.
The health risk poses a serious challenge to the University community. Wingate University is aware of the seriousness of this disease and is mindful of its role in protecting the health and physical welfare of students, faculty and employees. Because of the potential consequences that this condition poses to the University community, Wingate University has adopted a policy in response to the AIDS epidemic. This policy sets forth the general guidelines for AIDS-related education, prevention, safety and treatment. Copies of this policy are available in the office of the Dean of Students and in student health. Accommodations required as a result of this disease will also be evaluated and dealt with in accordance with the University’s policy regarding Provision of Reasonable Accommodations for Education Programs, a copy of which is available in the office of the Dean of Students.

Online Resources, Acceptable Use Policy for Wingate University

Wingate University uses its facilities and information technology resources to supplement the education process, to enhance research and instruction and to inform the faculty, staff and students. This document will outline the obligations accepted by each user with the assignment of an account (address). Every person assigned an account must accept the terms of this document as well as the boundaries imposed by the Wingate University Honor Code and local, state and federal laws.

Visit Wingate University’s myGate site (http://mygate.wingate.edu) This page serves as your main menu to other relevant campus sites and provides information on upcoming campus events, campus meetings and athletic and cultural events. WinLINK and the upcoming myGate portal are assigned separate IDs and passwords. For assistance with WinLINK or myGate accounts, contact Ms. Duse at 8151. Should you have questions regarding myGate Apps) email, calendar, documents), campus network and Moodle (CMS) account, please call Jimm Wetherbee, the Information Systems Librarian at extension 8092. More information about the campus network and computer accounts can be found in the network help section of myGate.

Only faculty, staff and current students may be assigned e-mail and campus network accounts through Wingate University. Internet access is available from all academic and administrative buildings and from University residence halls and apartments.

Internet Policy

- Academic use of the system takes priority over other uses.
- Students may not bring, install or utilize personal wireless routers on campus as it disrupts other internet connections. The University may remove or confiscate any personal wireless routers or printers that negatively affect the overall wireless network.
- Network bandwidth is a limited commodity. Wingate University reserves the right to inspect any computer on its network—including personal computers and laptops—on which it either has discovered via network monitoring or a complaint to be using an excessive amount of bandwidth. This includes, but is not limited to file sharing software, excessive downloads, streaming media, or gaming. The University further reserves the right to require that users of such computers either takes such steps as will ameliorate this condition or have said computers removed from the campus network.
- Students are responsible to keep their computers (particularly lap-tops with wireless capabilities) up-to-date with the latest anti-virus and anti-spam definitions. The University reserves the right to inspect any computer on its network on which it either has discovered via
network monitoring or a complaint that would indicate that it has been infected. The University further reserves the right to have the user take such steps as are necessary to disinfect said computer or to have it removed from the campus network until such time as the issue is resolved.

- Users may use only those accounts for which they have authorization as granted by the University. Information in all myGate files is presumed to be private unless an authorized University official has a reasonable suspicion that the user’s use of online resources violates any policy of the University. Information stored on campus computers is considered the property of Wingate University. Using the files of others without their permission is unethical and illegal.

- Do not share accounts or passwords. Users will be held responsible for any activity taking place within their own account. If you discover that your account has been used by another person, please notify the system administrators immediately.

- Tampering with the password system or attempting to gain access to another’s account or trying to degrade the system is prohibited. Any person violating this rule will lose computing privileges and will be subject to further discipline by the University.

- All users must respect copyright and other intellectual-property rights. When citing Internet material in a paper or project is sure to give a proper citation to the writer of the material. Ask at the library’s reference desk for help in proper citation or see http://libguides.wingate.edu/citationguide. Plagiarism from the Internet will not be tolerated.

- Electronic mail is not to be used to post any form of unwelcome, unwanted, threatening, or abusive messages. Intimidation of another person by “flaming” (sending a message in all caps, indicating hostility or anger), threatening language or personal attacks is prohibited.

- The University reserves the right to purge files should those files exceed the user's quota on said drives. A large amount of data stored on the University server should not be allowed to “stack up” or be stored in Wingate University’s system. If a user takes up an unusually large amount of storage space, that user will be asked to clean out the files. Failure to do so will result in disciplinary action. The system administrator has the right to purge files and/or close accounts of users violating this rule. Inappropriate materials, including pornography, should not be viewed or transmitted in any public area where others may see such material and be offended.

- A user may not without prior written consent from the director of marketing and communication, use the name, the University seal, or any graphic symbol used by or associated with Wingate University as part of an e-mail address, a “home” or a second domain name for any online network. Unauthorized use can result in legal action. This includes non-authorized sports team pages, club pages (including fraternities and sororities) and other personal pages.

- Students may create personal webpage’s on their sites.wingate.edu accounts. The standard of appropriate content that apply to emails also apply to sites.wingate.edu. No student may create and store a personal webpage on the servers or workstations of the Wingate University Campus Network, unless authorized by the appropriate Dean or supervisor under the general direction of the Director of Information Technology and the Director of Communication. All web pages created for Wingate University and its member departments, organizations, or individual faculty members are considered an official representation of this school and therefore must be approved by the appropriate Dean or supervisor and the Network Administrators.

- Wingate University maintains its own system of generalized announcements to all students via email. Students who wish to send a general announcement to the student body are asked to make a request to the Dean of Students. Students may also avail themselves to the groups
feature of any myGate apps to create opt-in mailing lists. Any attempt to generate mass emails to the student body is prohibited.

- Wingate University has taken a number of steps to reduce vulnerabilities due to computer viruses, spyware, and spam. This includes installing antivirus software on computers owned by the University. All students who bring laptops onto the campus’ wireless network are expected to have installed antivirus software and to have the virus definitions to that software kept up-to-date. Wingate University reserves the right to inspect any computer on its network on which it either has discovered via network monitoring or a complaint that would indicate that it has been infected. The University further reserves the right to have the user take such steps as are necessary to disinfect said computer or to have it removed from the campus network until such time as the issue is resolved.

- Should a person violate the above guidelines, he/she is subject to applicable legal remedies and/or having their e-mail account and their Internet usage suspended by the Network Administrators. Multiple violations will be turned over to the Dean of Students or the Vice President of Academic Affairs for further discipline.

**Copyright Policy**

- Copyright infringement is the act of reproducing, distributing, performing, publicly displaying or making into a derivative work anything that is copyright protected without the permission of the copyright owner or without legal authority (Title 17 United States Code Section 106 Copyright Act). In the peer-to-peer file-sharing context, unauthorized downloading or uploading substantial parts of a copyrighted work such as music, videos, books, games, software, or other files constitutes an infringement.

- All users of the Wingate network are responsible for using electronic materials in accordance with copyright and licensing restrictions. Use of University resources resulting in the violation of copyright laws, including downloading or sharing copyright protected works, is strictly prohibited.

- Copyright infringement, including unauthorized peer-to-peer file sharing, may subject you to civil and/or criminal liabilities, as well as personal sanctions imposed by the University.

- In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages of not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed (i.e. each song or movie illegally copied or distributed). 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.

- University sanctions for copyright violations can include suspension of user accounts, suspension of internet access, and additional disciplinary sanctions for Honor Code violations as defined in the Student Handbook.

- More information regarding copyright laws can be found at www.copyright.gov and www.copyright.gov/help/faq.
Electronic Postings and On-line Communities

Students utilizing the internet for electronic communities or social media and messaging should take security precautions to protect themselves from predators and others by not posting personally identifiable or contact information and implementing the appropriate privacy settings. Students should also be careful of their communication and postings related to the Wingate University Honor Code for academic and non-academic violations. The University reserves the right to contact students regarding information posted on the internet, such as things that violate a Wingate University policy or procedure or inappropriate behavior to ensure that the individual and the University are represented in a positive manner.

Media Release

Wingate University regularly uses photographs and voice interviews of students for internal and external promotion and/or informational purposes. Students should understand that the photographs and videos may be published on the Internet, in various print media or on television/radio at the sole discretion of Wingate University. By participating, students waive any and all present or future compensation rights to the use of promotional and informational materials. If you desire not to be photographed, interviewed or have material in your likeness published, please contact Jeff Atkinson, Director of Marketing and Communications.

Student Communication

Students are responsible for all University correspondence through email (@wingate.edu), voice-mail, text, campus mail and/or home mailings. **Students are required to utilize the Wingate.edu email account.** Students are expected to regularly check for University communication and respond appropriately in a timely manner (within two business days). Failure to do so may result in Community Standards violation(s).

Wingate University: Sexual Misconduct Policy

**PURPOSE**

Wingate University takes all reports and complaints of sexual misconduct very seriously. Wingate strives to be a community free of sexual misconduct by providing educational training, thematic programing, bystander training and clear expectations for community behavior and values. Wingate University has also designed policies and procedures that strongly encourage community members to report sexual misconduct, seek help and support, pursue criminal and/or disciplinary actions and take action against potential sexual misconduct. The University’s policies and procedures also follow North Carolina state laws and federal Title IX guidelines regarding sexual misconduct prevention, reporting, investigation and resolution.
SEXUAL MISCONDUCT DEFINITIONS

Wingate University defines sexual misconduct broadly as any conduct of a sexual nature that is not consensual and more specifically in the following ways but not limited to:

- Sexual Harassment,
- Sexual Assault,
- and Sexual Exploitation.

Other forms of sexual misconduct would include: indecent exposure, sexual exhibitionism, sex-based cyber harassment, prostitution or solicitation of a prostitute.

**Sexual Harassment** is defined as unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone’s ability to participate in or benefit from the University’s educational program and/or activities and/or is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

**Sexual Assault** is defined as non-consensual sexual contact/intercourse that is any intentional sexual touching, however slight, with an object or without, that is without consent and/or by force.

**Sexual Exploitation** occurs when a person takes a non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

REPORTING SEXUAL MISCONDUCT

Wingate University strongly urges victims of sexual misconduct and students with knowledge of sexual misconduct to report incidents immediately. There are a variety of reporting structures, resources, and support services for victims of sexual misconduct. Please refer to the quick reference guide below:

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<tr>
<th>WU Sexual Misconduct Reporting Quick Reference Guide</th>
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<tbody>
<tr>
<td>Seeking Information and Support</td>
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<tr>
<td>Town of Wingate Police</td>
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<td>Union County Sheriff’s Office</td>
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<td>WU Counseling Services</td>
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<td>WU Health</td>
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### Services

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<th>Services</th>
<th>Confidentiality</th>
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<td>WU Campus Safety</td>
<td>Yes</td>
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<td></td>
<td>Yes</td>
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<td>WU Residence Life</td>
<td>Yes</td>
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<td></td>
<td>Yes</td>
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<tr>
<td>Faculty, Staff, Administration</td>
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<tr>
<td>Title IX Coordinator and Deputy Coordinators</td>
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**CONFIDENTIALITY AND PRIVACY**

**Confidential Resources**

If a student wishes the details of an incident to be kept strictly confidential, they can speak to professional staff at the Wingate Counseling Center or the Health Center. In addition, the Union County Rape Crisis Center and campus minister will honor confidentiality. Confidential resources may need to share otherwise confidential information where an imminent danger to the student or another individual exists in the opinion of the professional staff or administrator. In addition, all University
resources are required by North Carolina law to report abuse or neglect upon a child or any disabled person.

**Strictly Private, Mostly Confidential and Reporting Requirements**

All University employees, including faculty, staff, and student staff, who receive a report of alleged sexual misconduct by a student or regarding a student, on or off-campus, must notify the Title IX Coordinator. Students’ personally identifiable information will only be shared as necessary, and all efforts will be made to protect their privacy.

**CONSENT**

Sexual activity requires consent, which is defined as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent cannot be inferred from the absence of a "no". Although consent does not need to be verbal, verbal communication, a clear "yes", is the most reliable form of asking for and gauging consent, and individuals are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent.

Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

**FORMAL COMPLAINTS AND INFORMAL REMEDIATION PROCESS**

It is the University’s intent to present all possible resolutions and processes available to survivors of sexual misconduct in a manner that allows for choice, specificity and clarity. The University defines a formal resolution process as those processes that require a determination of responsibility for the misconduct; an informal resolution process that does not require determination of responsibility for remedial action to be taken.

Students reporting a sexual misconduct incident have several options for resolution including but not limited to seeking formal resolution or remediation that involves the determination of responsibility; informal resolution where responsibility is not determined but definitive action is taken to resolve the complaint. Examples of remediation outcomes through a formal resolution could include but is not limited to: institutional suspension, official University Community Standards sanctioning, and/or criminal prosecution through law enforcement. Examples of remediation through informal resolution would include but are not limited to: class schedule change, room-change, no-contact orders. Students are not restricted to either/or one form of resolution and in most cases choose different forms of both depending on the complaint. Sexual misconduct complaints are not eligible for Honor Council review.
Informal Resolution - When a student reports a sexual misconduct violation one of the first steps for the University is to seek immediate informal remediation. These are typically steps that are taken with the purpose of eliminating a hostile environment or the potential for a hostile environment. The University may, at its discretion, take remedial action independent of the victims request to ensure the health and safety of the university community. Informal remediation options include but are not limited to:

- Administrative room change;
- class schedule and/ or course change;
- no-Contact Agreements;
- adjustments for missed class time; and/or
- temporary leave of absence.

If a student chooses to seek formal resolution they must file a formal complaint in writing to the Institutional Title IX Coordinator. The complaint should include the following:

- The name and contact information of the individual making the complaint;
- a detailed descriptions of the incident and alleged conduct;
- the name(s) of the person(s) the complaint is against; and
- The name(s) of any witnesses.

A sexual misconduct formal investigation will be conducted by the Office of Community Standards. During the investigation, the University investigator may use informal remediation steps to address potential or existing accommodations, hostile environment, retaliation or any other conditions that restrict access to the educational environment.

Once the investigation begins, the Office of Community Standards will submit a notice of charges letter to the accused student(s). The proceeding investigation will be conducted promptly without unreasonable delay. Once the investigation is complete a written summary of the investigation will be completed. The summary investigation report may be redacted of personal identification as needed at the discretion of the Office of Community Standards.

All sexual misconduct cases will be reviewed and heard administratively. If the accused or accuser believes there to be a conflict of interest they may submit in writing to the Title IX Coordinator, prior to the hearing, a request for a new administrative hearing officer. The appointment of the new hearing officer is at the discretion of the Title IX Coordinator. The administrative hearing officer will make a finding based on a preponderance of the evidence (whether a policy violation is more likely than not) and will assign sanctions as appropriate.

Both the accused and accuser are allowed to appeal a decision. Appeals must be made in writing and submitted within 48 hours of notice of the finding to the (1)Dean of Students and then (2)Vice President.
for Enrollment Service and Student Life. Each student is limited to one appeal each. Any decision not appealed after 48 hours is final.

**University Sexual Assault Policy**

A victim of rape or sexual assault is strongly encouraged to report the incident to University campus safety, the Wingate Police Department, or other law enforcement agencies for her or his own protection and that of the University community. Reports should be made as soon possible. Any member of Wingate University who believes he or she has been raped or sexually assaulted is encouraged to seek support and get immediate help (emergency and non-emergency contact numbers are supplied below). Wingate University will try to accommodate the needs of victims of alleged sexual assaults. When requested by the alleged victim, and when reasonably available, changes in a student’s academic and living situations will be made.

Wingate University offers preventative programs that are coordinated through the Office of Student Affairs and Gateway 101 programs. Some of these programs include, but are not limited to, information sessions, educational programs and awareness campaigns. A copy of the Sexual Misconduct Policy is available in the Office of the Dean of Students.

If you or someone you know has been assaulted please utilize the following numbers to obtain assistance:

- Campus Safety 8999
- Student Ministries 8026
- Student Health 8102
- Residence Life 8245 / 8000
- Counseling Services 8246
- Wingate Town Police 704.233.1697 or 911
- Carolinas Medical Center – Union 704.283.3100
- Rape Crisis 704.283.7770
- [www.rape101.com](http://www.rape101.com)

**University Harassment Policy**

The official policy of the University states that the academic and work environment of students, faculty and employees will be free of any intimidation or harassment by a member of the Wingate University community. Harassment of any kind will not be tolerated. Prohibited conduct includes but is not limited to physical or mental abuse, racial, ethnic, sexual or age-related insults, jokes or slurs and harassment concerning an individual’s physical or mental disability.

Sexual harassment includes but is not limited to verbal or physical sexual advances, unwelcome contact and sexually discriminatory remarks that are offensive or objectionable to an individual, that cause an individual discomfort or humiliation, or that interfere with an individual’s academic or work performance. Such conduct is strictly prohibited. Furthermore, suggesting to a student, employee or faculty member that a sexual favor or tolerance of illicit conduct might enhance that individual’s academic or employment standing at the University, or might ensure graduation, job security or academic or job advancement is also forbidden. (A copy of the Sexual Misconduct Policy is on file in the Dean of Students office.)
Any student, faculty member or employee who believes that he/she has been subjected to any form of harassment should report the conduct immediately. If the alleged harasser is a student the conduct should be reported to the Dean of Students or his or her designee; if the alleged harasser is a faculty member the conduct should be reported to the alleged harasser’s department chairperson; if the alleged harasser is an employee the conduct should be reported to the alleged harasser’s direct supervisor. In instances where a dean, administrator or supervisor is the alleged harasser the conduct should be reported to that individual’s immediate supervisor. Complaints involving harassment by students will be handled in accordance with the provisions under the sanctions for non-academic violations of the honor code. Complaints involving harassment by faculty members, administrators or employees will be handled in accordance with the procedures set forth in the faculty/staff guide. Efforts will be made to keep all complaints and related information confidential and such information will be discussed with other individuals on a need-to-know basis only.

Student Rights Concerning Educational Records and Information

The Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, was passed and put into effect in January 1975. The law regulates the use and disclosure of personal information in educational records and permits a student to know what material is maintained in those records. A copy of the Family Educational Rights and Privacy Act of 1974 is on file in the office of the Dean of Students, located in the Dickson-Palmer Center.

Part One: Student Rights to Inspect and Review

A. A student or former student may inspect and review his or her grade transcript, student personal record, and any other personally identifiable records maintained by Wingate University (collectively referred to as “education records”), with the exception of the following, which are not education records:

1. Financial records of his parents or any information in those records;
2. Confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975;
3. His medical records that are maintained by medical or mental health personnel solely for the purpose of treating the student. He may, however, have a physician or medical professional review the information in his medical record if he has reason to believe it may contain inaccurate, misleading or inappropriate information;
4. Records created by and kept by a law enforcement unit of the University, if made and kept for the purpose of law enforcement; or
5. Records made by a teacher or administrator or ancillary personnel and kept in that person’s sole possession in a way that the records are not accessible or revealed to anyone else.

B. A student may direct any request for review of an education record to the University registrar or to the University’s vice president for academic affairs. Once a student has been allowed to inspect and review an education record, she may also request that the University official who is responsible for maintaining a particular record respond to her request for explanation and interpretation of the record.

C. A student may choose to waive his right to access confidential recommendations that are written to support an application for admission or financial aid, an application for an honor or recognition, a transfer to another institution, an application for employment, or similar application, PROVIDED:
1. That the STUDENT either selects the persons to submit recommendations or, upon request, is notified of the names of all persons making such recommendations; and
2. That the recommendations are used specifically and solely for the purpose for which they were specifically intended. A student may not be REQUIRED to waive right of access, under any condition.

D. If a student believes that inaccurate, misleading, or inappropriate information is included in her educational records, Wingate University will permit the student to insert into the record her written explanation concerning the content of such record. The University also will provide a means of correction or deletion of any information that is in fact inaccurate, misleading or inappropriate. (The student is expressly not permitted to challenge grades through this means, unless she wishes to challenge the accuracy of institutional records which record the grade.) Initially, any challenge to a student record should be directed to the Vice President of Academic Affairs. The Vice President of Academic Affairs will seek informal resolution of the matter. If either the Vice President of Academic Affairs or the student requests it in writing, the Student Affairs Committee of the Wingate University Assembly shall conduct a formal hearing concerning any challenges to the student’s records as being inaccurate, misleading or inappropriate. Such a hearing shall be conducted and decided in writing within three weeks of the request. During the hearing, the student shall have a full and fair opportunity to present evidence relevant to the issues. If for any reason, the Student Affairs Committee shall be unable to convene a special committee to hear the matter, a group comprised of persons identified by the Student Affairs Committee who do not have a direct interest in the outcome of the matter may be assembled to hear the matter.

Part Two: Rules Related to Disclosure and Release of Student Information

A. Wingate University generally may not release to any third party any personally identifiable information in a student’s education record. The only exceptions to this rule are as follows:
1. The student has submitted a written consent to the release of such information;
2. The release is being made to:
   A. Officials of other educational institutions in which the student seeks to enroll, provided that the student is notified of the transfer of such information, receives a copy of the information if requested in writing, and has an opportunity to challenge the contents of the record;
   B. Certain state and federal government officials stipulated by law;
   C. Persons or agencies directly related to a student’s application for, or receipt of, financial assistance;
   D. accreditting organizations;
   E. parents of dependent students;
   F. any source if required to do so in compliance with judicial order or subpoena, provided that the student is notified of all such orders or subpoenas;
   G. health authorities, if, in the event of any emergency, knowledge of such information is necessary to protect the health or safety of a student or other persons; or
   H. University officials (those carrying out official University business, whether paid or unpaid) who have a legitimate educational purpose in consulting the record (based on the need to access the record to perform the University business); or
3. The information to be released is exclusively “directory information,” defined as:
   A. the student’s name, address (including e-mail), telephone listing, and photograph;
   B. the student’s date and place of birth;
   C. the student’s major field of study;
D. the student's participation in official activities and sports;
E. the height and weight of members of athletic teams;
F. dates of attendance;
G. degrees and awards received; and
H. the most recent previous school attended by the student.

B. Any student may object to the release of “directory information.” To do so, he or she must file within twenty days after the first day of classes in each semester a signed notice informing the University that any or all of the directory information described above should not be considered directory information about that specific student. The requests must be filed in the office of the registrar. Such requests for non disclosure will only be honored by the University for the current enrollment period; therefore, a new request must be submitted each semester or term.

C. Each University official responsible for any type of educational record shall maintain a record of the persons or parties, other than those University personnel authorized in II.A.2. (h), requesting or obtaining access to a student’s educational records. The record of requested access is available only to the student, to the University official responsible for the custody of such records, and to that official’s assistants.

D. The University may disclose to the parent or legal guardian of a student under the age of 21, without the prior written consent of the student, information regarding any violation by the student of any federal, state, or local law or any rule or policy of the University governing the use or possession of alcohol or a controlled substance if the University has determined that the student has committed a disciplinary violation with respect to such use or possession.

E. The University may disclose, without prior written consent of the student, final results of disciplinary proceedings against the student who is an alleged perpetrator of a crime of violence (18 U.S.C. § 16) or a non-forcible sex offense if the University finds the student committed a violation of the University’s rules or policies with respect to such crime or offense. The information shall include only the name of the student, the violation committed, and any sanctions imposed by the University on the student. The University may include the name of any other student such as a victim or witness, only with the written consent of that other student.

Part Three: Complaints

A. Any person who believes that the University has failed to comply with the Family Educational Rights and Privacy Act, or with the regulations of the Department of Education, 34 C.F.R. Part 99, may file a complaint with Department of Education under 34 C.F.R. § 99.63 and 99.64.

Tobacco Policy

Wingate University is committed to providing its employees and students a safe and healthy environment. Because we recognize the health hazards caused by exposure to environmental tobacco smoke and use of tobacco products, it shall be the policy of Wingate University to provide a tobacco-free environment for all employees, students, and visitors. This policy covers the smoking of any tobacco products and the use of oral tobacco products or “spit” tobacco and applies to employees, students and non-employee visitors of Wingate University. Use of tobacco products by Wingate University students should be reported to the Office of Community Standards.

- Use of tobacco products will not be allowed on the campus at any time.
- All tobacco use on University property or at University sponsored events is prohibited.

**Alcohol Policy**

Students are expected to behave in a manner that does not jeopardize the health or safety of others or themselves.

- Students are expected to follow local, state, and federal laws regarding the use, possession, and distribution of alcohol.
- The University defines *alcohol misuse* as any use which adversely impacts a student’s health or leads to inappropriate or unsafe behaviors.
- Disruptive or disrespectful alcohol-related behavior will not be tolerated.
- Public display of alcohol is prohibited.
- Provision of alcohol to underage individuals is prohibited.

**Good Samaritan and Medical Amnesty Policy**

The Office of Residence Life and Community Standards seeks to eliminate any barrier which discourages students from helping, or contacting emergency services, in the event that a student requires medical assistance for any reason, including as a result of alcohol poisoning or drug impairment. Any student who calls emergency services on behalf of a student in need of medical attention may not be charged with a formal violation of University policy. The student in need of medical attention will also not be formally charged. However, the University may require the students involved to complete educational programs and meet with University staff members. It is the expectation that all members of the community work to ensure the health and safety of the entire community, and are expected to act accordingly. Students who fail to complete the educational programs required of the Good Samaritan policy, or who demonstrate reckless behavior or a habitual disregard for University policy, their own safety, or the safety of the community may be charged with a formal policy violation. This will be determined on a case by case basis.

**Alcohol & Controlled Substance Abuse Policy**

The misuse of alcohol or the use of illegal drugs represents a threat to the well-being and security of University students and could jeopardize student health and risk the safety of others.

Thus, the University shall maintain and enforce a policy which prohibits the use, possession, manufacture and sale of controlled substances (i.e., illegal drugs or narcotics) by any person.

All students are also expected to follow local, state, and federal laws regarding the use, possession, and distribution of alcohol. The University defines *alcohol misuse* as any use which adversely impacts a student’s health or leads to inappropriate, disorderly, disruptive, disrespectful, or unsafe behaviors. Such behavior will not be tolerated and is subject to University Community Standards. Possession of excessive amounts of alcohol and common sources of alcohol are prohibited – including games and paraphernalia that promote reckless alcohol consumption. The public display or public consumption of alcohol is prohibited (unless otherwise posted).

Students who violate the *Alcohol and Controlled Substance Policy* are subject to sanctions from the University as well as applicable state and federal sanctions. It is the policy of Wingate University to cooperate fully with all law enforcement authorities.
<table>
<thead>
<tr>
<th>Substance</th>
<th>Possibility of Physical or Psychological Dependence</th>
<th>Description of proper usage (where necessary)</th>
<th>Short-term Consequences</th>
<th>Possible outcomes with use, misuse or long-term usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>High</td>
<td></td>
<td>Slows does heart, nervous system and brain. High doses can stop breathing.</td>
<td>Prolonged immoderate use can cause artery disease, heart failure, and liver damage including cancer, cirrhosis, and hepatitis. Women may develop alcohol-related health problems sooner than men, and from drinking less alcohol than men. Affects nearly every organ in the body, increasing risk for serious health problems.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Moderate</td>
<td></td>
<td>Damages short-term memory and decreases concentration and learning abilities.</td>
<td>Causes same health problems as tobacco smokers, increased risk of cancer, increased heart rate, dryness of the mouth, reddening of the eyes, and impaired motor skills, and concentration.</td>
</tr>
<tr>
<td>Anabolic steroids</td>
<td>High</td>
<td></td>
<td>Aggressive or combative behavior, may cause impotence, sterility, or fetal damage</td>
<td>Increased risk of cancer, cardiovascular, kidney, and liver disease, insomnia and death.</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>High</td>
<td></td>
<td>Psychoses and malnutrition</td>
<td>Nervous, hyperactivity, sleeplessness, elevation of pulse rate and blood pressure. Death.</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>High</td>
<td></td>
<td>Targets the functioning of the central nervous system. Short term effects include increased wakefulness, increased physical activity, decreased appetite, increased</td>
<td>Long term health effects include irreversible damage to blood vessels in the brain, stroke, severe reduction in motor skills with symptoms similar to those of Parkinson’s disease, impaired verbal learning.</td>
</tr>
<tr>
<td>Drug Type</td>
<td>Levels</td>
<td>Effects</td>
<td>Long Term Effects</td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Barbiturates</td>
<td>High-Moderate</td>
<td>Nausea, dizziness, lethargy, allergic reactions and possible breathing difficulties</td>
<td>Death, birth defects</td>
<td></td>
</tr>
<tr>
<td>Cocaine</td>
<td>High</td>
<td>Seizures, heart fibrillation, and strokes</td>
<td>Habitual users experience irritability, paranoia, and hallucinations. Use causes tumors, chronic fatigue, dangerous weight loss, sexual impotence, and insomnia and affects respiration, blood pressure, and blood sugar levels</td>
<td></td>
</tr>
<tr>
<td>Heroin and opium</td>
<td>High</td>
<td>Users feel sluggish and fall asleep at inappropriate and dangerous times. Intravenous users risk contracting Hepatitis, HIV/AIDS, and other infections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>Unknown</td>
<td>Hallucinogen, Perception distortions and anxiety</td>
<td>Users cannot function normally and are accident-prone. LSD also can cause elevated body temperature and respiration and a rapid heartbeat</td>
<td></td>
</tr>
<tr>
<td>MDMA (Ecstasy)</td>
<td></td>
<td>Stimulant and Psychedelic effects create feelings of increased confidence, sensitivity, arousal and confusion</td>
<td>Vulnerable to crime, sexual assault and other unwanted sexual encounters</td>
<td></td>
</tr>
<tr>
<td>Oxycodone and other narcotics</td>
<td>Extremely High</td>
<td>Safe and effective</td>
<td>Overdose, complications, death especially when</td>
<td></td>
</tr>
<tr>
<td>Drug</td>
<td>Effect</td>
<td>Side Effects</td>
<td></td>
<td></td>
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<tr>
<td>------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psyilocybin (Mushrooms)</td>
<td>Treatment for pain when</td>
<td>Combined with alcohol or other drugs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>prescribed by a doctor and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>used as directed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hallucinogen, perception</td>
<td>Anxiety, elevated body temperature, rapid</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>distortion, accident-proneness</td>
<td>heartbeat, and elevated respiration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ritalin (methylphenidate), Concerta,</td>
<td>Moderate</td>
<td>Stimulant, elevated heartbeat, perspiration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adderall</td>
<td>Safe and effective treatment</td>
<td>Overdose, complications, death</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>for attention deficit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>hyperactivity disordered</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>when prescribed by a doctor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and used as directed.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


**Counseling Services**

Wingate University recognizes drug and alcohol dependency as an illness and as a major health problem. Students needing help in dealing with such problems are encouraged to contact the Director of Counseling Services. It shall be the policy of the University to encourage students to seek help for any substance abuse. Thus, conscientious efforts to seek help from the Director of Counseling Services or some other professional or clinical health provider will not jeopardize a student's status at the University. Admission of the use of drugs or alcohol, which would be a violation of this policy, when made in the course of a conscientious attempt to seek help, does not itself constitute a violation of the substance abuse policy.

**Legal consequences**

**Alcohol**

Under North Carolina General Statue 18B-302, it is a Class 1 Misdemeanor to aid, abet, sell or give alcoholic beverages to anyone under the age of 21, or to attempt to purchase alcohol under the age of 21. Fines and community service sentences starting at $250 and 25 hours respectively may be imposed for violations of this statute. North Carolina laws allow civil damages of up to $500,000.00 per occurrence for cases resulting in serious injury or death. Felony penalties may also apply depending upon the nature of the violation. More information regarding violation of this statute can be found at: [http://www.ncabc.com/education/college/nclaws.aspx](http://www.ncabc.com/education/college/nclaws.aspx) and [http://www.dmv.org/nc-north-carolina/automotive-law/dui.php](http://www.dmv.org/nc-north-carolina/automotive-law/dui.php).

**Controlled Substances**

Legal sanctions for the illegal possession or sale of controlled substances vary depending on the amount of the controlled substance. Information regarding Federal penalties for drug trafficking may be found at: [http://www.justice.gov/dea-agency/penalties.htm](http://www.justice.gov/dea-agency/penalties.htm).
North Carolina has structured sentencing for the illegal possession or sale of controlled substances, with judges permitted to impose a sentence within a prescribed range, depending on the class of the offense, the number of prior convictions for the individual defendant, and whether there were aggravating or mitigating factors in the circumstances of the offense.

Similar to the Federal Controlled Substance Act (1970), the North Carolina Controlled Substances Act (G.S. 90-86) defines controlled substances and places them into one of six categories called “schedules.” The placement of a controlled substance into a schedule is determined by a set of defined criteria that evaluate the substance’s potential for abuse, medical use, and safety or dependence liabilities. Minimum punishments for violations may also be found in the Act.

The Schedules, Controlled Substances and Penalties for Possession chart below describes the schedule system, gives examples of drugs in each schedule and outlines the minimum punishment for possession of any amount of the substance. The punishments for illegally trafficking controlled substances are much more severe that those for possession. The Illegal Trafficking Penalties chart below will describe the minimum amount of controlled substance that one must possess to be charged with trafficking.

The North Carolina Controlled Substances Act (G.S. 90-86) may be found at: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_90/Article_5.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_90/Article_5.html).


### Schedules, Controlled Substances and Penalties for Possession

<table>
<thead>
<tr>
<th>Schedule I</th>
<th>Has a high potential for abuse. Has no medical use. Has a lack of accepted safety.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heroin</td>
<td>First Offense Class I Felony</td>
</tr>
<tr>
<td>Ecstasy</td>
<td>4-5 Months</td>
</tr>
<tr>
<td>GHB</td>
<td></td>
</tr>
<tr>
<td>Methaqualone</td>
<td></td>
</tr>
<tr>
<td>Peyote</td>
<td></td>
</tr>
<tr>
<td>Opiates</td>
<td></td>
</tr>
<tr>
<td>(and others)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule II</th>
<th>Has a high potential for abuse. Has accepted medical use with severe restrictions. Abuse may lead to physical or psychological dependence.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine</td>
<td>First Offense Class 1 Misdemeanor</td>
</tr>
<tr>
<td>Raw Opium</td>
<td>45 Days in Jail</td>
</tr>
<tr>
<td>Opium Extracts, Fluid and Powder</td>
<td></td>
</tr>
<tr>
<td>Codeine</td>
<td></td>
</tr>
<tr>
<td>Hydrocodone</td>
<td></td>
</tr>
<tr>
<td>Morphine</td>
<td></td>
</tr>
<tr>
<td>Methadone</td>
<td></td>
</tr>
<tr>
<td>Methamphetamine</td>
<td></td>
</tr>
<tr>
<td>Ritalin (and others)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule III</th>
<th>Has potential for abuse, but less than Schedule I or II substances.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ketamine</td>
<td>First Offense Class 1 Misdemeanor</td>
</tr>
<tr>
<td>Anabolic Steroids</td>
<td></td>
</tr>
<tr>
<td>Some Barbiturates</td>
<td>(and others)</td>
</tr>
</tbody>
</table>

The North Carolina Controlled Substances Act (G.S. 90-86) may be found at: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_90/Article_5.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_90/Article_5.html).
<table>
<thead>
<tr>
<th>Schedule</th>
<th>Drugs</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV</td>
<td>Valium</td>
<td>First Offense Class 1</td>
<td>Second Offense Class I</td>
</tr>
<tr>
<td></td>
<td>Xanax</td>
<td>Misdemeanor</td>
<td>Felony</td>
</tr>
<tr>
<td></td>
<td>Xanax</td>
<td>45 Days in Jail</td>
<td>4-5 Months</td>
</tr>
<tr>
<td></td>
<td>Rohypnol</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Darvon</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clonazepam</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barbital</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(and others)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Over the counter cough medicines with codeine (and others)</td>
<td>First Offense Class 2 Misdemeanor 30 Days in Jail</td>
<td>Second Offense Class 1 Misdemeanor 45 Days in Jail</td>
</tr>
<tr>
<td>VI</td>
<td>Marijuana</td>
<td>First Offense Class 3</td>
<td>Second Offense Class 2</td>
</tr>
<tr>
<td></td>
<td>Hashish</td>
<td>Misdemeanor</td>
<td>Misdemeanor</td>
</tr>
<tr>
<td></td>
<td>Hashish Oil</td>
<td>10 Days in Jail or Suspended Sentence</td>
<td>30 Days in Jail</td>
</tr>
</tbody>
</table>

Information obtained from:
http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_90/Article_5.html

### Illegal Trafficking Penalties

<table>
<thead>
<tr>
<th>Drug</th>
<th>Range of Weight</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>10 - 49 lbs.</td>
<td>Class H Felony 25 – 30 Months</td>
</tr>
<tr>
<td></td>
<td>50 - 1,999 lbs.</td>
<td>Class G Felony 35 – 42 Months</td>
</tr>
<tr>
<td></td>
<td>2,000 - 9,999 lbs.</td>
<td>Class F Felony 70 – 84 Months</td>
</tr>
<tr>
<td></td>
<td>10,000 lbs. or more</td>
<td>Class D Felony 175 – 219 Months</td>
</tr>
<tr>
<td>Heroin</td>
<td>4 – 13 grams</td>
<td>Class F Felony 70 – 84 Months</td>
</tr>
<tr>
<td></td>
<td>14 – 27 grams</td>
<td>Class E Felony 90 – 117 Months</td>
</tr>
<tr>
<td></td>
<td>28 grams or more</td>
<td>Class C Felony 225 – 279 Months</td>
</tr>
<tr>
<td>Cocaine</td>
<td>28 – 199 grams</td>
<td>Class G Felony 35 – 42 Months</td>
</tr>
<tr>
<td>Methamphetamines</td>
<td>200 – 399 grams</td>
<td>Class F Felony</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>400 grams or more</td>
<td>Class D Felony</td>
</tr>
<tr>
<td></td>
<td>28 – 199 grams</td>
<td>Class F Felony</td>
</tr>
<tr>
<td></td>
<td>200 – 399 grams</td>
<td>Class E Felony</td>
</tr>
<tr>
<td></td>
<td>400 grams or more</td>
<td>Class C Felony</td>
</tr>
</tbody>
</table>

Information obtained from:
http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_90/Article_5.html

For more information, please see: http://www.justice.gov/dea/pubs/abuse/index.htm

**Motor Vehicle Regulations**

**Wingate University**

Students who bring motor vehicles to campus must register them with the Campus Service Center upon arrival. Anyone visiting can obtain a temporary parking permit at the campus service center. While on campus, please be aware of the following:

- Parking should be in designated lots only;
- No parking on grass, sidewalks or beside dumpsters;
- Wingate University assumes no liability for damages due to vandalism or other causes while parked on University property;
- All North Carolina motor vehicle laws will be enforced on campus;
- For the safety of the campus community, golf carts and non-DMV licensed scooters are prohibited;
- The University reserves the right to “boot” or tow at the owner’s expense vehicles who have not complied with the regulations listed;
- Tickets should be paid at the Wingate University Business Office and are due within 48 hours of issuance;
- Ticket appeals must be presented to the Office of Community Standards in writing (accompanied with a copy of the ticket) within 48 hours of issuance. Appeals will be reviewed by the Designated judicial officers. All decisions by the Designated judicial officers are final.

Tickets will be issued at the following rates:

- $10 for improper display of decal
- $25 for Illegal parking, non-registered vehicles
- $25 for parking in non-parking zones, on the grass, in tow-away zones, reserved spaces and parking at a yellow curb
- $25 for parking in a handicap space without placard

**Town of Wingate Parking Violations**

Most parking violations are $20 in the Town of Wingate. Failure to pay may result in criminal or civil sanctions. Questions regarding the procedure for appealing a ticket issued by the Wingate
Police Department should be directed to the chief of police or the campus safety sergeant of the Wingate Police Department. The parking violations for the Town of Wingate are as follows:

- Do not park within 25 feet of a pedestrian crossing or intersection. These areas, as well as curbs, are painted yellow.
- Do not park with your driver’s side to the curb.
- Do not park in No Parking Zones.
- Do not wait on a parking space to become available in a no parking zone.
- A vehicle that is stopped is considered parked, regardless if a person is in the vehicle.
- The Town of Wingate reserves the right to ticket or tow any vehicle parked illegally on town streets.

**Parking Appeals**

Individuals interested in appealing a parking ticket must do so in writing, within 48 hours of receiving the ticket. Appeals should state their reason for appeal, a preferred address, and should attach a copy of the ticket received. Appeals can be sent via Campus Mail or USPS to the following address:

Campus Box 4062
Attn: Parking Appeals
Wingate University
Wingate, NC 28174

Appeals will be considered on a bi-weekly basis, and all final decisions will be communicated in writing to the campus box or home residence of the individual.

**Searches on University Property**

All University property, facilities, and equipment are subject to search at any time by authorized University personnel. In addition, personal property located on Wingate University premises may be searched at any time by authorized University personnel or by other persons authorized by the University. Refusal to submit to such searches is a violation of the non-academic violations of the Honor Code.

**University Lake Policy**

The same rules and regulations apply to the University Lake and recreational areas that apply to the other areas of the campus (i.e. the possession of alcohol at the University Lake and recreational areas are strictly prohibited, etc.) The lake and the surrounding area are governed according to the rules and regulations of the North Carolina Wildlife Resources Commission. Agents of the commission or Wingate University campus safety will patrol the facility. Students, Faculty, and Staff members are allowed to use the lake during their time at the University with the proper ID. Anyone attempting to use the facilities without a written permit approved by Wingate University will be subject to substantial fees enforced by the General Statutes Chapter 113, Article 21A, (i.e.,
fishing without a license and written permission.) To request the use of the lake you can contact the Goodman Service Center. The lake operational hours are from sun up to sun down.

**Ethel K. Smith Library Policy Regarding Books Without Barcodes**

If an item from the Ethel K. Smith Library collection is discovered without a barcode in the book, bag, or on the person of a patron attempting to leave the library, or if the item is otherwise damaged in such a fashion where it would be reasonable to assume that an attempt has been made to circumvent the theft-detection system, the library staff will assume there is an intent to steal the item. In such a situation, the item will be kept in the library, the names and ID #s of the patrons involved will be recorded, and the matter will be addressed through the Office of Community Standards. Any questions about this policy should be directed to a Supervisor or Librarian. (http://library.wingate.edu/policy/section_1.html#f)

**Reporting Unethical, Improper, and Illegal Behavior**

Any member of the Wingate University community may in good faith report the occurrence of and refuse to engage in any activity or situation he or she reasonably believes to be unethical, improper, or illegal without fear of dismissal or retaliation of any kind. For purposes of this policy, members of the Wingate University community include current students and members of the Board of Trustees, administration, faculty and staff.

If any student has observed conduct or activities engaged in by any trustee or any member of the administration, faculty, or staff that he or she reasonably believes to be unethical, improper, or illegal, that student should ordinarily report such conduct or activity to the appropriate Department Chair or, alternatively, to the office of the Dean of Students. Wingate employees should ordinarily report any observed unethical, improper, or illegal behavior in accordance with the University’s grievance procedure.

It is anticipated that the vast majority of reports regarding misconduct can be appropriately and quickly addressed through the channels described above. However, if a student or employee believes that the grievance procedure has not adequately addressed or is incapable of adequately addressing his or her concern, he or she may report the concern directly to the University’s legal counsel. A special telephone number, designated exclusively for this purpose, has been established at (704) 714-2800. This number will direct callers to leave a recording detailing their concerns. No person other than the University’s legal counsel will have access to the recording.

All reports made under this policy shall be investigated promptly and treated confidentially to the extent practicable under the circumstances and in accordance with the University’s legal obligations. Students and employees are expected to cooperate in any investigations of misconduct conducted by the University. At the conclusion of an investigation, remedial action will be taken where the allegations are substantiated.
Wingate University Honor Code For Academics and Community Standards

Honor Code

Membership in the Wingate University community is a privilege conferred by reason of demonstrated merit and sustained by a continuing commitment to high standards of performance and conduct. The University expects that all members of the community will voluntarily conduct themselves in a manner reflecting respect for all other members of the community. It is the responsibility of all Wingate University students to report any suspected violations of the Honor Code.

- Wingate University students do not lie, cheat, steal, or plagiarize, nor do they tolerate in their company the presence of one who does.
- Wingate University students conduct themselves at all times in a manner that is conducive to the maintenance of a strong, positive environment for study and learning.
- Wingate University students respect the rules and regulations of the University as outlined in this student handbook.

Authority

Wingate University is a voluntary association of students and faculty gathered together for the purpose of teaching and learning. Membership in this community is a privilege conferred by reason of demonstrated merit and sustained by a continuing commitment to high standards of performance and conduct. As a part of their commitment, members of this community of learning accept an obligation to act toward one another in a manner reflecting the heritage of the University. Violations of this obligation are subject to sanctions which may extend to and include permanent separation from the University. Under a policy established by the Board of Trustees, the President of the University holds final authority in the administration of this Honor Code. Administrative authority is delegated by the President to the Vice President of Academic Affairs in academic matters regarding the Honor Code and to the Dean of Students in non-academic matters regarding the Honor Code.

Any member of the University community may file charges against any student for misconduct. Charges should be prepared in writing. Academic violations should be directed to the Office of Academic Affairs, and non-academic violations/community standards should be directed to the Office of Community Standards (procedures for each area are outlined below). Charges should be submitted as soon as possible after the event takes place, preferably within seven days. It is important to note, however, that allegations of disability-related harassment or discrimination should be reported in accordance with, and will be investigated in accordance with, the University's Student Disability Grievance Procedure.

Interpretation

With the exception of matters involving allegations of disability-related harassment or discrimination, any questions of interpretation regarding academic matters of the Honor Code are referred to the Vice President of Academic Affairs, whose determination is final. Any questions of
interpretation regarding Code of Community Standards are referred to the Dean of Students, whose determination is final.

**Student Rights & Responsibilities**

- The right to a written statement of the charges against him/her.
- The right to a written notice of the date, time and place of his/her conflict resolution meeting.
- The right to speak in his/her own behalf or provide information relative to the incident.
- The right to at least one University representative to be present for support at hearings. This includes faculty, staff, administrators or a fellow student. The support person serves as an observer only, unless a question is directed by the hearing officer. External entities, including but not limited to parents/guardians and/or legal representation may not be present during conflict resolution/hearings.
- The responsibility to know his/her rights and the rules and regulations of the University.
- The responsibility to respect the rights of every other student.
- The responsibility to support the right of Wingate University to establish institutional standards designed to achieve its purpose and goals.

**Academics**

**Statement of Academic Integrity**

Wingate University students do not lie or cheat, nor do they tolerate in their company the presence of one who does. Wingate University is an academic community where men and women pursue a life of scholarly inquiry and intellectual growth. The foundation of this community is a spirit of personal honesty and mutual trust. In order to maintain trust between members of the University community, faculty and students must adhere to certain basic ethical principles in regard to academic dishonesty. Academic dishonesty in any form is a fundamental offense against the integrity of the entire academic community and is always a threat to the standards of the University and to the standing of every student. In taking tests and examinations, doing homework, laboratory work and writing papers, students are expected to perform with honor.

Honesty within our academic community is not simply a matter of rules and procedures; it is an opportunity to put personal responsibility and integrity into action. When students accept the implicit bonds of trust within an academic community, they liberate themselves to pursue their academic goals in an atmosphere of mutual confidence and respect.

**Honor Code Pledge for Academic Work**

Wingate University students are asked to sign the following pledge on all tests and work submitted: I pledge on my honor I have neither given nor received unauthorized aid on this work, and I am unaware of any violation of the Honor Code by others.

**Procedures for Academic Violations of the Honor Code**

**Step 1: Alleged violation is reported.**

a. If a student or staff member believes that an academic violation of the Honor Code has taken place, he or she shall report that belief to the faculty member in connection with
whose course the violation is believed to have occurred. The student or staff member shall also provide that faculty member all supporting evidence of the allegation. The faculty member shall then investigate the allegation and determine whether or not to proceed with formal charges.

b. If a faculty member believes that an academic violation of the Honor Code has occurred in connection with a course he or she teaches, the faculty member shall assemble the evidence, complete an Incident Report Form relating to the occurrence and submit it to the Director of Special Academic Programs.

c. If any member of the Wingate University community believes that an academic violation of the Honor Code has taken place other than one in connection with a specific course, that staff member, student, or faculty member shall report that belief to the Director of Special Academic Programs and provide all supporting evidence.

d. If after a preliminary assessment of any allegation or suspicion of an academic violation of the Honor Code, the Director of Special Academic Programs determines that further investigation is warranted, he/she may request a private meeting with the accused student(s) to dialogue about the incident and thereby determine charges. Furthermore, the Director of Special Academic Programs also reserves the right to determine whether the charges have merit or whether they can be disposed of administratively.

e. If the student fails to respond within 48 hours to the request for a private meeting with a faculty member or the Director of Special Academic Programs, further charges and/or sanctions may be imposed.

Step 2: Responsibility is assessed.

a. Once a decision of charges is determined, the student will be presented with a written statement of charges and consequent sanctions.

b. If a student fails to respond to or contest the written statement of charges and/or sanctions within 48 hours, it is understood that the student accepts the charges and the sanctions and the decision becomes final.

c. If a student admits responsibility for a violation or is found responsible for a violation, a failing grade cannot be appealed, either within the procedures of the Honor Code or through the procedure for appeal of grades.

Step 3: Student denies responsibility.

a. Any student who contests the charges or sanctions may request a conflict resolution meeting with the Director of Special Academic Programs. The student will be required to submit in writing his or her perspective and purpose at the meeting. This request should be submitted to the Director of Special Academic Programs within 48 hours of receipt of notification of the charges and/or sanctions.

b. If the Director of Special Academic Programs determines that there is sufficient evidence to merit an Honor Council hearing, he or she shall request that the Dean of Students or designee convene an Honor Council hearing pursuant to the procedures set forth in Wingate University Student Handbook. If the Director of Special Academic Programs finds that there is not sufficient evidence to merit the convening of an Honor Council hearing, the case is closed and no sanctions are assigned. (See “Procedures” under “Honor Council” for more information about this process.)
Step 4: Honor Council is convened.
   a. If the Honor Council is convened, they will conduct a formal hearing to determine
      responsibility and submit a report of their findings with recommended sanctions to the
      Director of Special Academic Programs.
   b. The Director of Special Academic Programs reserves the right to accept, reject or modify
      the Honor Council’s recommended sanctions and will notify the student of these sanctions
      through both written and verbal communication. A copy of the written notification will be
      placed in the student’s academic file and a letter will be mailed to the student at their
      permanent address.

Step 5: Student appeals institutional sanctions given by Director of Special Academic Programs.
   a. The student has the right to submit a written appeal to the Senior Vice President for
      Academic Affairs within 48 hours of the decision and the sanctions imposed.
   b. The Senior Vice President for Academic Affairs will conduct an independent review of the
      case and determine whether or not to uphold the decision of responsibility and sanctions.
      Students will be notified through written communication of the final decision. If the
      decision and/or sanctions are upheld, a copy of the letter will be placed in the student’s
      academic file. If the decision is overturned and/or sanctions are altered, the student will be
      notified in writing and documentation will be adjusted accordingly, if needed.
   c. The decision of the Senior Vice President for Academic Affairs is final and the case is
      closed.

Academic Violations of the Honor Code

Students are expected to conduct themselves at all times in a manner that is conducive to the
maintenance of a strong, positive environment for study and learning. They are expected to follow
all published University policies, rules, or regulations. The following misconduct is specifically
prohibited. All examples of violations are meant to be illustrative rather than exhaustive.

Cheating
Definition: Using means other than those allowed by an instructor to complete an assignment.
Examples
   • securing or attempting to secure any unauthorized copy of any test or examination,
     whether for his or her own use or for the use of another, prior to the scheduled
     administration of such test or examination;
   • copying from another student’s paper, project or test, or receiving any unauthorized
     assistance on an assignment or examination.

Plagiarism
Definition: Representing someone else’s work, words, images, or ideas, as your own.
Examples
   • directly quoting a source without proper punctuation and citation;
   • using undocumented paraphrase or summary;
   • using unacknowledged photographs or art work;
   • citing sources that have been fabricated; representing as your own a paper, a laboratory
     exercise, a computer program, a work of art, any part of which was created by someone other
     than yourself;
• quoting materials from the Internet without proper documentation.

**Providing False Information**
*Definition:* Any oral or written statement misrepresenting the truth.
*Examples*
• lying to or otherwise providing false or misleading information to a University official;
• attempting to secure credit toward meeting any graduation requirement, including Lyceum, without actual completion of the work or activity required;
• attempting to alter or causing to be altered any University record, including academic records.

**Misuse of Electronic Information**
*Definition:* Using computer accounts, computer software, or computer files improperly and/or without authorization and in order to receive or gain academic credit for yourself or someone else, to interfere with someone else’s receiving academic credit, or to alter academic records.
*Examples*
• unauthorized entry into a file to use, read, or change the contents;
• unauthorized transfer of a file;
• use of computing facilities to interfere with the work of another student, faculty member, or University official;
• Downloading part of or an entire paper from the Internet to be used for academic credit.

**Facilitating Academic Dishonesty**
*Definition:* Assisting another student with a violation of academic integrity
*Examples:*
• unauthorized collaboration of work;
• permitting another student to copy from a test paper or assignment;
• writing a paper for another student;
• collaborating on home assignments or exams without permission or when prohibited.

**Failure to Report an Academic Violation**
*Definition:* Failure of a student who knows of an academic violation of the Honor Code to report such an instance
*Examples*
• witnessing a student cheating during a test and failing to report that observed behavior to the instructor;
• witnessing a student download a paper from the Internet for the purpose of receiving academic credit and failing to report that observed behavior to the instructor for whom the paper is intended or the Office of Academic Affairs;
• witnessing a student fabricate sources for a paper and failing to report that observed behavior to the appropriate instructor or the Office of Academic Affairs.

**Sanctions for Academic Violations of the Honor Code**
Sanctions imposed for academic infractions of this code are those that, in the judgment of the Senior Vice President for Academic Affairs or designee when imposing the penalty, most appropriately correspond to the nature and severity of the violation. The Senior Vice President of Academic Affairs or designee also reserves the right to impose other reasonable sanctions that are, in the judgment of the University, directly related to and proportionate to the nature and severity of the offense. Sanctions may include, but are not limited to, one or some combination of the following:

- **Warning:** Oral or written notice that continuation or repetition of specified conduct may cause more severe sanctions.
- **Failing Grade:** Faculty may assign failing grades for the assignment and/or course in question if a student admits to a violation. If a student admits responsibility for a violation or is found responsible for a violation, such penalty cannot be appealed, either within the procedures of the Honor Code or through the procedure for appeal of grades. The Senior Vice President of Academic Affairs or designee can also assign failing grades.
- **Educational Assignment:** Participation in and/or completion of a workshop, seminar, written essay, or programming of an educational nature.
- **Probation:** An official reprimand, permitting a student to remain part of the University community only with specified restrictions, which may include other sanctions as described here and providing further that any subsequent violation of the Honor Code may result in separation from the University, either by suspension or by expulsion.
- **Suspension:** Involuntary separation of a student from the University for a specified period of time. A suspension is noted on a student’s permanent record.
- **Expulsion:** Involuntary permanent separation of a student from the University. An expulsion is noted on a student’s permanent academic record.

In all cases, the University reserves the right (except as limited by law) to notify the parents or legal guardians of any student found responsible for violating the Honor Code of such violation(s) and the sanctions imposed.

In the case of a first offense, in addition to any penalty imposed by a faculty member, the Vice President of Academic Affairs or designee may impose sanctions up to and including expulsion. For a second offense, a student may be suspended from the University for a period of not less than one year. For a third offense, a student will be permanently expelled from the University.

The University also reserves the right to impose other reasonable sanctions that are, in the judgment of the Vice President of Academic Affairs or designee, directly related to and proportionate to the nature and severity of the offense.

**Community Standards**

**Statement of Community Living**
Wingate University believes that all students contribute to learning opportunities within the community experience. Each student is expected to maintain a high level of responsibility and accountability to further the University’s educational mission.

**Honor Code/Community Standards Pledge**
Wingate University students are asked to sign the following pledge at the beginning of each student’s academic career: *I understand that the policies and procedures of Wingate University have been*
developed to ensure the safety and well-being of the Wingate University community. I pledge on my honor I will acknowledge and abide by the policies and procedures of Wingate University.

**Procedures for Violations of the Code of Community Standards**

Allegations of violations of community standards may be brought by any person. All reports shall be referred to the Office of Community Standards. As mentioned above, however, allegations of disability-related harassment or discrimination should be reported in accordance with, and will be investigated in accordance with, the University’s Student Disability Grievance Procedure. Resident Assistants, Resident Directors, and faculty and staff will refer all incident reports to the Assistant Director of Residence Life for Community Standards. These reports will comprehensively detail the nature of the event.

- The Designated judicial officers may conduct or cause to be conducted by a designated member of his/her staff an investigation to determine whether the charges have merit and/or whether they can be disposed of administratively by mutual consent of the parties involved on an acceptable basis. Such disposition, when approved by the designated judicial officers, is final and there are no subsequent proceedings.

- The designated judicial officers or designee will review documentation of the event and assign charges as appropriate. The designated hearing officer reserves the right to forward any incident to the Honor Council for adjudication (protocol for Honor Council proceeding shall be followed as listed in the section – Honor Council Procedures), except for reports of sexual misconduct. Please see the sexual misconduct policy for reports of sexually based violations.

- If necessary to further clarify information, Resident Directors may be asked to investigate allegations and turn the findings over to the Office of Community Standards.

- The designated judicial officer reserves the right to contact students directly to dialogue about the incident and thereby determine appropriate charges.

- Once a decision of charges is determined, the student shall receive notification of the charges and consequent sanction.

- Any student who contests the charges or sanctions may request a conflict resolution meeting with the designated judicial officers. The student will be required to submit in writing his or her perspective and purpose at the meeting. This request should be submitted to the Assistant Director of Residence Life within 48 hours of receipt of notification of the sanction. It is understood that after 48 hours the student accepts the charges and sanctions and the decision becomes final.

- The designated judicial officers reserves the right to require appropriate parties to meet (which may be individually or as a group as determined by the hearing officer) in order to determine responsibility. Once a decision is rendered, written notification will be issued. If the student disagrees with the decision or sanctions, he or she may proceed with the appeals process listed below.

- Any decision by the designated judicial officers or designee may be appealed to the Dean of Students or designee. Such appeal must be made in writing and must be submitted within 48 hours after the initial decision is communicated to the student.

- Any determination of or penalty imposed by the Director of Residence Life may be appealed to the Dean of Students. The appeal must be made in writing and must be submitted within 48 hours after the decision is communicated to the student concerned. The decision of the Dean of Students is final.

- The University has discretion regarding the form and breadth of documentation of official judicial hearing.
Campus Disciplinary Policy

In adherence to the Clery Act, effective August 14, 2009, Wingate University will disclose (upon written request) the results of a disciplinary hearing against an alleged student perpetrator to the alleged victim of a crime of violence or non-forcible sex offense.

Grievance Procedures

Despite best efforts, conflict at times leads to a grievance or formal complaint. This could involve other students, faculty or staff. A formal complaint requires written documentation outlining the area(s) of concern.

An attempt should be made to resolve the conflict individually; however, if that is not possible or presents an uncomfortable atmosphere, with the exception of matters involving allegations of disability-related harassment or discrimination, which are handled under the Student Disability Grievance Procedure, the following procedures should be followed:

Student to Student:

Students who are unable to resolve concerns with other students should submit a written document to the Office of the Dean of Students. An assistant dean or his/her designee will make every effort to resolve the conflict. If the problem is not adequately addressed a formal appeal may be sent to the Dean of Students. The Dean of Students will evaluate the complaint and notify the appropriate individuals of a plan of resolution. Decisions of the Dean of Students are final.

Student to Faculty:

Students should attempt to address the faculty member directly. If an adequate resolution cannot be reached, the student should submit to the Dean of the school a written statement of the conflict. Deans will attempt to mediate the conflict. If this attempt goes without being resolved, the student may submit a letter of appeal to the Vice-President for Academic Affairs for resolution. The outcome and decision of the Vice-President for Academic Affairs is final.

Student to Staff:

The student should attempt to address the staff member directly. If an adequate resolution cannot be reached, the student should submit a written statement of the conflict to the individual’s direct supervisor. The supervisor should review and make attempts to resolve the issue.

If the conflict cannot be resolved, the student may contact the Human Resources office for assistance by submitting a written request.

Campus Conduct Hotline

The Campus Conduct Hotline is a service provided by the university to provide an easy, comfortable way to report activity or behavior you may observe or experience on campus that is harmful, unethical, questionable, or causes you or someone else personal injury. This service is independent and confidential. One phone call from you can alert the institution administration of problems that may affect the entire campus community. You should call the Campus Conduct Hotline if you experience or observe any of the following:

- Fraud or crime
• Sexual Harassment
• Discrimination
• Safety or facility risk issues
• Security and Internet policy abuses
• Code of Conduct violations
• Workplace hostility
• Unethical grading practices
• Fraudulent financial or business practices
• Any other questionable behavior

**CAMPUS CONDUCT HOTLINE: 866-943-5787**

**What to expect if you call the hotline?**

When you call, you will speak to a trained specialist who will guide you through the details of your concern. You will be given a case number for your reference, so your call will be completely anonymous. No information will be taken about you, so you will never be identified. Your concerns will be submitted to the campus administration for investigation. Using your case number you can call Campus Conduct Hotline at any time to check on the status of the investigation and learn of any actions that have been taken – thanks to your phone call.

**Honor Council**

**Composition of Honor Council**

Honor Councils are convened by the Director of Residence Life or the Dean of Students to resolve cases as prescribed by the Honor Code. The SGA Honor Council Chair, who is elected by the student body and serves as a non-voting member, chairs the Honor Council. The council is composed of five members; three students and two faculty/staff members. The SGA Honor Council Chair, in consultation with the Director of Residence Life, selects the three voting students from the student Honor Council (see composition of the student Honor Council) and two voting faculty/staff members to participate in a hearing. A non-voting University representative will be present in all honor council hearings.

Students wishing to serve on the Honor Council must be nominated by the student body and submit an application through the Student Government Association (SGA) during the appropriate application times. The selection committee appointed by the SGA Honor Council Chair will review the applicants through an interview process and choose the most appropriate candidates to fill open positions.

Members serve until graduation so long as they maintain continuous enrollment during the two regular semesters of the academic year and are not removed for cause by the Director of Residence Life. The Director of Residence Life may remove a member for any violation of the Honor Code. This decision is final.

**Procedures**
The purpose of this process is to determine responsibility in academic or non-academic violations of the Honor Code. All meetings of Honor Council are conducted according to the following procedures:

- All charges shall be presented to the accused student in writing by the Director of Special Academic Programs or the Office of Community Standards. A time shall be set for the Honor Council meeting by the University Liaison for the Honor Council, preferably not less than two nor more than fifteen calendar days after the accused student has been notified. These time limits may be extended or shortened by the University Liaison to the Honor Council at his or her discretion for good and sufficient reason.
- Prior to the formal Honor Council meeting the Director of Residence Life, or the designated representative, meets with the Honor Council to discuss and clarify procedural issues. Thereafter all meetings of the Honor Council are held in private.
- In Honor Council meetings involving more than one accused student, the SGA Honor Council Chair may, in consultation with the other members of the Honor Council, permit separate hearings.
- The accused or complainant may call witnesses. However, a witness must go through an approval process. This process requires the accused to present a legitimate need for the witness in writing to the Ombudsman (SGA elected position serving as a student advocate) in advance of the hearing. The Ombudsman will relay the need for a witness to the Honor Council Chair and the Director of Residence Life for final approval. The Honor Council, at the discretion of the Honor Council Chair and Director of Residence Life, may accept pertinent records, exhibits, and written statements as information for consideration.
- Honor Council meetings will follow proceedings as outlined. All questions should be asked civilly and directed to the appropriate person.
- The Honor Council meets in executive session to discuss the evidence and determine its findings. There is a single verbatim record, such as an audio or video recording, of all Honor Council meetings. The record is the property of the University. A verbatim record is not required to be kept of the deliberations in executive session. The Honor Council has the right to request either party involved to repeat or provide further statements. A verbatim record is kept of such further discussion.
- The Honor Council’s determination is made on the basis of whether it is more likely than not that the accused student violated the Academic Honor Code or the Code of Community Standards. Additional sanctions may not be applied to a student who failed to appear before an Honor Council (the case will be heard in the student’s absence). In all cases, the evidence in support of the charge is presented and considered (even in the student’s absence). The determination of the Honor Council is made by majority vote.
- Upon completion of the Honor Council hearing, the SGA Honor Council Chair reports to the Director of Special Academic Programs in academic matters (see procedures for academic violations of the Honor Code) and Dean of Students or designee for non-academic matters (see procedures for violations of the Code of Community Standards) the findings and Honor Council recommendations.
- In academic matters, the sanction against the student found to be responsible of an Honor Code Violation will be determined by the Director of Special Academic Programs or designee. The Director of Special Academic Programs or designee officially informs the accused student in writing of the findings of the Honor Council and the penalty, if any, to be imposed.
- For violations of the Code of Community Standards, sanctions will be determined by the Director of Residence Life or designee. The Director of Residence Life or designee officially
informs the accused student in writing of the findings of the Honor Council and the penalty, if any, to be imposed.

- An appeal of the decision in the academic matters must be made to the Vice President of Academic Affairs in writing within 48 hours of notification of the decision. Violations of the Code of Community Standards must be appealed to the Dean of Students in writing within 48 hours of notification of the decision.
- Grounds for appeals include: disagreement of findings and/or sanctions, availability of new information, or procedural error.
- All interpretation of the process and proceeding is determined by the SGA Honor Council Chair in consultation with the Director of Residence Life.

**Violations of the Code of Community Standards**

The examples listed under each individual violation are meant to be illustrative rather than exhaustive.

**Abuse of the Community Standards System**

*Definition: Disrupting the processes involved in the Community Standards system.*

*Examples*
- Failure to obey the summons of an Honor Council or University official;
- Falsification, distortion, or misrepresentation of information before an Honor Council;
- Disruption or interference with the orderly conduct of an Honor Council proceeding;
- Institution of an Honor Council knowingly without cause;
- Attempting to discourage an individual’s proper participation in or use of the community standards;
- Attempting to influence the impartiality of a member of an Honor Council prior to and/or during the course of an Honor Council;
- Harassment (verbal or physical) and/or intimidation of a member of an Honor Council prior to, during and/or after a proceeding;
- Failure to comply with any sanctions imposed under this Code of Community Standards;
- Influencing or attempting to influence another person to commit an abuse of the community standards system.
- Plagiarizing an educational assignment by not correctly citing works used or failure to include original thought.

**Alcohol Misuse**

*Definition: Students are expected to follow local, state, and federal laws regarding the use, possession, and distribution of alcohol. The University defines alcohol misuse as any use which adversely impacts a student’s health or leads to inappropriate, disorderly, disruptive, disrespectful, or unsafe behaviors.*

*Examples*
- Possession of excessive amounts of alcohol and common sources of alcohol are prohibited – including games and paraphernalia that promote reckless alcohol consumption.
- The public display or public consumption of alcohol is prohibited (unless otherwise posted).

**Failure to Comply With the Order of a University Official or Law Enforcement Officer**
Definition: Failure to comply with the directions of University officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Examples

- providing false information to a University official;
- failing to provide identification to a University official when requested;
- using or attempting to use false identification;
- failure to follow procedures or instructions given by a University official or law enforcement officers.

Disorderly Conduct or Disruptive Behavior

Definition: Conduct that is inappropriate, disorderly, disruptive, disrespectful, or unsafe.

Examples

- Conduct which is disorderly, lewd, or indecent on University premises or at functions sponsored by, or participated in by the University;
- Verbal abuse of students or of University personnel;
- Persistent or substantial acts of willful disobedience or defiance toward University policy or personnel;
- Use of sound amplification equipment (e.g., televisions, radios, or CD players) in a manner that disturbs the privacy of other individuals or the instructional programs of the University;
- Unreasonable noise that causes a nuisance to other community members;
- Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
- Obstruction of the free flow of pedestrian or vehicular traffic on University premises, at University-sponsored or supervised functions, or on the public streets immediately adjacent to University premises;
- Disruption or obstruction of the teaching, research, administration, disciplinary proceedings, or other University activities, whether conducted on or off campus, or authorized non University activities conducted on campus;
- Persistent behavior that unreasonably interferes or restricts other students access to a safe or healthy educational environment;
- Vandalizing residence halls, apartments, classroom buildings, or other University facilities or property; and
- Use of tobacco products on University property.

Endangerment

Definition: Endangering the health, safety or well-being of oneself or others.

Examples

- assaulting another individual – physical altercations, verbal or written comments which are threatening, disruptive or inappropriate;
- driving under the influence of alcohol or illegal substance.
- arson
Harassment
Definition: Conduct that creates an intimidating or offensive environment (not sexual).
Examples
● threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person.
● offensive behavior may be communicated via verbal, written or electronic communication, or physical contact.

Hazing
Definition: An act/activity which endangers the mental or physical health or safety of a student regardless of intent, location, or consent of participant(s).
Examples
● forced or coerced action or participation
● depriving someone of sleep beyond reasonable bounds;
● forcing someone to drink alcohol or use illegal substances;
● physically assaulting someone.

Misuse of Computing Facilities, Technology, and Equipment
Definition: Misuse of University technology, including equipment, accounts, or the Wingate network.
Examples
● unauthorized use of another individual’s identification and password;
● use of network or computing facilities send obscene, abusive, or harassing messages (including instant messenger, emails, and social media);
● use of technology that interferes with normal operation of the University network;
● unplugging the University wireless radio to plug into personal electronic equipment (BluRay, gaming systems, computers)

Misuse of University Property
Definition: Using University property improperly and/or without authorization.
Examples
● possessing, duplicating, or using keys to any University premises without authorization;
● entering or using University premises without authorization;
● using someone else’s ID to check out library materials or to use for meals / dining purposes;
● using pool facilities during non-operational times.

Possession, Consumption/Use, and Trafficking of Illegal Substances or Paraphernalia
Definition: Any use, possession, or trafficking of illegal substances or paraphernalia.
Examples
● use, possession, distribution, sale, manufacture or transfer of illegal drugs or narcotics is prohibited. Illegal drugs are those defined as illegal under local, state, or federal laws; illegal drugs include, but are not limited to, marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and stimulants other than those prescribed for current personal treatment by a licensed physician;
● possession or use of prescription drugs that are not prescribed to the holder;
• possession of unlawful paraphernalia associated with the use or manufacture of illegal substances, prescription drugs, or any controlled substance for any purpose.

**Possession of Weapons**
*Definition: Possession of firearms, explosives, knives, or other weapons on University property.*

*Examples*
- keeping firearms (including pellet, BB/air rifles, air soft guns, paintball guns, sling shots) or other weapons in any University facility or in a vehicle parked on University premises;
- possessing or using dangerous chemicals on University premises illegally or without authorization;
- possessing or igniting fireworks of any type or any other explosive materials.

**Sexual Misconduct**
*Definition: Conduct of a sexual nature that is not consensual.*

*Examples*
- verbal or physical sexual advances or contact, sexually explicit derogatory/discriminatory comments that are offensive or objectionable to an individual, or, ones that cause an individual discomfort or humiliation;
- obscene or indecent behavior, including exposure.

**Stealing**
*Definition: Attempted or actual theft of and/or damage to University property or property of a member of the University community or other personal or public property.*

*Examples*
- using someone else’s long distance telephone card or access code without permission;
- taking furniture out of residence hall lobbies without permission;
- taking books out of the library without checking them out;
- taking someone else’s food out of communal kitchen refrigerators.

**Failure to Report a Probable Community Standards Violation**
*Definition: Failure of a student who knows of a probable non-academic violation of the Honor Code to report such probable violation.*

*Examples*
- witnessing a student vandalizing the residence halls and failing to report that observed behavior to a Residence Life staff member;
- witnessing another student stealing a book from the library and failing to report that observed behavior to the librarian;
- witnessing a student use another student’s telephone code without permission and failing to report that observed behavior to a Residence Life staff member or the Dean of Students.

**General Statutes - Laws of the Wider Society (including Student Behavior at Off-Campus Sites)**
Definition: Violation of federal, state and local laws on or off University premises. Any behavior or activity that violates general statute or reflects poorly on the institution can be held accountable through the Code of Community Standards.

Examples
- DUI – Driving while intoxicated
- theft / burglary / larceny

Sanctions for Violations of the Code of Community Standards

Sanctions imposed for non-academic violations of this code are those that, in the judgment of the Dean of Students (or designated representative) when imposing the penalty, most appropriately correspond to the nature and severity of the violation. The penalty may be one or some combination of the following. The University also reserves the right to impose other reasonable sanctions that are, in the judgment of the University, directly related to and proportionate to the nature and severity of the offense.

- **Warning**: Oral or written notice that continuation or repetition of specified conduct may be cause for more severe sanctions.
- **Censure**: Written reprimand with warning of more severe penalty in the event of a subsequent violation.
- **Probation**: An official reprimand, permitting a student to remain a part of the University community only with specified restrictions, which may include other sanctions as described here and providing further that any subsequent violation of this code may result in separation from the University, either by suspension or by expulsion.
- **Apology**: Requirement that the student who has violated this code make a written and/or oral apology to the person or persons upon whose rights and privileges the accused has infringed. A conference under administrative supervision may also be required.
- **Abeyance**: Indefinite suspension of a sanction. An additional violation may result in the imposition of the suspended sanction.
- **Educational Assignment**: Participation and/or completion of a workshop, seminar, written essay, or programming of an educational nature.
- **Referral**: Requirement that the student who has violated this code receive counseling from a mental health professional. The University may recommend agencies or the student may seek a professional on his or her own. This will be conducted at the student’s own expense.
- **Substance Abuse Counseling / Assessment**: Requirement that a student participates in and completes a substance abuse program at the student’s own expense, should any fees be required. The student will be required to provide documentation of attendance and progress from the session(s) to the University from the provider.
- **Administrative Assessment**: A maximum administrative assessment of $500 may be imposed. Acceptable payment may be in the form of dollars, checks, money orders, or applied directly to the student’s University account.
- **Work Service**: Up to 100 hours of work may be required.
- **Suspension of Visitation Privileges**: No visitation allowed in specified areas.
- **Restitution**: Reimbursement for any damage to or misappropriation of property, whether that of the University or of any member of the University community or of any guest on campus in the amount equal to the full cost of replacement per a University estimate.
- **Parental Notification**: Letter indicating the violation and sanction to the parents or guardians of the student. In a manner consistent with applicable law, the University reserves the right to
notify the parents or legal guardians of any student found to have violated the Code of Community Standards of such violation(s) and the sanctions imposed therefore.

- **Removal from University Housing**: Separation and removal from University housing for a specified period of time. No refund of housing cost will be issued.

- **Interim Suspension**: A suspension from University housing or from the University prior to the conflict resolution meetings before an Honor Council. Interim suspension may be imposed to ensure the safety and well-being of members of the University community or preservation of University property, to ensure the student’s own physical or emotional safety or well-being, or if the student poses a threat of disruption of or interference with the normal operations of the University. During interim suspension the suspended student shall be denied access to University housing and/or to the campus (including classes) and/or other University activities or privileges for which the student might otherwise be eligible, as the Director of Residence Life, Dean of Students, or designee may determine to be appropriate.

- **Disciplinary Withdrawal**: Voluntary separation of a student from the University for a specified period of time. A disciplinary withdrawal is permitted by the Director of Residence Life, Dean of Students, or designee at his or her discretion in place of a suspension. The disciplinary nature of this withdrawal is not noted on a student’s permanent record.

- **Suspension**: Involuntary separation of a student from the University for a specified period of time. A suspension is noted on a student’s permanent record.

- **Expulsion**: Involuntary, permanent separation of a student from the University. An expulsion may be noted on a student’s permanent record.

In the event that students are removed from housing or suspended from the University for judicial purposes, financial refunds will not be provided.

Students who have been suspended, expelled or have taken a disciplinary withdrawal are not permitted to visit on campus until the end of their suspension or withdrawal period.

The University reserves the right to place a “hold” on student records until judicial issues are resolved including proceedings or hearings and completion of sanctions. This hold may include temporary ID / meal plan suspension, withholding of academic transcripts and/or grades, and preventing a student from registering for classes.
Admissions

Admission

Persons seeking admission to Wingate University should contact the Office of Admissions for an application and other pertinent information necessary for enrollment. The University operates on a rolling admission plan. Candidates for admission are notified of the enrollment decision within two weeks of application completion. Admission is based on high school record and SAT or ACT scores. For transfer students, work from all previous colleges attended is also considered. Personal interviews and recommendations, while not required, are encouraged and often prove beneficial to both the University and the student.

Dual Enrollment

Highly qualified high school students with a letter of recommendation from their high school guidance counselors who would like to take college courses prior to or during their senior year may do so through the Wingate Dual Enrollment Program. Interested students should contact the Office of Admissions and request a joint enrollment application two weeks before the beginning of the semester and return it to the Office of Admissions at least a week before classes begin. Dual Enrollment credit is generally transferable to other colleges and universities. Students enrolled through this program will be allowed to take classes on a space-available basis. Charges for Dual Enrollment classes are $860 for one course, $1,375 for two courses, and $1,700 for three courses.

First-Year Admission

For an application to be considered complete, the following items are recommended:

• Completed application form
• $30 non-refundable processing fee
• Official high school transcript or GED certification (if applicable)
• SAT or ACT scores*

*SAT or ACT scores not required if the applicant has been out of high school for five or more years

Although some flexibility may be allowed, the following high school course distribution is recommended:

Course Number of Units
English 4
Math (Algebra and above) 3
Social Science 2
Natural Science (1 lab) 2
Foreign Language 2

International Student Admission

Wingate University considers any student who is a non-U.S. citizen an international student. For an application for admission from an international student to be considered complete, the following must be received:

• Completed application form
• $50 processing fee (non-refundable)
• Copy of prospective student’s passport (or other photo identification)
• Secondary school transcripts (Original and certified English translations of transcripts are required)
• Secondary school diploma (if already earned)
• Test scores – submit one: SAT (1350 with minimum scores on the critical reading and writing sections of 450 each); ACT (19); TOEFL (550/paper, 80/Internet); or IELTS (6 academic module)
• Financial Responsibility Form (required for issuance of I-20)
• After acceptance, international students must submit a $300 enrollment deposit and a Financial Responsibility Form showing adequate financial resources to attend the University before an I-20 form will be issued. The deadline for processing an international student application is May 1 for fall semester enrollment and October 1 for spring semester enrollment. Wingate University should receive $300 enrollment deposits by June 1 for fall semester entrance and by October 15 for spring semester entrance to allow adequate time for issuance of the I-20 form and for securing the student visa. Enrolling students must submit final transcripts, all official or certified documents required for application, and medical/immunization requirements no later than the final day to register for classes.

Readmit Student Admission

Any student who wishes to enroll at Wingate University as an undergraduate student who has previously been enrolled at Wingate will need to apply as a re-admit student. To be readmitted the student must complete a Readmission Application which is available from the Office of Admissions and on the University’s website. If the student has attended other colleges after leaving Wingate University, official transcripts and a completed Confidential Inquiry Form from the Dean of Students from the last college attended must be forwarded to the Office of Admissions to complete the application. A student who has been absent for two consecutive semesters (including the semester of withdrawal, if applicable) must meet the catalog requirements for graduation in effect at the time of readmission. Students who have been suspended by the Office of Student Life and wish to apply for reinstatement should submit a written appeal to the Office of the Dean of Students. Students who have been academically suspended and wish to apply for reinstatement should submit a written appeal to the Academic Appeals Committee, in care of the Student Success Office.

Transfer Student Admission

Students who complete course work at another accredited college or university may apply for admission to Wingate. A completed application for admission must be submitted and must be accompanied by official transcripts from all institutions previously attended along with an official high school transcript or GED certification. SAT or ACT scores may also be required for transfer applicants with less than 24 transferable credits unless the student has been out of high school for five or more years. Transfer applicants should be eligible, both academically and socially, to return to the institution from which they are transferring. A completed Confidential Inquiry Form must be received from the Dean of Students at the last college the student attended (unless the student earned a degree at the previous institution). All application documents can be found on the University’s website, or students may contact the transfer counselor for more information. Transfer applicants from accredited institutions are generally admitted if they present a cumulative grade point average of 2.5 or higher on a 4.0 scale.
Transfer Credit

Academic work completed at accredited colleges and universities will be accepted at full value for courses passed with a grade of “C” or better provided they are comparable to Wingate University’s curriculum. The Registrar, in consultation with the appropriate department chair(s), evaluates coursework to determine equivalency. The maximum number of course hours that may transfer from a two-year institution is 64 semester hours. A maximum of 90 semester hours will be accepted from four-year institutions. Wingate University participates in the North Carolina Community College Articulation Agreement.

Foreign language requirements: Students may receive credits for foreign language courses that the student took at another college or university, even if the language is not taught at Wingate University, under the following conditions:

• The courses were completed with a grade of “C” or better.
• The courses were not correspondence or web-based courses
• The courses were offered by an accredited higher education program, college, or university

Independent Comprehensive Articulation Agreement (ICAA)

Wingate University, a member institution of North Carolina Independent Colleges and Universities (NCICU), has agreed to the terms of the Independent Comprehensive Articulation Agreement (ICAA) between NCICU members and the North Carolina Community College System (NCCCS). The following terms apply:

• Students with an A.A. or A.S. degree from a North Carolina community college, or students who have fulfilled the 44-hour core curriculum as defined by the NCCC system with no grade lower than a “C” will automatically fulfill all 100- and 200-level institution-wide core curriculum requirements at Wingate University, with the exception of physical education and/or foreign language, if the student did not take these as part of the associate’s degree.
• Courses will be evaluated on a course-by-course basis for students who did not earn an A.A. or A.S. degree, or for students with one or more grades of “D” in ICAA courses
• Transfer courses which did not originate at an NC community college, at a UNC institution, or at a signatory institution of NCICU may be used under this articulation agreement if they were used in the awarding of a two-year degree from an NC community college. These courses must meet core curriculum requirements, must be from a regionally-accredited institution, and must total no more than 25 percent (four courses) of the core curriculum.
• Students may file a grievance if they think the terms of the ICAA have not been followed. See the Office of the Registrar for more details.

Credit by Examination

Students may earn a maximum of 30 semester hours of credit toward a baccalaureate degree by examination prior to enrollment (see also Chapter 4, credit by examination).

Advanced Placement (AP)

Students who score three, four, or five on the Advanced Placement Test of the College Entrance Examination Board may receive credit as determined by the appropriate academic department. Students should send official scores to the Office of the Registrar.
**College Level Examination Program (CLEP)**

Students who score 50 points or higher on CLEP subject examinations may earn credit toward a baccalaureate degree. Students should send official scores to the Office of the Registrar.

**International Baccalaureate Program Credit**

Students who score five, six, or seven on the Higher Level Examinations of the International Baccalaureate Program may receive credit toward a baccalaureate degree. Students should send official scores to the Office of the Registrar.

**Enrollment Deposit**

To confirm enrollment, a prospective first-year student, readmit, or transfer student should submit an enrollment deposit of $300 for residential students and $200 for commuting students. Enrollment deposits are refundable upon written requests until May 1st for fall semester enrollment and November 1st for spring semester enrollment. An enrollment deposit which has been transferred from an earlier term is non-refundable.

**Medical/Immunization Requirements**

After a student has been accepted by Wingate University, he/she is required to submit to the Student Health Center a completed Student Health Services Health Information Summary which includes health history, insurance, physical examination, and immunization information. Students who do not provide Student Health Services with the required medical/immunization information within 30 days after classes begin are subject to expulsion from classes and the University until such information is received.

The physical examination needs to have been performed within one year prior to the date of admission to the university. Students who have not had a physical examination within 30 days from the beginning of classes will be referred to a medical office within the community. Noncompliance with medical requirements may result in expulsion from classes and the University.

The following immunizations are required:
- **Students 17 years of age and older:** 3 DTP (Diphtheria, Tetanus, Pertussis) or 3 Td (Tetanus-diphtheria) doses; one dose must be within the last 10 years; 3 Polio (oral) doses; *2 Measles (Rubeola) doses, on or after the first birthday; 2 Mumps** doses; 1 Rubella dose
- **Students 18 years of age through a birth date of Jan. 1, 1957:** 3 DTP or Td doses, one dose must be within the last 10 years; *2 Measles (Rubeola) dose on or after the first birthday; 2 Mumps** doses; 1 Rubella dose
- **Students born prior to Jan. 1, 1957 through age 49:** Primary series of 3 DTP or 3 Td doses; one dose must be within the last 10 years; (A documented Td BOOSTER within the past ten years will be accepted as evidence of the initial series.); **1 Rubella dose.
- Wingate University is strongly recommending that students get vaccinated against meningococcal disease. Meningitis is a rare disease that often causes flu-like symptoms. If not treated early, meningitis can lead to swelling around the brain and other permanent disabilities such as hearing loss, brain damage, seizures, limb amputation, and even death. Incoming first-year students may qualify for this vaccine. Contact Student Health for more information.
- **Students in the School of Pharmacy, the Physician Assistant Program, or Athletic Training majors** are required to have additional immunizations. Check with those programs to identify what is required.
History of physician diagnosed measles disease OR laboratory proof of immunity is acceptable. Must repeat measles vaccine if received even one day prior to first birthday.

**Only laboratory proof of immunity to rubella is acceptable, physician diagnosed rubella disease is not acceptable.**

North Carolina high school immunizations will satisfy this requirement if they are up to date and a copy is attached to the Medical History/Examination Form. Students are responsible for their high school records.

Students who do not have a complete immunization record on file when beginning classes will have 30 days to obtain the required immunizations. State-required immunizations are available in Student Health. Students who are not in compliance within 30 days of the first day of class will be required to withdraw from classes. Evening students are exempt. Medical and religious exemptions can be requested through Health Services. Questions and forms should be directed to the Director of Health Services, Campus Box 3037, Wingate University, Wingate, NC 28174.

**International Students**

- Must meet North Carolina guidelines concerning immunizations.
- Must provide documentation of insurance. A student accident and sickness insurance program is available for purchase by students of Wingate University in the Business Office.
- All students with a positive tuberculin skin test will be referred to the Health Department for evaluation and follow-up. If it is the recommendation of the Health Department that they receive prophylactic treatment for tuberculosis, students will be required to comply.

**Reasonable Accommodation**

Wingate University does not discriminate against qualified individuals with disabilities. Moreover, as required by law, the University will provide reasonable accommodations to the known disabilities of otherwise qualified applicants for admission or students with disabilities in all education programs, activities, services and practices, including application procedures, admissions, student assignment, course assignment, the awarding of degrees, discipline, withdrawal, and dismissal. Educational opportunities generally will not be denied to an otherwise qualified applicant or student because of his or her disability or because of the need to make reasonable accommodations to the physical or mental impairments of such individuals.

Disabled applicants or students who feel they need such assistance should contact the Office of Residence Life. A copy of the University’s policy concerning Provision of Reasonable Accommodation for Education Programs, Activities and Other Services is available upon request.
# Financial Planning and Costs

The University operates on a semester basis. Statements are sent approximately one month prior to the beginning of each term. Charges for the semester must be paid before registration may be completed. Students must notify the University, prior to registration, of any financial aid, trust funds, etc., accruing to the student from sources other than Wingate University. If the student expects to receive aid of any type from Wingate University, it must be cleared with the Office of Student Financial Planning prior to the student’s arrival on campus.

The student may deduct one-half of the aid for the year, excluding work scholarships, from the first semester’s payment.

## 2013-2014 Undergraduate Residential Students

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<th>Amount</th>
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<tr>
<td>Tuition</td>
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<td>Room and Board</td>
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<td>Technology Fee</td>
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<td>Student Government Fee</td>
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## 2013-2014 Undergraduate Commuting Students

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## 2013-2014 Undergraduate Degree Completion Students*

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## 2013-2014 Undergraduate Special Fees

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<td>Graduation Fee (Includes Lifetime Transcripts)</td>
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<td>ID Replacement</td>
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<td><strong>2013-2014 Student Teaching</strong></td>
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<td>15 Weeks</td>
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<td>8 Weeks</td>
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<td><strong>2013-2014 Pharmacy School Students</strong></td>
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<td>Tuition</td>
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<tr>
<td><strong>2013-2014 Graduate Special Fees</strong></td>
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Books and Supplies

Textbooks and necessary class materials are available for sale or rent in the H.R. Johnson Bookstore. A complete line of University supplies is available. Textbooks are a necessary cost of attendance. Professors have the right to ask any student who does not have the proper materials to leave the classroom. Students need to plan to include textbook purchase or rental into their annual budget of expenses.

Students who are running into extreme difficulty in obtaining textbooks should speak with someone in the Office of Student Success.

Check Acceptance

The Business Office will accept checks only for payment of accounts. The University suggests that an account be established with a local bank. The H. R. Johnson Bookstore cashes checks up to $50 with a valid student ID card.

Deposit (Enrollment)

A first-time full-time residential student must pay a $300 deposit prior to enrollment; $100 of this amount is a room deposit applicable to the first semester of enrollment. A full-time commuting student must pay a $200 deposit. All part-time students must pay a $25 deposit prior to enrollment. Wingate will hold the deposit throughout the student’s educational career at the University. University fees, fines, returned checks, facilities damage charges, and other miscellaneous charges, if not paid in the usual manner, may be deducted from the deposit. After a student has been enrolled for at least one semester, the deposit, less appropriate deductions, will be refunded within 60 days after any of the following:

• graduation with a baccalaureate degree
• failure to re-enroll for the fall semester
• receipt of a written request from a student who is no longer enrolled

To secure a residence hall room, returning students, including those on scholarship, must pay a deposit of $200 (each year). This deposit is applicable toward the semester’s residential fee for which it is made.

Expenses

Charges are based on a maximum student load of 18 semester contact hours. After the tenth day of classes, a student will be charged for extra hours at a rate of $700 per semester hour. Failing to drop a class by the last day of drop/add means financial responsibility for any hours over 18. Students taking less than 12 semester hours are classified as part-time students and are charged tuition at the rate of $700 per semester hour. There is a $200 general fee for students taking seven to 11 hours per semester.
**ID, Meal, and Debit Card**

A student must submit the Wingate I.D. card to the Office of Student Life upon withdrawal from the University. Withdrawal may require refunds to some student financial aid programs. This policy applies to students who officially withdraw during any regular session of the University.

Students may also deposit money on a debit account through the Business Office. The student’s I.D. card serves as the debit card that can be used in the H.R. Johnson Bookstore, W.T. Harris Dining Hall, Klondike Poolside, Ethel K. Cafe, Grab-N-Go, DPC Express, and towards University fines and fees. This is not a bank debit card. No refund is given from the debit card until the student graduates or withdraws from the University. At that time any remaining money will be refunded to the student.

**Satisfactory Academic Progress (SAP) Policy for Financial Aid Recipients**

Wingate University’s Satisfactory Academic Progress (SAP) standards will change in accordance with federal regulations. As mandated by the Higher Education Act, institutions of higher education must establish minimum standards of “Satisfactory Academic Progress”. Wingate University makes these standards applicable to all federal, state of North Carolina and institutional financial aid programs.

Programs administered by outside agencies, or states other than North Carolina, may have their own academic standards for students. Check the requirements with the agency granting your funding.

Note: The Belk and Trustee academic scholarships have academic requirements that are higher than those in this policy. The GPA requirement (cumulative) for the Belk and Presidential Scholarship is 3.00 and the one for the Trustee Scholarship is 2.50.

Student athletes must satisfy the eligibility requirements established by Wingate and by the NCAA to be eligible for athletically related financial aid.

**General Satisfactory Academic Progress Principles**

These principles apply to all degree programs at Wingate University. Specific guidelines for each academic program are outlined after these general principles.

- Federal Regulations require the university to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Cumulative Hours Earned; and (3) Maximum Time Frame. In addition, the SAP policy must include a student’s total academic history.
- SAP will be determined at the end of each semester (Fall, Spring and Summer) for which you are enrolled.
- To earn hours at Wingate University, a student must receive a grade of A, B, C, or D. Any other grade does not earn hours.
- Classes in which a student receives a grade of Withdrawal (W) will be counted as hours attempted but not hours earned, therefore, will negatively impact a student’s ability to satisfy SAP.
- Classes in which a student receives a grade of Incomplete (I) count as hours attempted but not as hours earned, therefore, will negatively impact a student’s ability to satisfy SAP.
- When a student repeats a course, the total attempted hours will increase with each repeat, but the student will only earn hours for a completed course once. Therefore, repeating classes will
negatively impact a student’s ability to satisfy the 70% passage rate, but may significantly increase a student’s cumulative GPA.

- Included in attempted and earned hours are all transfer credits from any previous school(s). Attempted / earned hours also include credits earned through Advanced Placement (AP), College Level Examination Program (CLEP), or other similar testing programs.

Refund/Repayment Policy

A refund refers to the University charges returned to the student and/or to the financial source that covered those charges. Refunds are made within 30 days of the student’s withdrawal. Students who withdraw from Wingate University on or before the first class day of a semester will receive a full refund of any payment made toward tuition, fees, and room and board. For students who withdraw after the first day of class during a semester, the following institutional refund policy for tuition, fees, and room and board will be in effect:

- 90% refund when withdrawal is after the first day of class during a semester and before the end of the first week of class
- 80% refund when withdrawal is during the second week of class
- 60% refund when withdrawal is during the third week of class
- 40% refund when withdrawal is during the fourth week of class
- 20% refund when withdrawal is during the fifth week of class

The date of withdrawal is the date that the official withdrawal form is received by the Office of the Registrar or the date of withdrawal specified by the student, whichever is earlier. The semester begins with the first day of class. The first week of the semester is the seven-day period that begins on the first day of class. The point of withdrawal is measured in weeks, and the student is considered to have withdrawn within a given week, as defined above, if the withdrawal date is prior to the end of that week.

Return of Title IV Funds

Students receiving federal financial aid: The Higher Education Amendments of 1998 established a new formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. The Financial Planning Office (FPO) encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the FPO to see how your withdrawal will affect your financial aid.

This policy shall apply to all students who withdraw, drop out, or are expelled from Wingate University, and receive financial aid from Title IV funds (Federal financial aid programs authorized under the Higher Education Act of 1965, as amended). Title IV funds include the following programs: Federal Pell Grants, Federal SEOG and Leveraging Educational Assistance Partnership Grants.
A student’s withdrawal date is:

- The date the student begins the institution’s withdrawal process or officially notifies the institution of intent to withdraw; or the midpoint of the period for a student who leaves without notifying the institution; or
- The student’s last date of attendance at a documented academically-related activity. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time. The percentage of Title IV aid earned shall be calculated as follows:

Number of days completed by student = \( \frac{\text{Percent of term completed}}{\text{Total number of days in term}} \)

- The percent of term completed shall be the percentage of Title IV aid earned by the student.
- The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% minus the percent earned. Unearned aid shall be returned first by Wingate University from the student’s account calculated as follows: Total institutional charges \( \times \) percent of unearned aid = amount returned to program(s)

Unearned Title IV aid shall be returned to the following programs in the following order:

1. Federal Direct Subsidized Loan
2. Federal Direct Unsubsidized Loan
3. Federal Direct Graduate PLUS (Graduate Students)
4. Federal Direct PLUS (Parents)
5. Federal Pell Grant
6. Academic Competitiveness Grant
7. National SMART Grant
8. Federal Supplemental Educational Opportunity Grant
9. Other Title IV Grants

**Exception:** no program can receive a refund if the student did not receive aid from that program.

When the total amount of unearned aid is greater than the amount returned by WU from the student’s account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

1. Federal Pell Grant
2. Academic Competitiveness Grant
3. National SMART Grant
4. Federal Supplemental Educational Opportunity Grant
5. Other Title IV Grants

- Loan amounts are returned with the terms of the promissory note.
• Amounts to be returned by the student to federal grant programs will receive a 50% discount.
• Refunds and adjusted bills will be sent to the student’s home address on file in the Registrar’s Office following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

Institutional and Student Responsibility in Regard to the Return of Title IV Funds

Wingate University’s responsibilities in regard to the return of Title IV funds include:

1. Providing each student with the information given in this policy;
2. Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students.

Returning any Title IV funds that are due the Title IV programs.

The student’s responsibilities in regard to the return of Title IV funds include:

1. Becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid;
2. Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

The procedures and polices listed above supersede those published previously and are subject to change at any time.

Failure to Meet Satisfactory Academic Progress

Students who fail to meet the Satisfactory Academic Progress standards will be placed on Financial Aid Warning (FAW) for the following semester (payment period). During the FAW period, a student will be eligible to receive financial aid. If you meet the minimum standards at the end of the FAW, you will be placed back in good standing.

At the end of the FAW period, students who still do not meet the SAP standards will be ineligible for financial aid and placed on Financial Aid Cancellation (FAC). You will receive written notification of the loss of your financial aid.

Students who are re-admitted to Wingate University following a period of non-enrollment must meet Wingate’s SAP policy in order to regain eligibility for financial aid.

Regaining Financial Aid

To regain your financial aid eligibility, you can enroll for (and attend) subsequent semesters without financial aid. Your progress will be re-evaluated at the end of each semester to determine your progress.

OR

Students who become ineligible to receive financial aid due to SAP and feel they have extenuating circumstances may make a written appeal to the Financial Aid Committee. Extenuating
circumstances may include, but are not limited to, a death of an immediate family member or extreme medical emergencies/illness. The Financial Aid Committee is comprised of the Director and Counselors of Financial Aid. If necessary, the Vice-President of Enrollment Management and Student Life may be included.

The appeal must include
• Why the student failed to make SAP
• What has changed that will allow the student to make SAP at the next evaluation (end of the next semester)

Financial aid may be reinstated by the committee upon demonstration of mitigating circumstances, which must be documented in writing to the satisfaction of the committee. Examples of mitigating circumstances and appropriate documentation include, but are not necessarily limited to:

1) Serious illness of student--statement from physician that illness interfered with student’s ability to meet SAP along with written letter of appeal from student.

2) Serious illness of immediate family member--statement from a physician along with written letter of appeal from student.

3) Death of an immediate/close family member--statement from a minister, nearest relative, or an unbiased concerned adult along with written letter of appeal from student.

4) Disruptive internal family problems--statement from parents, minister, or an unbiased concerned adult along with written letter of appeal from student.

Students who appeal and have their eligibility for Title IV aid reinstated will be placed on Financial Aid Probation (FAP). They may receive aid for one payment period. Failure to regain SAP during this payment period will result in the loss of Title IV aid.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Suspension of Eligibility for Drug Convictions

As prescribed in section 484 (r) of the Higher Education Act, a student who, during a period of enrollment for which the student was receiving any Federal grant, loan, or work assistance, is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any additional grant, loan, or work assistance from the date of that conviction for the period of time specified in the following table:

<table>
<thead>
<tr>
<th></th>
<th>Period of Ineligibility for Title IV Federal Aid</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Possession of Illegal Drugs</td>
</tr>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>3+ Offense</td>
<td>Indefinite Period</td>
</tr>
</tbody>
</table>

(A conviction for sale of drugs includes convictions for conspiring to sell drugs.)
For individual convicted of both possession and sale of illegal drugs, the overlapping periods of ineligibility will run concurrently, resulting in the longer period of ineligibility prevailing. Only convictions for an offense occurring during a period of enrollment for which the student was receiving Federal aid will impact eligibility. Convictions that are reversed, set aside, or removed from the student’s record will not impact eligibility, nor will convictions occurring when the student was a juvenile, unless tried as an adult.

A written notice will be provided to each student who has lost eligibility for Title IV Federal financial aid funds due to a drug conviction and will include the methods by which a student can regain eligibility.

**Student Responsibilities if Convicted During Period of Enrollment**

According to the US Department of Education, if a student is convicted of a drug offense after receiving Federal aid, they must notify Wingate’s Office of Student Financial Planning immediately. That student will be immediately ineligible for further aid and will be required to pay back all aid received after the loss of eligibility.

Students are required to self-certify their eligibility for Federal aid with regard to drug convictions on the FAFSA. If a student has been convicted of a drug offense while receiving Title IV Federal financial aid, they are required to report the conviction on item number 23 of the FAFSA. For additional information on this requirement call a Federal representative at 1-800-433-3243.

**Regaining Eligibility**

A student regains eligibility the day after the period of ineligibility ends, the date their conviction is overturned, or the date they complete a qualified drug rehabilitation program, whichever occurs first.

A student whose eligibility has been suspended indefinitely may only regain it by successfully completing a qualified drug rehabilitation program.

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a Federal, State, or local government program.
- Be qualified to receive payment directly or indirectly from a Federally- or State-licensed insurance company.
- Be administered or recognized by a Federal, State, or local government agency or court.
- Be administered or recognized by a Federally- or State-licensed hospital, health clinic, or medical doctor.

It is the student’s responsibility to certify to Wingate’s Office of Student Financial Planning that they have successfully completed a rehabilitation program.
Academic Scholarship Satisfactory Progress Guidelines

Academic scholarship progress for Belk and Trustee scholarship recipients is checked at the end of each semester. At the conclusion of the semester, the Office of Financial Planning will notify the student by mail if the cumulative grade point average is below the minimum. At that point, the student is placed on academic scholarship probation for the next semester. Students will continue to receive their academic scholarship during the probationary semester.
If the minimum cumulative GPA is achieved at the end of the probationary semester, the Office of Financial Planning will renew the academic scholarship for the next semester.
If the minimum cumulative GPA is not achieved at the end of the probationary semester, the Office of Financial Planning may reduce or remove the academic scholarship based on the following:

BELK SCHOLARSHIP: If the GPA is less than 3.000, the award will be reduced by 50%.

TRUSTEE SCHOLARSHIP: If the GPA is less than 2.500, the award will be reduced by 50%.

If the academic scholarship is reduced or removed from the student’s financial aid package, the student will be eligible to reinstate the original scholarship if his/her cumulative GPA improves to the required minimum cumulative GPA for that scholarship. However, academic scholarships may only be increased back to the original award once. The next time the cumulative GPA falls below the required minimum, the academic scholarship may remain at the lower award until the eligibility expires. Students who have had their scholarships reduced or removed are responsible for notifying the Financial Planning Office when they have achieved the required GPA for their original scholarship.

For more information, please contact the Financial Planning Office:
● Ms. Teresa Williams, Director of Financial Planning, tewilliam@wingate.edu or 704.233.8209
● Ms. Connie Gaston, Financial Planning Counselor, cgaston@wingate.edu or 704.233.8210
● Ms. Jenn Pearson, Financial Planning Counselor, j.pearson@wingate.edu or 704.233.8007
● Ms. Terry Crook, Educational Loan Coordinator, tcrook@wingate.edu or 704.233.8003
● Ms. Wanda Wiese, Administrative Specialist, w.wiese@wingate.edu or 704.233.8209
Wingate University is operated on a nondiscriminatory basis. Wingate University complies with federal law, including the provisions of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Wingate University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service in its administration of education policies, programs, activities or services; admissions and housing policies; scholarship and loan programs; or employment; except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to the Office of Business Affairs.

Information on crime statistics and graduation rates is available upon request in the Office of Admissions.

The information contained in this catalog is correct and reflects policy and states progress requirements for graduation effective as of the date of publication. The University reserves the right to make changes in its educational and financial policies as the Wingate University Board of Trustees may deem consonant with sound academic and fiscal practice. The University further reserves the right to ask a student to withdraw at any time.

The Student Handbook is subject to ongoing update. For a current and complete copy of the Wingate University Student Handbook go to the Wingate University website at http://www.wingate.edu/studentaffairs/Student_Handbook.pdf

Last Updated, August 2013