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We are excited that you have chosen to be a part of our Florida College 2015–2016 student body. You will not only experience the high level of academic challenge and achievement here, but you will be a part of a great family of friends and fellow workers. Almost all believe in God and have committed to Jesus Christ. On behalf of all our administrators, faculty and staff, as well as your fellow students, I welcome you!

There is a special spirit among students here that I hope you will share. This spirit is first of all centered in our faith in God and in the Lord Jesus Christ. We are a group of people who love one another and love things that are right and good. We look for the good in one another and we always try to treat each other with respect. With that in mind, we look for opportunities to help others and we try to do our best in our own work. We also try to be an example in taking care of our appearance and the appearance of the facilities and residences in which we live. We expect that every student will be mature and mindful of his or her values and conduct.

As a full-time student, you will want to give priority to your studies above social activities. That does not mean that you will spend all your time studying; but it does mean that next to your responsibilities to God, you will put first the importance of your education. That being true, you will certainly be a success at Florida College. This emphasis in the right place will help you in your spiritual and personal development. It will also ensure that your other activities are satisfying because you will see them in proper perspective.

I want to be of help to you. Please feel free to stop by my office or catch me on campus and communicate with me as a friend. If there is any possible way that I can personally be of help to you, I want to do that.

Sincerely,

Dr. H.E. “Buddy” Payne, Jr.
President
As your dean of students, I am very pleased to welcome you to the Florida College family. I know that you are looking forward to the great opportunities that await you in the coming year. The experiences that you share with your fellow students will have a lasting impact on your life and will help you to grow spiritually, socially, mentally, and physically. As part of a community of Christian scholars, you will have unique opportunities to develop your talents and increase in your service to God and to man.

As you prepare yourself for the 2015–2016 academic year, please take some time to review the Code of Conduct found in this Handbook. Although it contains some matters that involve human judgment, our Code of Conduct is based on biblical principles and is designed for the benefit of every student. The same considerations were used in setting our policies and regulations. If you have any questions regarding these rules or if you simply need clarification, please do not hesitate to contact me.

The Florida College theme for 2015-2016 is “Excel Still More.” It is based on the wording found in the fourth chapter of I Thessalonians. Although the Thessalonian church was a community of believers who were devoted to the Lord and committed to walking by faith, Paul called on these Christians to do even more. In fact, he did so on two different occasions. First, in verse one—“Finally, then, brethren, we request and exhort you in the Lord Jesus, that as you received from us instruction as to how you ought to walk and please God (just as you actually do walk), that you excel still more.” Then, in verses 9–10—“Now as to the love of the brethren, you have no need for anyone to write to you, for you yourselves are taught by God to love one another; for indeed you do practice it toward all the brethren who are in all Macedonia. But we urge you, brethren, to excel still more . . .” In much the same way, as a community of Christian scholars, we are surrounded by examples of faithful living. Many of our brothers and sisters are practicing love of the brethren and are walking in a way that pleases God. However, there is more we can do. No matter how far we have come or how much we have done, may we always listen to the exhortation of the apostle Paul and strive to excel still more!

Words cannot adequately convey how excited I am to share this year with you. My family and I feel very blessed to be a part of this special place. I hope you will grow to feel the same way. If there is anything I can do to help you succeed at Florida College, please let me know. Or, if you just want to stop by and talk, my office door is open. I look forward to serving with you.

Sincerely,

Dr. Jason Longstreth
Dean of Students
AN OVERVIEW OF FLORIDA COLLEGE

A THUMBNAIL SKETCH:
Florida College received its first students on September 16, 1946. It became fully accredited by the Southern Association of Colleges and Schools on December 2, 1954, to award the Associate in Arts degree. Florida College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Bachelor of Arts, Bachelor of Science and Associate in Arts degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Florida College.

Five presidents have served Florida College:
L.R. Wilson (1946–1949)
James R. Cope (1949–1982)
H.E. “Buddy” Payne, Jr. (2009–present)

PHILOSOPHY
The underlying philosophy of the education provided at Florida College is expressed by its founders in the charter of incorporation: “To establish and maintain a college wherein the arts, sciences and languages shall be taught and also to provide opportunity for young men and young women to study the Bible as the revealed will of God to man and as the only sufficient rule of faith and practice, while they are educated in the liberal arts.”

MISSION STATEMENT
Florida College, as a private, independent liberal arts college, provides a comprehensive college experience designed to develop students spiritually, mentally, physically, and socially; to integrate into the students’ lives the Bible as the revealed will of God; and to prepare students for lives of service to their Creator and to humanity.

PURPOSE
I. Florida College provides higher education with a biblical perspective …
• By providing a post-secondary liberal arts education leading to a number of bachelor degree programs as well as an associate in arts degree.
• By offering academic opportunities for students to realize their full intellectual potential.
• By teaching students to think critically, communicate effectively, and solve problems individually and collectively.
• By integrating the Bible as the inspired Word of God into the total college experience.
• By employing a qualified, caring faculty of Christians.

II. Florida College provides an environment for personal godly development …
• By viewing each person as a special creation with ultimate accountability to God.
• By teaching and exemplifying biblical principles of behavior in order to encourage spiritual growth and healthy living.
• By providing a structured environment to promote godly behavior.
• By presenting Jesus Christ as the perfect pattern for personal, responsible behavior.
• By offering opportunities to promote spiritual enrichment and growth.
• By promoting wellness and the development of lifelong healthful habits consistent with good stewardship as Christians.
• By encouraging participation and fellowship in local congregations of believers.

III. Florida College prepares students for better service to their Creator and humanity …
• By encouraging students to love and serve the Lord.
• By recognizing the home as the basic unit of society and marriage as a lifelong commitment and by helping students develop skills for healthy families.
• By fostering strong, long-lasting relationships with faculty, staff, and fellow-students.
• By providing opportunities for students to develop the social skills and cultural knowledge necessary for competent citizenship and ethical, caring relationships.
• By providing opportunities for students to develop qualities of leadership, cooperation, and creativity.
ACADEMIC LIFE

The primary responsibility of the Florida College student is to reach his highest possible level of academic achievement. The faculty is committed to helping young people obtain a sound academic foundation in the liberal arts in an atmosphere conducive to moral and spiritual development. Learning is ultimately the responsibility of the student, as is being aware of the academic policies of the College.

Chatlos Library

Library Hours (when school is in session):
Monday, Tuesday, Thursday 8 a.m. – 12 a.m.
Wednesday 8 a.m. – 5 p.m.; 9:30–12 a.m.
Friday 8 a.m. – 5 p.m.
Saturday 11 a.m. – 5 p.m.
Sunday 2–4:30 p.m.; 8:30–12 a.m.

SERVICES AND POLICIES:
The library catalog is used to search the holdings of the library. It is available both in the library and from the Florida College website, floridacollege.edu/library.

Up to 15 circulating books may be checked out for a four-week period by using the student fob. Books may be renewed from the library catalog website, at 813.988.5131 x210 or library@floridacollege.edu before it is overdue or if no hold has been placed on it. If the book is overdue it may be brought into the library for renewal.

Reserve reading books, periodicals, and reference books may be used only in the library during library hours.

The library computer lab provides scanning and printing capabilities. A fob is required to print. Each student is allotted 25 color copies and 125 black and white copies each semester. If more printing is needed they may reload their account with the same allotment for $18.75 with Liz McLain in the business office. At the beginning of the second semester the copies will reset to 25/125.

Five study rooms are available on a first-come, first-served basis on the east side of the main reading room. Keys, whiteboard markers, network cables and headphones may be checked out at the main circulation desk. The Biblical Studies room has a computer loaded with special software and a small reference library. The equipment in the audio room may be used for listening to CDs, audio cassettes and LP records.

The education resource center and related equipment is available to education students only. Students in upper division programs may reserve the collaboration workstation at the circulation desk. It is located in the education resource center.

Online subscription databases including ebooks may be accessed from any on-campus computer and most (so-designated on the website) are accessible remotely.

Interlibrary loan is available for borrowing books and articles from other libraries throughout the southeastern United States. You can fill out an I.L.L. form in the library computer lab and floridacollege.edu.

Special collections materials (located upstairs) require permission for use and must remain in the library. These collections center on Restoration History.

The Temple Terrace Public Library, part of the Hillsborough County Public Library Cooperative, is within walking distance on Bullard Parkway. Florida College students may obtain a public library card there by showing their Florida College ID card and a piece of mail addressed to them at FC. The University of South Florida Library and the University of Tampa Library are also located within easy driving distance from campus.

Fines are assessed at 25 cents per day for overdue circulating books. Reserve materials are fined 10 cents per hour. Fines will be reduced by half if paid at the time the material is returned until the last day of classes.

Lost items should be reported to a librarian immediately. Each student is responsible for every item checked out on his fob. Any unreturned items will be treated as lost and the student’s account charged accordingly. The student must pay the current retail price of the item plus a $5 service charge in addition to any fine that may be due. If a lost item is found, the basic charge will be refunded, but not the service charge and fine.

Removing materials from the library without checking them out, even if it occurs inadvertently, deprives other students of their opportunity to use them. A second offense will be interpreted as theft and will be reported to the dean of students for appropriate action.
Class Attendance Policies

REQUIRED ATTENDANCE
Florida College expects students to attend all classes unless there are extenuating circumstances.

- **Personal absences** will be allowed in a class according to the number of times the class meets each week. For example, a class that meets three times per week allows the student a total of three personal (unexcused) absences.
  - The instructor may impose appropriate penalties, if announced in advance, for classes missed due to personal absences or may reward students not taking personal absences.

- **Exceeding the allowed number of personal absences** may result in the student to be withdrawn from the class.
  - The grade will be "WP" if the student is passing at the time of the withdrawal.
  - The grade will be "WF" if the student is failing at the time of the withdrawal.
  - Withdrawing from a required Bible class requires a student to discontinue all other classes on those days. In most cases this means the student cannot continue as a student at Florida College.

- **Excused absences** may be given only by the dean of students or the College nurse according to the following guidelines.
  - Up to three absences for illness may be excused by the College nurse if the student follows the appropriate procedures.
    - Students residing on campus who are too ill to attend classes or chapel must be seen by the nurse during the illness before the absence from class or chapel in order to be excused.
    - Commuter students must notify the nurse or the dean of students office before missing class or chapel.
    - Commuter students who become ill while at school should contact the nurse or the dean of students office before leaving the campus.
  - After three excused absences for illness in a class, the College nurse will issue excuses only upon receipt of a statement from a medical professional validating the illness. Students not receiving a medical validation will need to use their personal absences.
  - Absences for other reasons, as described below, will be excused by the dean of students according to College policy.

- **College sanctioned absences** are those excused by the dean of students when there are extenuating circumstances such as:
  - extended illness,
  - illness or other events in the student’s immediate family which necessitates his/her attention,
  - death in the family, or
  - official college representation for performances, games, approved workshops, etc.

- Absences for extenuating circumstances other than illness should be approved by the dean of students before missing class.
  - If possible, students should notify their instructors in advance of anticipated absences and make arrangements to make up missed material.
  - Absences are counted from the first regular class meeting each semester. Students who register late should explain to their instructors the reason for their late enrollment.

- **The total number of absences** from each class (personal, excused for illness, and college sanctioned) cannot exceed 20% of the total class meetings or the student will be withdrawn from the class with the consequences listed above for personal absences.
  - Appeals for reinstatement after the application of this policy may be made to the vice president.
  - Such appeals may be granted in cases of extended illness, injury, or other situations beyond the student’s control.

TARDINESS
Each instructor may decide whether or not to excuse a tardy. Being tardy by more than fifteen minutes constitutes an absence rather than a tardy. Three unexcused occurrences of tardiness are counted as one unexcused absence.

REPORTS
On occasion, absences may result in an inquiry by the dean of students office. In all instances when the allowed number of absences are taken, the academic dean will be notified.
As necessary, the registrar's office will notify the Veteran’s Administration of a veteran's unsatisfactory class attendance.

**DISMISSAL OF CLASSES**
Students may consider a class dismissed and may leave the classroom without penalty if a teacher fails to appear or has not made provisions for the class within fifteen minutes of the beginning time.

**CANCELLED CLASSES**
If classes are to be cancelled due to inclement weather or other reasons, students will be notified through one of the following methods:

- Contact from College administration via the Florida College emergency notification system.
- Announcements in chapel if time permits.
- Notification of on-campus students by dorm supervisors.
- Notification on floridacollege.edu.
- Announcements on local television and radio stations.
- The main switchboard number (813.988.5131) will also have a message referring callers to the emergency number.

**Course Withdrawals**
Withdrawal from a course (“dropping a class”) requires the following:

1. Request a change of course form from the registrar.
2. Have the faculty advisor approve the request by signature.
3. Have the academic dean approve by signature.
4. Have each instructor involved approve by signature.
5. Return completed form to the academic dean’s office.

- When these steps are completed, the class is officially dropped.
- Classes may be dropped until the deadline stated in the current Catalog with a grade of “W” (withdrawal) regardless of the grades made to that time. After that date, students will receive grades of “WP” or “WF” depending on their grades earned to date. Any student who plans to drop a course should continue meeting it until the withdrawal procedure is complete.

**Course Changes**
A student should check the current catalog for the last date to add a course. A course is not officially added to a student’s schedule until the completed change of course form is turned in to the academic dean’s office.

**Dead Week**
The week before final examinations is designated “Dead Week.” Dead Week encourages focus on completing the semester’s academic work and preparation for final examinations. With this concentration, the following policy applies to “late curfew” and “sign out” privileges for resident students:

- Late curfew is not extended throughout dead week.
- Students are allowed to sign out only to their own homes.

**Laboratories and Practice Rooms**
The use of laboratories, practice rooms or other places of practice for special activities during the evening hours requires permission from the instructor or faculty advisor involved. Practice room pianos may be used with permission of the music department and/or payment of the appropriate fee. No one is permitted to play the grand pianos in Hutchinson or Puckett Auditoriums without express permission from the music department.

**Recording of Lectures**
Florida College permits students to record college programs and/or occasional class lectures for their own private educational use only. Permission to record class lectures regularly should be requested from the academic dean. Recordings of college programs and/or classes may not be given, sold or otherwise distributed without the specific written permission of the academic dean. The College will respect the individual wishes of instructors who for good reason ask their students not to record a course.
Student Records

CHANGE OF ADDRESS
- The registrar should be notified of all student address changes.

CONFIDENTIALITY OF STUDENT RECORDS
- Florida College assures the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment. A full description of the College’s policies for compliance with this act is on file in the registrar’s office.

In general, a student has certain rights with respect to his education records. Parents of dependent students, as defined by the Internal Revenue Service, have the same rights. They are:

1. The right to know the location and types of education records maintained on students by Florida College.

2. The right to prevent disclosure of Directory Information by requesting nondisclosure at the registrar’s office. Directory Information includes the student’s name, address, campus and permanent telephone numbers, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors, and degrees conferred including dates. Directory Information is generally considered public and shall be released by the College unless the student requests in writing that it not be released.

3. The right to consent in writing to disclosures of personally identifiable information contained in the student’s education record. Personally identifiable information includes all information about a student that is not directory information including but not limited to names of family members, social security numbers and personal characteristics which would make the student’s identity easily traceable. The College will not release such without a student’s prior written consent.

4. The right to inspect the student’s education records and to obtain a copy of the student’s education record after 24-hour notice to the registrar’s office.

5. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights.

6. The right to obtain a copy of the College’s Student Information Policy. You may obtain a copy of this policy from the registrar’s office.

- Each student registered at Florida College is considered “dependent” unless the student specifically informs the College, via the registrar’s office, within the second full week of class that he meets the Internal Revenue Service criteria and considers himself as “independent.” Complete definitions of these criteria can be found in the Free Application for Federal Student Aid.

REPORTS TO PARENTS

Parents or guardians of dependent students may view grade reports online at mid-semester and at the end of each semester.

Parents or guardians receive emailed reports of failed room inspections and fines levied for infractions of the College codes. In disciplinary cases involving action by the rules, welfare & disciplinary committee, parents or guardians will receive a written notification, sent by mail, specifying violations of the codes and the consequent consequences for their student.

College Catalog

The Florida College catalog is the contract between the student and the College. The student is responsible for being acquainted with all catalog information.
COLLEGE CODES

Code of Moral Conduct

“… let us cleanse ourselves from all defilement of flesh and spirit, perfecting holiness in the fear of God” (II Corinthians 7:1).

Florida College sets a high standard for students’ moral behavior. The following code, while man-made, is based on scriptural principles fundamental to individual growth and sound, collective interaction within a community of Christian scholars.

As with all policies and procedures in this handbook, this code of conduct may be amended by the appropriate actions of the College faculty and administration.

INDIVIDUAL HONESTY

“Do not lie to one another, since you laid aside the old self with its evil practices” (Colossians 3:9).

• The students of this College are expected to be fully honest in their individual relationships and communications among themselves, as well as in their interactions with College staff, faculty and administration.

• Honesty is expected in both written and verbal communications. Lying breaks down trust, individually and collectively, and is not tolerated.

ACADEMIC INTEGRITY

“Whatsoever you do, do your work heartily, as for the Lord rather than for men” (Colossians 3:23).

• Students are expected to uphold academic integrity. Cheating and plagiarism are violations of that standard. Such choices constitute academic theft, and are not tolerated.

• Examples of academic theft include: cheating on a test; copying another student’s paper or theme; copying another author’s work without properly quoting, citing and identifying his work as a source; citing false or fabricated sources; or downloading whole (or portions of) papers electronically to be represented as one’s own work.

• Cell phones and cameras must be turned off and put away during a test.

RESPECT FOR PROPERTY

“He who steals must steal no longer; but rather he must labor, performing with his own hands what is good, so that he will have something to share with one who has need” (Ephesians 4:28)

• Students are expected to respect the personal property of others, as well as the College’s property. Theft is not tolerated.

PURITY IN RELATIONSHIPS

“For God has not called us for the purpose of impurity, but in sanctification” (I Thessalonians 4:7).

• Students are expected to maintain their moral integrity within personal relationships. Sexual relationships of any type outside of marriage as defined in Scripture (Gen. 2:18–24) are not tolerated.

• Students are to refrain from inappropriate physical contact that is affectionate in nature, whether on or off campus.

• Visiting the residence hall lobbies of the opposite sex is restricted to posted times. Except for visitation hours in lobbies, students are not allowed to enter a residence hall of the opposite sex without permission of authorized College personnel. Students should not go to (or through) the windows of residence halls occupied by the opposite sex.

• Students may not meet a member of the opposite sex in a private place without permission from appropriate College personnel.

PURITY IN BODY

“And who may stand in His holy place? He who has clean hands and a pure heart” (Psalm 24:3-4).

• This College is a drug and alcohol-free work and educational environment. The use of alcohol and drugs by our students is absolutely prohibited. Students may not engage in drinking, handling, possessing, or giving away intoxicants, including beer, wine, ale, etc. The possession and/or use of drugs not prescribed by a physician, or the possession of drug paraphernalia, is strictly prohibited. This regulation includes marijuana and hallucinatory agents.

**Florida College complies with federal, state and local laws regulating drugs and alcohol. Students involved in illegal activities or possession of illegal substances may be reported to law enforcement agencies.**

• Resident students may not possess or use tobacco products either on or off campus while enrolled at this College. Non-resident students may not possess or use tobacco products while on campus, representing Florida College, or in association with other Florida College students.
SOCIAL PURITY
“Do not participate in the unfruitful deeds of darkness, but instead even expose them” (Ephesians 5:11).

- Our students are expected to avoid immoral environments that are opposed to the biblical principles that this College was founded on. Thus, our students are prohibited from entering or patronizing places deemed by the College as providing activities and/or atmospheres inconsistent with our ideals, purposes and policies. Examples of such places include: restaurants known for the immodest dress of staff; any establishment that serves alcohol and checks identifications at their door—such as bars, lounges, and dance clubs; fraternity or sorority houses; places that screen X-rated movies, and etc.
- Our students are prohibited from participating in gambling activities, or entering gambling casinos.

VERBAL PURITY
“But now you also, put them all aside: anger, wrath, malice, slander, and abusive speech from your mouth” (Colossians 3:8).

- The use of profanity or abusive speech is strictly prohibited.

RESPECT FOR OTHERS
“In everything, therefore, treat people the same way you want them to treat you” (Matthew 7:12).

- Harassment of any kind is not acceptable at Florida College. Harassment is defined as any physical or verbal abuse that is offensive to the recipient. Sexual harassment is any physical, verbal, and/or graphic sexual advance, request for sexual favors, or other sexually-oriented conduct which is offensive or objectionable to the recipient. “Appendix B” of the handbook includes a full statement of the Florida College harassment policy.
- Any student who feels that he or she has been subjected to harassment, whether from a student or employee, should report the matter to the dean of students.

Dress Code
Though certainly a matter of moral behavior (in terms of the biblical principle of dressing “modestly and discreetly”—I Timothy 2:9), the College’s dress code also fits the image of a professional institution fostering an environment for Christian scholars.

Consequently, our students are expected to live up to a reasonable standard of dress fitting the nature of this institution as it strives to educate “the whole man.” Such an education includes instruction on expected standards of decorum in serious professional and academic settings.

GENERAL CODE
In dressing for either formal or informal occasions, on or off campus, our students are held to the following standards:

- Clothing should not have logos or messages that are indecent.
- Clothing that has holes, is torn, ragged, and/or soiled should not be worn.
- “Pajama pants” are not appropriate except in one’s own residence hall.
- Body piercing is not acceptable. The only exception is women’s earrings. Men may not wear earrings or similar jewelry.
- Shoes must be worn in all buildings except residence halls.
- Men’s hair may not extend below the ear or top of a dress shirt collar, shall be neatly cut, combed and out of the eyes, and shall not be kept in a bun, ponytail, or any other fashion which keeps it bound up.
- Beards and mustaches must be neatly trimmed and well-groomed at all times.
- Men are not to wear sleeveless shirts on campus, except when playing sports at the athletic complex.
- Women’s clothing should include proper undergarments and should not be tight-fitting or revealing.
- Prohibited clothing includes:
  - Halters, tank tops, or blouses showing the midriff.
  - Backless or low-cut dresses.
  - Low hip-hugger pants.
  - Skirts or pants that do not touch the kneecap.
  - Skirts slit above the kneecap.
- Special attention must be given to maintaining modesty when visiting our area beaches or engaging in water-related activities. Students are still required to wear shorts that touch the kneecap and appropriate shirts at all times. They must also take extra precautions to ensure that their clothing does not become see-through or cling closely to the body when wet.

FORMAL OCCASIONS
For specific formal occasions, such as the College’s spring banquet, men are expected to wear a coat and tie. Women are expected to avoid dresses that include bare shoulders, or strapless, backless, or low-cut (whether front or back)
styles. Clingy, tight-fitting or sheer banquet dresses are also unacceptable. Any attire for men or women is subject to review by appropriate College personnel.

**CHAPEL, COLLEGE PROGRAMS AND CLASS MEETINGS**

Our students are expected to dress reflecting the more serious decorum at these meetings, and the following standards apply for both day and evening:

- Men must wear full-length pants with an appropriate shirt.
- Women may wear dresses, skirts and tops, or pants and tops.
- Shorts are prohibited.
- Sportswear, such as sweatpants, is not permitted.

**SPORTS**

Sportswear, whether worn for physical education class or to compete in intramural events, is expected to meet the College general standards. Shorts must at least touch the kneecap. Additional rules may be specified by the athletics department.

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### Categories of College Code Violations

*Based on the College codes and the principles which undergird it, violations are classified as indicated on the chart below. The portion of the handbook (pp. 13–19) focusing on residence hall life provides further details regarding standards of conduct for students.*

<table>
<thead>
<tr>
<th>CATEGORY I: DEAN’S OFFICE</th>
<th>CATEGORY II: RWD COMMITTEE</th>
<th>CATEGORY III: AUTOMATIC SUSPENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress code violations</td>
<td>Lying to Florida College personnel, whether in writing or verbally</td>
<td>Use or possession of controlled substances/illegal drugs in any amount, or the possession of drug use paraphernalia</td>
</tr>
<tr>
<td>Residence hall violations, including improper sign out, curfew violation, toy guns, insubordination to supervisors.</td>
<td>Academic dishonesty, as defined in this handbook (pp. 6, 9)</td>
<td>Use, possession, or being under the influence of alcohol</td>
</tr>
<tr>
<td>Inappropriate displays of affection</td>
<td>Entering or patronizing any place that provides an atmosphere contrary to the ideals of Florida College</td>
<td>Sexual relationships outside of the marriage relationship</td>
</tr>
<tr>
<td>Disruptive or disrespectful classroom behavior</td>
<td>Absence from campus during the overnight hours (for resident students) without permission</td>
<td>Possession of firearms, weapons or explosives</td>
</tr>
<tr>
<td>Use of profanity</td>
<td>Meeting a member of the opposite sex in a private residence, or in one’s residence hall room, without permission</td>
<td>Violence: including hazing, physical or sexual harassment, abuse, fighting</td>
</tr>
<tr>
<td></td>
<td>Willful damage or destruction of Florida College property</td>
<td>Theft</td>
</tr>
<tr>
<td></td>
<td>Unauthorized entry or possession of keys to any Florida College facility or property other than an assigned residence hall room</td>
<td>Sexual misconduct, including dating violence, domestic violence, stalking, sexual assault</td>
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<td>Gambling</td>
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<td>Tampering with fire safety equipment or sounding a false alarm</td>
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<td>Possession of fireworks, pellet or BB guns</td>
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<td>Six unexcused absences from chapel in one semester</td>
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<td>Tobacco use</td>
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<td>Any disorderly activity deemed by the dean of students to create a hazard for the Florida College community</td>
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<td>Three category I rule violations</td>
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Consequences for Violations of the College Codes

The purpose of our College codes, built on moral and professional standards of behavior and decorum, is to help fulfill the College’s mission of educating and developing “the whole man;” thus helping prepare students entrusted to us for lives of service to God and mankind. In similar manner, the work of enforcing these codes and applying consequences when they are violated is based on principle: care and concern for those in the College’s charge who need correction and discipline to continue to develop in a manner benefitting the student and, most importantly, the Father whom we all seek to serve.

In all cases, every effort is made to ensure a fair outcome that allows for the greatest good for all parties involved. Yet, as in all human endeavors, the enforcement of our College codes is susceptible to error. In accepting and acknowledging that obvious reality, an appeals process is found on p. 12 of this handbook.

CATEGORY I (DEAN’S OFFICE)

• Written notification from the dean of students during an official meeting with the student in the dean’s office. An explanation of the rule violated will be made and the student warned against any future occurrence of the behavior.
• Documentation of the violation will be given to the student, sent to his parents or guardians, and retained in his disciplinary record.
• The following consequences may be warranted for minor violations of the College codes:
  ° On-campus service (grounds maintenance, trash pick-up and removal, cleaning or similar duty beneficial to the campus).
  ° Restriction to the student’s room or to the campus, if a resident student, within parameters set by the dean.
  ° Restriction from campus or off-campus student gatherings, if a non-resident student.
  ° Monetary restitution to the College of any expenses created by the infraction.

CATEGORY II (RULES, WELFARE & DISCIPLINE COMMITTEE)

• An explanation of behavior by the student to the rules, welfare and discipline committee may be required, thus making a student liable to suspension from the College;
• Automatic disciplinary probation, in the case of a proven Category II violation as determined by the rules, welfare and discipline committee.
• The nature and role of the committee, and the procedure for hearings, is provided on pp. 10–11; an explanation of disciplinary probation is given on p. 12. The appeals process for a category II case is found on p. 12.

CATEGORY III (AUTOMATIC SUSPENSION)

• Immediate suspension and dismissal of the student, if the category III violation is either admitted to, or proven in the course of a hearing before the rules, welfare and discipline committee.
• An appeal for reinstatement in a future semester will be considered by the rules, welfare and discipline committee, on written request from the student.

Procedures involving cases of serious violations, the status of a suspended student, and reinstatement after a suspension are found on p. 11 of this handbook. The appeals process for a case involving a category III violation is found on p. 12.

ACADEMIC DISHONESTY

As stated in this handbook, all Florida College students are expected to maintain a standard of academic integrity. The following terms define academic dishonesty at the College, resulting in a category II violation of the codes and making a student liable to suspension:

• Cheating: The use or attempted use of unauthorized materials, information, or study aids in an academic exercise—including all forms of work submitted for credit.
• Fabrication: The falsification or invention of any material in an academic exercise.
• Facilitation of academic dishonesty: The assisting or the attempt to assist another student in academic dishonesty.
• Plagiarism: The adoption or reproduction of another person’s words or ideas without proper acknowledgement or citation.

One or more of the following consequences shall result when academic dishonesty has been determined:

• Requiring an offending student to complete the test or repeat the assignment, and lowering the grade of that
test or assignment to as low as “F” or zero credit.
• Lowering the grade for a course to as low as “F” or zero credit.
• Immediate removal from a course with either a “W” or “F” placed permanently on a student’s transcript.

The consequences of academic dishonesty, as noted above, shall be determined at the discretion of the professor in consultation with the dean of students, with every case of academic dishonesty being recorded in the dean’s office.

The dean may, at his discretion, determine to enforce further consequences for academic dishonesty, including:
• Placing an offending student on disciplinary probation.
• Requiring that an offending student meet the rules, welfare and discipline committee to answer for his conduct, thus making him liable to suspension from the College.

A student may appeal a professor’s decision, or the dean’s judgment in cases of academic dishonesty by following the process outlined in this handbook for category II violations.

THE ROLE OF THE RULES, WELFARE & DISCIPLINE COMMITTEE

The rules, welfare and discipline committee consists of six faculty members, and is chaired by the dean of students. The committee hears cases involving category II violations of the College codes, and reinstatement requests involving category III violations.

• Any student asked to answer for his conduct before the Committee will be notified in writing at least 24 hours before his expected appearance, unless he requests a more immediate hearing. The written notification will include a statement of the causes for the hearing and reference to the specific regulations or policy alleged to have been violated.
• The student may request a delay of up to three days to prepare for the hearing, with the understanding that if he is suspended, the suspension date may be accounted from the time of the infraction of the rules. At the discretion of the dean of students, additional time may be granted in extreme cases upon the student’s written request.
• Any student appearing before the committee may be accompanied by his parent or by a non-legally trained faculty, staff or student of his choice. In each case, the student will be given time before the hearing to request the assistance of his parents. Advisors to students may address the committee during the hearing at the discretion of the dean, and may consult with the accused student during the course of the hearing. No person who otherwise has a substantial interest in the case, or in a related case as respondent or advisor, may serve as an advisor.

PROCEDURES IN CASES OF CATEGORY III VIOLATIONS (AUTOMATIC SUSPENSION)

• When a student admits to behavior fitting a category III violation, resulting in his automatic suspension, he may request a meeting with the rules, welfare and discipline committee be arranged as soon as possible to appeal for reinstatement. The student may continue to attend classes until that meeting takes place at the discretion of the dean of students.
• When a student denies that his behavior fits a category III violation, he will be presumed innocent prior to a hearing before the committee and will be allowed to continue in classes. If, as a result of his hearing before the committee, a student is proven to be in violation, his suspension may be considered retroactive to the time of the offense at the discretion of the committee.
• The vice president of the College may revoke the above privilege of continuing in class and/or as a member of the campus community if he judges such continuance might pose a threat to the general welfare of the College or to any persons on campus. In such a case, if the student is found by the committee to have not committed a violation, he will be allowed to make up all academic work during the time absent from campus and/or classes.
• The dean of students notifies the parent(s) or guardian(s) of the student.

PROCEDURES IN CASES OF SEXUAL MISCONDUCT

• In accordance with the Federal Violence Against Women Act (VAWA), Florida College has enacted the following policies for dealing with allegations of sexual misconduct:
• Students who are victims of a sexual assault are encouraged to report the assault to the proper authorities as soon as possible and to seek medical attention immediately. If a student is sexually assaulted by another Florida College student, he or she is also encouraged to
contact the dean of student's office and report a violation of the student's code of conduct. In such cases, the dean of students will conduct an investigation into the matter to ascertain the particular facts of the case. Both the student bringing the accusation and the student being accused will have the right to submit written statements as to their account of the matter.

- If the dean of students determines that sufficient evidence exists to necessitate a sexual misconduct hearing before the rules, welfare and discipline committee, both students will be notified in writing and will be required to attend the hearing. However, special accommodations may be made to prevent or limit face-to-face contact between the accuser and the accused during the hearing. In addition, each student may be accompanied by an advisor of choice. These advisors will not be allowed to speak or participate directly in the hearing, but will be allowed to provide support and/or guidance directly to their respective party.

- As with all hearings involving disciplinary matters, Florida College uses the "preponderance of evidence" standard to determine whether or not a violation of the code of conduct has taken place. This means that a judgment will be based on whether "it is more likely than not" to have occurred. Disciplinary action for violations of the College codes will be carried out in accordance with the provisions found in the student handbook.

- At the conclusion of the hearing, both the student who made the accusation and the student who was accused will receive a written statement containing the decision and details concerning any disciplinary action that is being taken.

- Throughout this process, the College will strive to protect the privacy and confidentiality of everyone involved. Victims of sexual assault and sexual misconduct are encouraged to report any crime to the police. Should a victim prefer that the details of an incident be kept confidential, they are encouraged to seek professional services to provide for their emotional and medical support.

**STATUS OF A SUSPENDED STUDENT**

- All normal student privileges are withdrawn, including involvement in any events on or off campus reserved specifically for students.

- If a resident, the suspended student is restricted to his room with the exception of chapel and meals, as well as any exceptions made by the dean. If a non-resident, the suspended student is restricted from campus until his hearing, with any exceptions made by the dean.

- When suspended, the student is notified by the dean if his suspension is retroactive to the time of his violation.

- If reinstated, the student is responsible for any academic work missed during his suspension.

**REINSTATEMENT PROCEDURE FOLLOWING SUSPENSION**

- Reinstatement following suspension will be considered by the rules, welfare and discipline committee by written request from the student. If a category II case merits, reinstatement by the committee upon approval of the vice president of the College may be immediate.

- A reinstated student is placed on disciplinary probation, the length of which is at the discretion of the dean and the committee. In all cases involving automatic suspensions, the student is placed on disciplinary probation for the remainder of the semester.

- In cases of suspensions occurring in the final two weeks of the semester, the student’s suspension or disciplinary probation is normally extended through the following semester.

The following additional regulations apply to cases involving reinstatement following suspension:

- A student who accumulates three category I violations of the codes or a single category II violation (after being placed on disciplinary probation following reinstatement) will be automatically suspended for that semester in which the violation occurred and is ineligible for reinstatement during that semester.

- A student suspended for a second time in a semester, after being reinstated, will not be eligible for reinstatement during that semester.

- A maximum penalty for these violations is continuation of suspension for an additional semester or more, with the loss of all college credit for the semester in which the violation occurred.
CONSEQUENCES OF DISCIPLINARY PROBATION

- Disciplinary probation allows a student to remain in the College if he reflects good behavior and strict observance of the College’s codes. However, any violation of the College’s codes may be grounds for suspension at the dean’s discretion.

- Any student placed on disciplinary probation following suspension is prohibited from being a member of campus social clubs or officially representing the College in any activity for the duration of the probation.

- The dean of students, in consultation with the rules, welfare and discipline committee, may also place further restrictions on a student’s involvement in campus activities.

PROCEDURE WHEN REINSTATEMENT IS DENIED

- If a dependent, a suspended student denied reinstatement for the current semester is expected to immediately communicate with his parents or guardians regarding that denial.

- If a resident student, arrangements to leave campus are expected to be promptly made, including: turning in student ID card, contacting the business office, checking out with the residence hall supervisor and turning in all keys and fobs.

- For both resident and commuter students, a disciplinary withdrawal form (available in the dean of students office) must be filled out and all arrangements with proper offices completed to the satisfaction of the College in order for a student’s transcript to be released to another institution.

APPEAL PROCESS FOR CATEGORY I VIOLATIONS

- Penalties for category I violations may be appealed in writing to the dean of students. If the appeal centers on a judgment of the dean, then the student may make an appeal to the vice president of the College. This appeal must include a statement of the violation cited, the penalty imposed, and the reason why the student believes the penalty should be reversed.

- Any letter of appeal must be received by the dean of students office, or the office of the vice president, by the end of the third day following the issuing of the penalty. The College is not obligated to consider any appeal after three days.

- The dean, or vice president, will render a decision on an appeal within twenty-four hours, and promptly thereafter communicate his decision in writing to the appellate.

APPEALS PROCESS FOR CATEGORY II / III VIOLATIONS

Penalties for category II or category III violations of College codes may request a review of the decision rendered by the rules, welfare and discipline committee by appealing to the vice president of the College.

- Any appeal made must be in writing to the vice president of the College, specifying the grounds for the appeal, and filed in the vice president’s office within one week of the original notification of the committee’s decision to the student.

- Ordinarily, the vice president will not change the committee’s decision unless new evidence emerges that clearly proves a student’s innocence, or if it is clearly shown by the student that insufficient evidence was used to support findings of a violation.

- In cases of new evidence, the vice president will direct such evidence to the committee for their opinion on its significance. If warranted, he may then direct a re-hearing of the case by the committee or overturn its original decision.

- The vice president may also change the committee’s decision if procedural irregularity was present in its original hearing, sufficient to severely compromise the student’s ability to present a defense for his actions.

- The vice president may decide there is sufficient evidence to conduct an appellate hearing for the student. During this consideration, the vice president may call witnesses, including the appellant, and examine as much of the record of the case as he desires.

- In all cases, the decision of the vice president of the College is final and binding upon all parties involved.

All decisions made in disciplinary cases are rendered in good conscience. To protect the privacy of all students, the College cannot make public the information on which decisions are based. The College does, however, take great care to inform the student involved concerning all evidence involved in any action taken against him. The student is also provided due process, in being notified and allowed opportunity to discuss his case fully with the dean of students or a designated official of the College.
RESIDENCE HALLS

Life as a resident student at Florida College is a unique experience, allowing for the growth of the “whole man” as well as providing the basis for lifetime friendships.

On-Campus Residency & Privileges

RESIDENCY REQUIREMENT
All students under age 21 are required to live in the College’s residence halls. Exceptions to this policy are:

- Students living at home with their parents or with relatives approved by the College as the equivalent of parents.
- Students who have upper division social privileges.

All resident students must be age 25 or younger and are required to carry a full academic load of at least twelve semester hours, including being enrolled in at least six semester hours at the College. Exceptions to this policy are made at the discretion of the dean of students.

SOCIAL PRIVILEGES FOR RESIDENT UPPER DIVISION STUDENTS
Specific considerations regarding the College’s sign-out and curfew policies are made for resident students who qualify for upper division (UD) social privileges, as described below.

Academically, students reach UD status when they achieve sixty semester hours of college credits (and are academic juniors and seniors), as accepted by the College registrar. However, UD social privileges are extended when:

- A student is over the age of 21 or
- A student is two calendar years removed from high school graduation and has completed two consecutive academic years of full-time college work at a post-secondary institution.

GENERAL EXPECTATIONS
Regardles of level of academic achievement in the classroom, the following regulations for residence hall life are based on consideration for others and stewardship of the facilities provided. While adult supervision is present in each residence hall, monitoring and enforcement of general order and decorum is in part the responsibility of the students themselves. Students have the opportunity to develop proper respect and consideration of others as they live, work, study and grow together. Students who aid and abet other students in the violation of any portion of the College code will be subject to the consequences of the violation.

RESIDENCE HALL SUPERVISORS
Each residence hall has a supervisor, responsible for the welfare, discipline and general supervision of their assigned hall and students. Supervisors, in many ways, serve en loco parentis. Students are at liberty to go to their supervisor with any problems they might have. Supervisors have the primary responsibility for enforcement of rules and regulations in the residence halls, and work in close cooperation with the dean of students office.

RESIDENT ASSISTANTS
Resident assistants are student workers in each residence hall who assist supervisors. Complaints regarding noise, disrespect or similar matters may be reported to the resident assistant. These complaints will be passed on to the supervisors, who may issue fines or take other appropriate action—including
Roommate Policies

ROOMMATE RIGHTS

Enjoyment of life in the residence hall depends to a large extent on the thoughtful consideration residents demonstrate for each other. As a resident one has the right:

- To live in a clean unit.
- To expect a roommate to respect his personal belongings.
- To study free from unreasonable interference in one’s unit.
- To sleep without undue disturbance from noise, guests of a roommate or similar disruptions.
- To freely access one’s unit without pressure from a roommate.
- To expect that guests will respect the rights of the host’s roommate and other residents.
- To a limited degree of personal privacy.
- To be free from fear of intimidation and physical harm.
- To be made aware of and respond to grievances.

ROOMMATE RESPONSIBILITIES

As an important member of this residential community, each student accepts the following responsibilities:

- To verbally express one’s views to the person(s) involved, should he feel that his rights have been infringed upon. This must be done in a tactful and respectful manner.
- To treat other residents with respect and consideration and guarantee them their individual rights.
- To understand and abide by all policies and regulations necessary for the hall and college communities to function.
- To be responsive to all reasonable requests of fellow residents.
- To accept responsibility for personal and community safety, and refrain from misusing safety equipment, propping security doors open or losing or forgetting room keys or fobs.

Cooperative living requires effective communication among roommates. Residents experiencing difficulties are encouraged to consult with their residence hall supervisor after they have already tried to resolve these issues with their roommates.

MAINTAINING A PEACEFUL ENVIRONMENT

Out of respect and consideration for others, each student is expected to remain reasonably quiet in the residence halls at all times. Computers, music devices, gaming devices, musical instruments, televisions, etc., should not be played loudly enough to disturb others. Violation of this general rule may result in forfeiture of the use of said items. Students who choose to stay up late should respect the rights of others who wish to sleep.

QUIET HOURS

Students who wish to sleep or study at night are allowed to do so. Quiet hours are from midnight through 8 a.m. every evening (except Friday night). During quiet hours, all electronic/audio devices must be used either with headphones or at a minimum volume—it should not be heard outside the room. Activity must be kept to a minimum. Even on Friday evening, devices are to be kept at a volume that does not unduly disturb others. Special quiet hours during final exam weeks may be posted as needed.

Curfew

Students must be in their residence halls by curfew at 11 p.m. (Sunday – Thursday) or by midnight (Friday and Saturday). Curfew continues until 6 a.m. In order to expedite curfew checks, students are expected to be in their own rooms at the beginning of curfew until checked in by the resident assistant.

- Students who wish to leave their residence halls after the beginning of curfew for any reason may do so only after obtaining permission from their resident assistant or supervisor.
- For the security and privacy of students, the campus is officially closed to all visitors during curfew. Only guests who have made proper arrangements to spend the night may stay, after proper request forms are completed and returned to the residence hall supervisor prior to curfew.
- At the beginning of each semester, each student receives a late minutes card with 30 late minutes. Student may use these late minutes at their own discretion to avoid receiving fines for missing curfew. A student who thinks he is late may present the card to his resident assistant, who will record the late minutes used. Students are responsible for their late minutes cards and their use; lost cards may not be replaced.
CONSEQUENCES FOR “BREAKING CURFEW”

Breaking curfew, as noted on p. 8, is considered a category I violation of the College Codes.

- The following fines will be assigned to curfew violations:
  - 1–15 minutes: $5
  - 16–30 minutes: $10
  - 30–60 minutes: $20

All fines are due within two weeks unless community service is assigned; after two weeks, a $10 surcharge is applied, parents will be notified and community service will be assigned.

- Notifications of all curfew violations are sent to the dean and the student’s parents or guardians, with a copy kept by the residence hall supervisor.

- Three violations of curfew will result in required meetings with the dean and a notification being put in his disciplinary record. The student may be required to answer to the rules, welfare and discipline committee.

- A violation of curfew extending beyond one hour may result in a student being considered absent “without reasonable cause from the campus overnight or for a substantial portion thereof,” and thus behavior in violation of category II of the College codes.

PERMISSION TO BE ABSENT FROM CAMPUS: THE SIGN-OUT POLICY

Resident students wishing to visit off campus overnight or over the weekend may be given permission to do so at the discretion of the dean of students or their residence hall supervisor. The student is personally responsible for seeing that the following procedure is followed:

- Obtain written permission from parents; the letter should be dated, signed and mailed to the dean of students office. Emails with appropriate contact information for parents are also permitted. Parents may wish to have a letter on file in the office to cover all off-campus visits for the year.

- Permission to visit the parents’ home of a student of the opposite sex must be cleared through the dean of students office two days in advance. The request must be accompanied by a letter or phone call from the host parents.

- Fill out a special permission form; the residence hall supervisor’s signature is required before permission is granted. All requests should be made at least a half-day in advance (unless there are extenuating circumstances).

- Give form to residence hall supervisor before leaving campus.

- Students are not allowed to sign out on banquet night (whether attending the banquet or not) except to students’ own homes.

- Students are not allowed to sign out during dead week, except to their own home.

CONSEQUENCE FOR VIOLATION OF “SIGN-OUT” POLICY

Failure to properly sign out, unless extraordinary circumstances are evidenced, is considered a category II violation of the College codes, and leads to the following consequences:

- $25 fine (not interchangeable with community service) due within two weeks. A $10 surcharge is applied in the case of a two-week delay.

- Parental contact by dean’s office.

- Meeting with dean and official note made in disciplinary file.

- Student may be required to answer for conduct to the rules, welfare and discipline committee and be liable to suspension.

EXTENDED CURFEW

Requests to be out of the residence hall and off-campus after curfew should be made at least 24 hours in advance from the dean of students. All requests are granted at the discretion of the dean. Multiple factors—including chapel attendance, general behavior, room checks and academic grades can be considered when granting or denying permission for extended curfew.

- Extended curfew is generally allowed for emergencies or extenuating circumstances only; on no evening, including Friday, will curfew be extended past 1 a.m. Extended curfew for work may be granted only for one hour past curfew on any night with advance permission of the dean of students, and will not be extended on a regular basis for that reason.

SOCIAL PRIVILEGES FOR UPPER-DIVISION STUDENTS

- Rooms on the top floor of Boswell and Jennifer Halls, and
designated rooms in College Hall, are reserved for upper division students.

• These resident students are not subject to the curfew policy.

• These students are not required to have permission from their parents to leave campus overnight. However, out of consideration for the residence hall supervisor and resident assistant (and for their own well-being), they should provide written notification of their intentions to the residence hall supervisor or resident assistant or speak with them in person.

**Orderliness of Residence Hall**

**ROOM INSPECTION**

Student rooms are to be kept neat, clean and open to inspection at all times. The College reserves the right for duly-authorized personnel at any time to enter and examine residence hall rooms and contents for purposes of maintenance, fire prevention and safety, or under the reasonable suspicion of violation of school policies. Computers and electronic devices may also be searched for the same purpose. Regular inspections of rooms will be made as announced by the supervisors, and the nurse will make periodic inspections.

**COMMON AREAS**

Resident students should work together to keep hallways, lobbies and bathrooms clean and free of trash or clothing. All trash from rooms must be discarded in the dumpsters located outside the residence hall, not in the halls or bathrooms. Clothes should not be hung in these common areas or out of the windows.

**CONSEQUENCES FOR FAILING ROOM INSPECTION**

Failure to comply with the College’s reasonable standards for neatness and cleanliness of residence hall rooms subjects a violator to the following consequences:

- **First failed inspection:** $10 and parental notification.
- **Second failed inspection:** $20 and parental notification.
- **Third failed inspection:** $30 and parental notification.
- **Fourth failed inspection:** $40, parental notification, required meeting with dean and official notification made in disciplinary file.

All fines for failed room inspections are paid from the student’s housing deposit, with parents being billed for replenishing the housing deposit at the end of the semester.

**DAMAGE OR LOSS OF COLLEGE PROPERTY**

Each student is responsible for the College-provided furniture and equipment in his room.

- When checking into his room at the beginning of each semester, a student should report any damaged items to the supervisor.
- Furniture is to be left in the room where it is found. If furniture or other items in the room are damaged, the student(s) residing in the room will be charged for the damage.
- At the end of the semester (or year) students are expected to leave their room clean and in the same condition in which they found it, and to check out with the supervisor before leaving the campus. Any damage or loss at that time will be deducted from the balance of the $150 security deposit, after the non-refundable $50 portion of that deposit is depleted.
- Students not checking out properly and on time will automatically be charged $50 (apart from their $50 non-refundable portion of the housing deposit).
- Damages occurring in the public areas of residence halls are charged to the individual or group responsible when that can be determined. When this is not possible, all residents of the hall or floor will become collectively responsible for the costs involved.

**KEYS**

Each student is provided a key for his room at no charge. An $8 replacement fee will be assessed for each key lost, and a $25 replacement fee will be assessed for each lost fob.

- Students are not to have duplicate room keys made. If it is determined that the student has an additional key to his own room, or to any other room on campus, that behavior is a category II violation of the College codes, making a student liable to suspension.

**PAINTING**

No student may paint anything in his or her room.

**PETS**

No pets, other than fish, are allowed in the residence halls.
PICTURES
Permission for attaching pictures and other articles to walls may be obtained from the residence hall supervisor who will explain how these should be mounted. Pictures or posters should be consistent with the principles of the College.

INSURANCE ON PERSONAL BELONGINGS
The College is not responsible for loss or damage to personal property from any cause. Each student is responsible to confirm whether or not his belongings are covered by his family’s homeowner’s insurance policy, if held. Renter’s insurance may also be privately obtained.

- Personal property should be properly and fully identified.

BICYCLES
Bicycles must be parked or stored in areas specifically designated for this purpose. More information may be given by residence hall supervisors or campus facilities. Bicycles may not be stored in residence halls, common areas or rooms.

END OF SEMESTER PROCEDURES
Students are required to conform to all procedures outlined by the dean of students office at the end of the semester. All students, including students with required internships, must vacate the residence halls at the time designated by the dean of students—including during scheduled holiday breaks. Exceptions to this policy are made at the dean’s discretion.

Residence Hall Safety Regulations

WEAPONS AND EXPLOSIVES
Possession of firearms, fireworks or explosives is prohibited. A student may not have any type of weapon in his possession, either in his own room or in his vehicle. This includes firecrackers, knives and similar objects. Violation of this policy is within category II of the College codes, making a student liable to suspension from the College.

FIRE HAZARDS
- The burning of candles or incense or any activity requiring the possession and/or use of matches is strictly forbidden in the residence halls. Exits from rooms and buildings should be kept unobstructed at all times. Trash containers should be emptied on a regular basis. Tampering with or any unauthorized use of fire safety equipment is a category II violation of the College codes, making a student liable to suspension.
- Electric appliances should not be connected in such a way as to overload extension cords or outlets. Permitted appliances include electric blankets, fans, irons, stereos, televisions and associated electronics, hair dryers, small refrigerators, computers, clocks, desk lamps and shavers.
- Due to fire hazards, appliances not allowed include coffee pots (unless equipped with an automatic shut-off), popcorn poppers, toasters, hot plates, heaters, etc. Violation may result in a fine of $25 and other disciplinary action at the dean’s discretion.

HAZING
Hazing in all forms is forbidden. Hazing violations resulting in personal injury or damage to College property will be considered as major offenses and punished appropriately. Hazing is also prohibited by Florida Statute 240.262, which defines it as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, for the purpose of initiation or admission into, or affiliation with, any organization operating under the sanction of a university or college.” Violation of this policy fits category II of the College codes, making a student liable to suspension from the College.

INTIMIDATION OR INVASION OF PRIVACY
Threatening or abusive behavior is not tolerated. This includes, but is not limited to, sexual, racial or religious harassment, intimidation, pranks, unwanted telephone calls or invasion of privacy.

THE HILLSBOROUGH RIVER
Swimming in the Hillsborough River is prohibited. This policy includes “dunkings,” initiations, etc.

FIRE EMERGENCY PROCEDURES
Small fires that have just been started may be extinguished immediately. The following guidelines should be followed:

1. Notify the fire department and alert any other persons to evacuate before you extinguish the fire.
2. Never attempt to extinguish anything but a small fire. You should be able to put it out within 30 seconds.
3. Use the right fire extinguisher.

(Continued)
## Class When to Use Water Dry Chemical

<table>
<thead>
<tr>
<th>Class</th>
<th>When to Use</th>
<th>Water</th>
<th>Dry Chemical</th>
</tr>
</thead>
<tbody>
<tr>
<td>“A”</td>
<td>Wood, cloth, rubbish, etc</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>“B”</td>
<td>Oil, gasoline, solvents, paint</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>“C”</td>
<td>Electrical</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Tampering with or other unauthorized use of fire safety equipment is a **category II violation of the College codes**, making a student **liable to suspension**.

### Fire Evacuation Routes

Evacuation routes for each room are posted in the hallways of the residence halls and are made available to students at the beginning of each school year. Students should become familiar with the evacuation route for their room and be prepared to follow it precisely.

### Fire Evacuation Procedures

In case of fire, students should follow the procedure below precisely. Students should familiarize themselves with this plan.

1. Once alarm is sounded:
2. Alert others.
3. Proceed to evacuation route immediately.
4. If there is smoke, stay low.
5. Close all doors (room and stairwell) after you.
6. Walk; don’t run.
7. Stay calm; assure others.
8. Exit the building based on evacuation route.
9. Assemble at location designated on evacuation route.
10. Do not leave assembly point.
11. Obey fire warden (resident assistant) at all times.
12. Fire wardens (resident assistants) will ensure that the fire department has been notified, will account for all present and any missing, and will be ready to inform the fire department accordingly.

### Fire Drills

At least one planned fire drill may be conducted each semester in each residence hall. Other unannounced fire drills may be held at any time. Sounding a false alarm is a violation of the civil law, as well as a **category II violation of the College codes**, making a student **liable to suspension** from the College.

### General Policies for Residence Halls

#### Fines for Violation of Residence Hall Policies

Resident students are expected to grow in maturity and avoid immature and inappropriate behaviors. While other fines or consequences may be imposed as deemed necessary by appropriate College personnel, the following should be carefully noted (see violation chart below):

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
<th>Other Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiet hours violation</td>
<td>$5</td>
<td>Determined by residence hall supervisor and/or dean</td>
</tr>
<tr>
<td>Failure to attend residence hall meeting</td>
<td>$5</td>
<td>Determined by residence hall supervisor and/or dean</td>
</tr>
<tr>
<td>Use of non-approved electric appliances</td>
<td>$25</td>
<td>Determined by residence hall supervisor and/or dean</td>
</tr>
<tr>
<td>Throwing objects from windows/balconies</td>
<td>$25</td>
<td>Determined by residence hall supervisor and/or dean</td>
</tr>
<tr>
<td>Throwing water in the building</td>
<td>$5</td>
<td>Clean up</td>
</tr>
<tr>
<td>Staying inside during fire drill</td>
<td>$25</td>
<td>Determined by residence hall supervisor and/or dean</td>
</tr>
<tr>
<td>Propping open security doors</td>
<td>$25</td>
<td>Determined by residence hall supervisor and/or dean</td>
</tr>
<tr>
<td>Using an open flame</td>
<td>$50</td>
<td>Liable to suspension</td>
</tr>
<tr>
<td>Improper use of fire extinguishers</td>
<td>$40</td>
<td>Liable to suspension (Plus payment for damages)</td>
</tr>
<tr>
<td>Sounding false alarm (pulling fire alarm)</td>
<td>$75</td>
<td>Liable to suspension; community service</td>
</tr>
<tr>
<td>Climbing on roof of any campus building</td>
<td>$100</td>
<td>Appointment with dean of students</td>
</tr>
<tr>
<td>Tampering with building electricity</td>
<td>$75</td>
<td>Determined by residence hall supervisor and/or dean</td>
</tr>
<tr>
<td>Failure to check out properly</td>
<td>$50</td>
<td>Liable to suspension</td>
</tr>
<tr>
<td>Defacing/vandalizing College property</td>
<td>$50</td>
<td>Appointment with dean of students</td>
</tr>
<tr>
<td>Removing window screens</td>
<td>$40</td>
<td>Determined by residence hall supervisor and/or dean</td>
</tr>
<tr>
<td>Tampering with/disabling security cameras</td>
<td>$50</td>
<td>Appointment with dean of students</td>
</tr>
</tbody>
</table>
Students receiving fines must pay them within one week of notice, unless otherwise noted. If a student is unable to pay the fine, arrangements may be made with the residence hall supervisor or the dean of students office to perform hours of work as payment. Such work must also be completed within one week. If a student fails to pay the fine or perform the work within the allotted time, the charge will be turned over to the business office and a surcharge of $10 will be added to the fine.

GUESTS
Any student wishing to have an overnight visitor in his room may do so after making arrangements with the dean of students office or residence hall supervisor before the visitor’s arrival. In order to maintain a normal routine in the residence halls, guest visits are limited to no more than three nights on any one occasion, and are always at the discretion of the dean of students or residence hall supervisor. All guest visitation forms must be completed prior to curfew on the first evening of the guest’s arrival, and forms must be returned then to the residence hall supervisor.

NON-RESIDENT (COMMUTER/DAY) STUDENTS POLICY
- Non-resident students are obligated to follow the College code at any time they are on the Florida College campus; while dating a resident student; while socializing with resident students on or off campus, or while participating in any school outing. Non-resident students who aid and abet resident students in the violation of any portion of the College code will be subject to the consequences of the violation.
- Non-resident students may only visit residence hall rooms when the occupants are present and with the permission of the residence hall supervisor. These visits are always at the discretion of the dean of students or residence hall supervisor.
- If a non-resident (commuter) student’s personal conduct violates the College code, he may be given the choice of moving on campus or withdrawing from College. In those cases, the rules, welfare and discipline committee may apply curfew and sign-out restrictions on that student at their discretion.

STUDENT LIFE AND DEVELOPMENT
In pursuit of the education of the “whole man,” this College provides a wide range of organizations and extracurricular activities designed to bring students together in various ways. These organizations and activities serve to open doors for individual development and encourage acceptance of responsibilities.

Spiritual Enrichment
Florida College provides many opportunities for spiritual growth and our students interact daily with professors and fellow students whose first commitment is to our Lord.

REGULAR WORSHIP OF GOD
Although not mandatory as a regulation of this institution, all students are encouraged to attend a regular worship service on the Lord’s Day, attend Bible studies, and participate in mid-week services. These choices are fundamental to spiritual development.

EVENING DEVOTIONS
By tradition, Sunday, Tuesday and Thursday evenings bring students together in Sutton Hall lobby at 10 p.m. for a period of singing, praying and Bible study. These devotional times are organized and conducted by students on a voluntary basis. Students often hold devotions in the various residence halls at other times and nights of the week.

CHAPEL ATTENDANCE
As mandated by the College charter, during each day of classes, all students, faculty and staff gather in Hutchinson Auditorium for a brief daily devotional period, which generally consists of singing one or more spiritual songs, listening to a short talk centered on scripture and joining together in prayer. This devotional is usually followed by announcements relating to events occurring at the College.

- All students are required to attend this daily assembly. Attendance is kept on record in the dean of students office. Absences from chapel may only be excused by the College’s nurse or the dean of students by the same regulations as class attendance. Unexcused absences result in the following:
  - Five unexcused absences in one semester will result in disciplinary probation for the remainder of that semester;
Six unexcused absences in one semester is a category II violation of the College codes, making a student liable to suspension from the College.

A student placed on disciplinary probation due to chapel cuts may, during the last six weeks of the semester, have an unexcused chapel absence removed at the discretion of the dean of students.

DAILY BIBLE CLASSES
Bible study—with scripture understood as the Word of God and as central to our daily living and faith—is foundational to this College. Not only are our students required to attend an academic course based on the Bible each day they have classes, but biblical principles are also integrated into the entire liberal arts curriculum.

THE ANNUAL COLLEGE LECTURESHP
The College, through its Biblical studies department, offers an annual lectureship featuring guest speakers presenting lectures on a selected Bible-related theme. Other guest speakers are invited to the campus at various times to focus on spiritual themes.

THE SOWERS / LADIES OF VIRTUE AND EXCELLENCE
These groups meet weekly to provide additional opportunities for spiritual enrichment, as described below within the general body of social organizations on campus.

Social Organizations

STUDENT BODY GOVERNMENT ASSOCIATION
The Student Body Government Association (SBGA) allows for development of student leadership, as well as for a student voice in the College’s work. SBGA suggestions are duly considered and instituted whenever feasible. The dean of students serves as the advisor to SBGA. This organization serves as the student recreation committee and works in an advisory capacity with the College’s committee on food, health & safety services. SBGA also sponsors the spring banquet, which serves as the College-wide capstone social event of the academic year.

- SBGA is led by those elected to the offices of president, vice-president, secretary and treasurer. The membership of the student congress consists of the SBGA, as well as officers from the freshman, sophomore and junior/senior classes. Additional representatives may be chosen from each class as well as from each residence hall on campus.

- The SBGA officers and the class officers for the sophomore and junior/senior classes are elected the spring semester.
prior to the academic year in which they serve. Freshman class officers are elected the sixth full week of the fall semester.

- SBGA representatives may call regular meetings of all residents. The purposes for these meetings may include discussion of ideas for positive improvement of residence hall and campus life, consideration of student service on the campus and in the community, as well as for spiritual devotion.

**ACADEMIC HONOR ORGANIZATIONS**

Students excelling academically are tapped to join a national honor organization. For freshmen and sophomores, Phi Theta Kappa (PTK), is the College's chosen organization. Our chapter, Pi Gamma, is traditionally very active, and has been constituted since the 1966–67 academic year.

Juniors and seniors may be tapped for membership in Alpha Chi, which the College joined in 2011–12. Alpha Chi is a national college honor society with over 300 chapters across the US and Puerto Rico. More than 12,000 members are inducted annually. Since its beginning in 1922, the purpose of Alpha Chi has been to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Membership is limited to the top ten percent of juniors, seniors, and graduate students at colleges and universities that have a chapter of Alpha Chi. The Florida Xi Chapter was chartered on the campus of Florida College in the spring of 2012. Alpha Chi is an active member of the Association of College Honor Societies.

**ALPHA CLUB**

Alpha Club is a select group of students who provide valuable service as the College’s ambassadors during the course of the academic year. Membership is a distinct honor and is only granted after a comprehensive selection process. To be considered, a returning student must have maintained a high grade point average along with being involved in extracurricular activities. A cross-section of the administration, faculty, staff and student body nominates returning students who apply to serve in this organization. The dean of students makes the final decisions concerning membership in Alpha Club each spring for the following academic year, calling this organization to service in consultation, as necessary, with the vice president of the College as well as the College’s alumni relations office.

Among other potential duties, the College’s Alpha Club welcomes new students during fall orientation week. During the annual Lectures week activities, they may introduce high school students to the College and usher guests during various programs and activities. They may also be called on to serve during various functions conducted by the College administration during the course of the year, and are invaluable as aids to the registrar, the dean of students office, the office of admissions and retention services, and alumni relations.

**THE SOWERS CLUB**

The Sowers Club form an on-campus organization designed to help young men develop their spiritual character and leadership skills. The Sowers Club meets regularly to discuss spiritual subjects that are relevant to the student body, with the goal of helping the men and women of the student body grow individually in their relationship with God and in their spiritual service to others.

**THE LADIES OF VIRTUE AND EXCELLENCE**

LOVE provides opportunities for young women to engage in studies or discussions on themes related to roles and responsibilities of Christian women. Various staff members or guest speakers lead these studies.

**ROTARACT CLUB**

Rotaract, sponsored by Rotary International, is a service, leadership and community service organization for young men and women between the ages 18 and 30. The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development and to be of service in their community and around the world. The Florida College Rotaract Club was chartered in 2015.

**CREST CLUB**

Christians for the Research and Examination of Science and Technology (CREST) provides students opportunities to examine any aspect of science that affects Christians, such as creation science or bioethical problems. Students meet weekly for topical presentations and discussions, and usually take a couple field trips per semester. Membership is open to students in any field who wish to increase their own knowledge and teach others.
CHESS CLUB
Students who enjoy playing chess as a pastime or as serious competition are provided an opportunity to compete under the auspices of the chess club. An intra-club tournament is planned each semester and in the spring the best chess club members play the faculty in a highly anticipated challenge match.

FOOTLIGHTERS
The purpose of Footlighters is threefold: to promote interest in wholesome dramatic entertainment, to aid students in developing the ability to portray basic human emotions through the medium of drama, and to provide opportunities for students to express themselves creatively in such matters as make-up, staging, lighting, scenery, etc. Membership is open to any student especially interested in these fields.

APPLE CLUB
The APPLE Club is an organization for students majoring in education or interested in learning about that field as a career.

NAfME
The National Association for Music Education is the association for professional music educators. Its purpose is to promote the value of music education. NAfME provides for student participation at the college and university levels in the organization's activities. Students interested in music education as a profession may gain an opportunity for professional orientation and development while still in school.

COLLEGE SOCIETIES
Six Greek-lettered co-educational societies provide spiritual, social and physical growth for the vast majority of resident students at Florida College, as well as a number of non-resident students. Our students are encouraged to join a society for the camaraderie produced from participation in community service, athletics, spiritual devotion, amid other activities.

- Our societies—Arete, Kappa Omicron, Omega Chi, Phi Sigma Chi, Psi Beta Gamma and Zeta Phi Epsilon—are democratic in nature and function, and are not related to in activity, or associate with, fraternities and sororities at other institutions. Though supervised by faculty advisors, these societies are essentially student-led.

- The College intramural program centers on inter-society competition. The program includes seasonal schedules and includes flag football, basketball, softball, volleyball, soccer, ultimate frisbee, kickball and various other competitions. Fairness, loyalty and sportsmanship as Christian athletes are stressed in this program.

Within the first two weeks of the fall semester, officers from each society (generally elected in the previous spring semester) provide information about their respective society in an evening event, designed to help students determine which society they would like to join. Students will sign up for a society at an event designated by the dean of students office.

- There is a roster cap of 65 for freshmen and sophomores.
- There is no cap on the number of upper-division (UD) students that a society may include.
- Beyond the cap of 65 freshmen and sophomores, up to ten UD students may be exempt from attendance reporting.
- For society sign-up and attendance reporting, UD students will be accounted for separately within each society.

Once intramural sports have begun, a student will be considered a member of the society for which he participates in any part of a game. In order to remain part of a society, a student must:

- Pay dues and attend meetings as determined by officers.
- Remain enrolled in at least six semester credit hours at FC.
- Not be on disciplinary probation, or otherwise prohibited by the dean of students.

A student wishing to change societies at any time during the year should contact the dean of students office and complete the appropriate form, so that society rosters can be properly adjusted.

- A student may only join a society if there is room on that society’s roster.
- Any student changing societies will not be eligible to participate in any society activities which generate points for four weeks from the date of the change request. Note: Vacations are counted as part of the four weeks wait time. Students seeking to change societies between fall and spring semesters ought to complete
their form in the dean of students office before leaving for the holiday break.

**GENERAL GUIDELINES FOR PARTICIPATION IN STUDENT ORGANIZATIONS**

- Any student entering Florida College on academic probation who is in a non-degree seeking program or with a Florida College grade point average between 1.00 and 1.60 may be a member of one organization; however, he may not be an officer in that organization.
- A student with a GPA between 1.61 and 2.50 may be a member of two organizations and hold office in one.
- A student with a GPA between 2.51 and 3.49 may be a member of three organizations. There is no limitation on averages of 3.50 and above.
- Any student on disciplinary probation may not continue in society or organization activities for the duration of his probationary period, unless expressly permitted by the dean of students.

**NEW STUDENT ORGANIZATIONS**

Requests for permission to form new student clubs or organizations should be submitted in writing to the dean of students. The request must be accompanied by a written proposal, including the proposed club’s name, purpose, nature of activities, membership qualifications and other relevant information as requested by the dean of students.

**Activities for Credit**

**ATHLETICS**

The College’s intercollegiate sports include: men’s and women’s basketball, women’s volleyball, men’s and women’s soccer, and cross-country. The intercollegiate program is under the general administrative oversight of the vice president, and is the immediate responsibility of the College’s Athletic Director and a faculty committee.

**CHEERLEADERS**

Basketball cheerleaders are chosen at the beginning of the fall semester. The purpose of the group is to support the team and promote school spirit.

**WIND ENSEMBLE, JAZZ ENSEMBLE, STRING ENSEMBLE**

Florida College bands are made up of both music and non-music majors who have played in high school bands and wish to continue to develop their musical skills.

- The wind ensemble prepares for concerts both on and off campus, performs as the pep band at home basketball games, and makes an annual tour.
- Members of the band who are interested in jazz may register for jazz ensemble, which tours with the wind ensemble.
- The string ensemble performs on and off campus, combining with wind and percussion players to provide an orchestra for College musicals and other performances each spring.

**CHORUS**

The Florida College chorus is selected each fall by audition and is open to both music and non-music majors. The chorus tours widely each year and presents programs locally and on campus.

**FRIENDS**

Friends is a group composed of students talented in performing popular music. Performers in Friends are selected by audition each fall, under the auspices of the alumni relations office. Friends perform at various venues, both on and off campus, throughout the academic year, as representatives of the College. Friends typically embark on an extensive tour after the spring semester concludes.

**ORATORY UNION**

The College traditionally has enjoyed an active program of debate and argumentation that is open to all students. Students compete with other college and university students on the local, state and national level in several different categories of competition, such as extemporaneous speaking, dramatic interpretation and debate.

**General Policies and Information**

**LIFE ENRICHMENT SERIES**

The Life Enrichment Series committee plans a variety of programs each year for entertainment, cultural enrichment, academic enhancement or personal improvement.

**STUDENT PUBLICATIONS**

- The Royal Palm is the College’s yearbook, produced by our students with the aid of an advisor.
- River Breezes, a collection of original prose, poetry and art by the students and faculty of Florida College, is compiled and edited by the Florida College chapter of Phi Theta
Kappa as a service to the students and the College.

• Requests for permission to produce other student publications should be submitted in writing to the dean of students. All authorized student publications are at the discretion and under the direction of the dean of students.

HAMMONTREE STUDENT BENEFIT TRUST FUND
W.C. and Doris Jean Hammontree established a perpetual fund in memory of James Shirley Hammontree to provide annual gifts to the students, and each year the student body selects a project that will enrich and add enjoyment to student life.

• The Student Body Government Association selects a project (or projects) each year from ideas suggested by the student body. Final selections must be approved by the College administration. The amount available, and the rules governing its use, should be obtained from the business office at the beginning of each academic year.

RECREATIONAL FACILITIES
• The student center, located in the center of campus, provides a place for students to relax, socialize, study or enjoy a meal. Students may purchase food in the Pouch, also located in the student center.
• The student center is open Monday through Saturday from 8 a.m. until curfew and Sunday afternoon until curfew.
• Conn Gymnasium, located on the east side of the Hillsborough River, is also open for athletic practices and general student use on various evenings.

SOCIAL GATHERINGS
Students wishing to organize meetings or gatherings using College facilities need to have the approval of the dean of students and have their event placed on the College calendar in the dean of students office. Normally, such activities are required to be sponsored by a College-sanctioned society or organization.

Organizations or societies planning a group outing require a faculty sponsor. Renting or otherwise obtaining the use of off-campus facilities must be approved by the dean of students.

SPECIAL ACTIVITIES
Students wishing to participate in activities having a unique risk attached (horseback riding, boating, camping, flying in private planes, etc.) are required to secure written permission from their parents and final permission from the dean of students.

OVERNIGHT & EXTENDED COLLEGE-SANCTIONED TRIPS
• The College codes apply and are enforced on all College-sanctioned trips.
• A curfew of 12 a.m. midnight will be observed, but the group sponsor may set earlier or later curfews at his discretion. All students are to be in their own rooms at curfew. All exceptions must have the express permission of the sponsor.
• No student is to be in the hotel room of a person of the opposite sex at any time, except with the specific permission of the sponsor.

MARRIAGES DURING A SEMESTER
Florida College encourages courtship within the moral principles and parameters set forth in this handbook. Indeed, many marriages develop based on close relationships in college life. Out of respect and fairness to family and Florida College, any enrolled students planning marriage should seek their parents’ approval and notify the College (usually the dean of students). All married students must have their spouse with them in the Tampa Bay area to maintain enrollment at the College.

STUDENT SERVICES

Academic Advising

The College provides a personalized program of academic advising to aid our students in navigating their way through a college education, with an eye on individual needs, interests and abilities.

ORIENTATION

Academic advising begins each semester, as our new students are introduced to all aspects of college life during a comprehensive orientation program offered prior to both the fall and spring semesters.

ACADEMIC ADVISING

The academic advising office selects an academic advisor for each student. Each academic advisor is a member of the College faculty, chosen for the student based on the student’s identified interests. Students meet with their advisors during orientation to discuss their goals and plan
for their progress, as well as select their academic courses. Students typically confer and work closely with their advisors frequently, as they continue through their degree programs.

**ACADEMIC ADVISING OFFICE**

- Email: advising@floridacollege.edu
- Phone: 813.988.5131 x270

The academic advising office assists students with their academic, personal, social and career concerns. The following services are available:

- **Academic evaluation.** The academic advising office evaluates each student’s ACT and SAT scores and high school math and English scores and assigns appropriate course levels prior to registration. Each student is assigned a faculty advisor who will assist the student with specific course selections and provide guidance in his academic program.

- **Career exploration.** Services available to students in the academic advising office include the ACT Interest Inventory, the Holland Self-Directed Search (SDS), the Strong Interest Inventory (SII) and the Myers-Briggs Type Indicator (MBTI).

- **Transfer exploration.** Academic advising can help students investigate upper level colleges and universities offering the academic major and other experiences they desire.

- **Personal and social growth.** Students may find assistance with academic difficulties, homesickness, personal relationships, or emotional distress. The academic advising office provides help in healthy growth, study skills, planning, decision-making and dealing with stress. Students needing counseling or psychotherapy are referred to a licensed professional. The College does not offer professional mental health counseling; the advice and recommendations made by College personnel should not be equated with providing mental health services.

The academic dean, registrar, academic advising office, dean of students and faculty members are available at any time for any problem of an academic, religious, social, or personal nature.

**Financial Services**

**FINANCIAL AID**

All questions concerning financial aid should be directed to the office of financial aid. A complete description of all financial aid programs can be found in the catalog.

**BUSINESS OFFICE**

Check cashing is provided up to $300 per day per student. Larger amounts require a one-day notice.

- All fees and expenses charged to a student account are due upon receipt of the next statement. Bookstore purchases may only be charged to the student account up to drop/add day, unless there is standing credit on the account.

**Health Services**

Part of Florida College’s mission is to promote physical health and wellness. Students are encouraged to develop healthy life-styles to enhance their intellectual growth and development. Mrs. Karen Ausburn, our College nurse, provides basic first aid and short-term minor illness treatment to minimize interruptions in our students’ academic pursuits, and makes appropriate referrals to resources on campus and in the community.

Nurse Ausburn’s office is maintained in Boswell Hall, with typical hours from 7 a.m. – 1 p.m. After those hours, the residence hall supervisors, as well as the dean of students office, are available for students.

When necessary, Nurse Ausburn consults with and refers students to a physician who maintains an office near Florida Hospital Tampa, approximately a ten-minute drive from campus.

In case of illness after hours or on weekends, on-campus students should contact their residence hall supervisor. For cases requiring immediate medical attention, students may go to either of the following:

- **Med Express:** 13610 Bruce B. Downs Blvd., Tampa, FL (813.977.2777); Hours: 8 a.m. – 8 p.m. (Sun.–Sat.)
- **Florida Hospital Tampa:** 3100 Fletcher Avenue, Tampa, FL (813.971.6000).

All treatments ordered by a physician will be the responsibility of the student. Students may be required to have a health insurance identification card for proof of health insurance.

- **Excused absences** may be given only by the dean of students or by the College nurse according to the following guidelines.
° Up to three absences for illness may be excused by the College nurse if the student follows the appropriate procedures:
  • Resident students too ill to attend classes or chapel must be seen by the nurse during the illness before the absence from class or chapel in order to be excused. Students too ill to visit the nurse should immediately contact their residence hall supervisor.
  • Commuter students must notify the nurse or the dean of students office before missing class or chapel.
  • Commuter students who become ill while at school should contact the nurse or the dean of students office before leaving the campus.
° After three excused absences for illness in a class, the College nurse will issue excuses only upon receipt of a statement from a medical professional validating the illness. Students not receiving a medical validation will incur personal absences.
  • The nurse will exercise professional judgment in determining whether or not an ailment is sufficient to warrant an excuse from class; minor ailments may be treated by the nurse, with no excuse extended.
  • Excuses, unless specifically noted, are for one day only; a student ill for a consecutive day must see the nurse on that consecutive day before being excused. The nurse will not excuse a student from class for more than two days without a physician’s diagnosis.
  • Well checks do not warrant excuses; plan such doctor’s appointments for times that do not conflict with classes taken in a semester.
° Absences for other extended illnesses will be considered by the dean of students according to College policy.
° It is the student’s responsibility to make up missed work, in cooperation with his professor.

Food Services

THE COLLEGE MEAL PLAN
Chartwells, under contract to the College, provides high-quality food service for resident and non-resident students, as well as faculty, staff and administrators, in Henderson Dining Hall and The Pelican’s Pouch.

All resident students, unless eligible for upper division social privileges, are required to participate in the College’s meal plan. The options available within the meal plan are explained in information provided to parents and students before the fall semester.

DINING HALL PROCEDURES
  • Meals are available via a fob, Falcon Bucks or cash payment.
  • Dining utensils should be left in Henderson Dining Hall.
  • In cases of illness, the College nurse may direct the dining hall staff to send food to a student’s room. See the cashier for take-out supplies.
  • Proper decorum is expected in dining areas: trash should be properly disposed of and tables cleared of dishes after use.
  • Visitors are welcome in Henderson Dining Hall, and may pay a per-meal cost at the cashier’s station.

DINING HALL HOURS

Monday–Friday
Breakfast ........................................... 7:30–10 a.m.
Lunch ............................................... 10:45 a.m. – 2:15 p.m.
Dinner .............................................. 5–8:30 p.m.
(Wednesdays: closed at 7:30 p.m.)

Saturday
Brunch .............................................. 11 a.m. – 2 p.m.
Dinner ............................................... 5–8 p.m.

Sunday
Breakfast ........................................... 8–9:30 a.m.
Lunch .............................................. 11:30 a.m. – 1:30 p.m.
Dinner .............................................. 5–8 p.m.

THE PELICAN’S POUCH
The Pelican’s Pouch is a great place to get together with friends and enjoy sandwiches, snacks and beverages. The Pouch accepts Falcon Bucks and cash.

Pouch Hours
Monday–Friday ................................. 10:30 a.m. – 9 p.m.
(Wednesdays close at 7:30 p.m.)
Saturday ........................................... 11:30 a.m. – 8:30 p.m.
Sunday .............................................. Closed
Campus Security and Emergency Policy

Florida College seeks to insure the safety and security of all students and personnel. All should familiarize themselves with the following policies relating to campus security and emergency procedures. A successful security program depends on everyone’s cooperation.

CAMPUS SECURITY PERSONNEL

Campus security policies and procedures are administered by the dean of students and are reviewed regularly by the food, health and safety committee. Professionally trained, uniformed officers patrol the campus every night during curfew hours. These officers work closely with the Temple Terrace Police and Fire Departments in maintaining campus security.

ANNUAL REPORT OF CRIME STATISTICS

In compliance with the College and University Security Information Act, Act 73 of 1998, as amended, and the U.S. Student Right to Know & Security Act, Public Law 101-542 (renamed The Jeanne Clery Act), Florida College publishes an annual report of crime statistics, policies and programs that promote campus safety. This report is distributed to all students and is available to all prospective students upon request. Reported crime statistics for over 6,000 colleges and universities in the United States, including Florida College, may be found at ope.ed.gov/security.

REPORTING OF CRIMES AND OTHER EMERGENCIES

In the event of a crime or a safety/medical emergency, contact your residence hall supervisor, the dean of students, or 911 immediately. Non-emergency safety concerns may be submitted to staysafe@floridacollege.edu for consideration by the College’s food, health and safety committee.

ACCESS TO RESIDENCE HALLS

All overnight visitors must obtain authorization from the residence hall supervisors or dean of students. Anyone seen inside residence halls without obvious proper authorization should be reported to the residence hall supervisor immediately.

CAMPUS CURFEW

For the security and privacy of the students, the campus is officially closed to all visitors at curfew. Only guests who have permission may visit after curfew or stay overnight in the halls.

EVACUATION PROCEDURE

In the event of an emergency that would necessitate the evacuation of residence halls, students should follow the emergency evacuation routes posted in each residence hall. If it should become necessary for residents not to re-enter their residence halls, women should go immediately to the student center and men should go immediately to the library. They should remain in those locations to receive further instructions.

GENERAL CAMPUS SECURITY

All students and personnel of Florida College are encouraged to develop a sense of security awareness. Such awareness will be enhanced by orientations and other efforts designed to keep the College community informed and prepared to prevent and respond to crime and other emergencies.

EMERGENCY NOTIFICATION

Florida College uses the Blackboard Connect service. In the event of a campus emergency—including weather emergencies—all registered students, staff and faculty will receive alerts via text, email and phone with necessary information and instructions.

STUDENT CRIMINAL CONDUCT

The College will cooperate with the police if students violate a state or city statute. When necessary, the College will call upon local law enforcement authorities for help in investigating criminal behavior.

Motor Vehicles

Keeping an automobile or motorcycle at Florida College is considered a privilege. To guarantee the safety and convenience of students and staff, the student who is granted a permit assumes the responsibility of complying with campus vehicle regulations. The College reserves the right to revoke the privilege if the student seriously violates or persists in violating the regulations. The College reserves the right to inspect students’ vehicles and their contents when there is reasonable suspicion of violation of school rules and policies.

REGISTRATION AND PARKING PERMIT

- All qualified students who have vehicles in their possession must register the vehicle with the College through the dean of students office, apply the parking decal as instructed, and park in their assigned space.
on campus. Non-resident students are provided non-assigned parking adjacent to the business building. Students may not park their vehicle in the neighborhood around campus, with or without a College parking decal, and whether or not the vehicle is registered with the College.

- The annual fee for registration and parking a vehicle for resident students is $75 (or $50 per semester). The annual fee for the registration and parking for non-resident students is $50 (or $35 per semester). Proof of liability insurance and a valid driver’s license are required at the time the vehicle is registered. The appropriate decal is to be displayed as instructed. Replacing a lost decal will cost $5.

**PARKING AND TRAFFIC REGULATIONS**

- Campus lawns are off limits to any parking without specific permission from College officials.
- Students may not park at any time in spaces designated for supervisors, bookstore customers, physical plant, faculty or staff.
- Parking in a visitor space may not exceed 15 minutes.
- Special exceptions are made for female students who, because of work or another specific reason, arrive after curfew. They should park in a staff space near the residence hall until the security guard can escort them while they move the vehicle to its assigned space.
- The lots adjacent to the business building are designated for non-resident student parking.
- Vehicles parked in fire lanes may be towed away from campus at the owner’s expense.
- Drivers of motor vehicles are expected to observe the 10 m.p.h. on-campus speed limit at all times.

**VIOLATIONS AND FINES**

Fines will be levied, but are not limited to, the following parking or traffic violations:

1. Careless or reckless driving. . . . . . . . . . . . . . . . . . . . $15
2. Exceeding a safe speed . . . . . . . . . . . . . . . . . . . . . . . $15
3. Failure to display decal properly. . . . . . . . . . . . . . . . . $15
4. Driving across campus lawns . . . . . . . . . . . . . . . . . . . $15
5. Parking in visitor/guest or Bookstore customer space . $15
6. Parking in space not assigned . . . . . . . . . . . . . . . . . . . $25
7. Parking in a faculty, staff, or maintenance space. . . . . . . $25
8. Blocking a dumpster. . . . . . . . . . . . . . . . . . . . . . . . . $25 (plus city fine)
9. Parking in a fire lane . . . . . . . . . . . . . . . . . . . . . . . . . . $35
10. Parking in a handicapped space . . . . . . . . . . . . . . . . . . . $35

The Temple Terrace Police Department has authority to ticket cars parked in handicapped spaces or fire lanes on this campus.

- Fines are payable during office hours at the dean of students office on or before the fifth day of class following the issuance of the ticket. If a student is unable to pay a fine, he may substitute community service assigned by the dean of students office as payment. If a fine is not paid within the allotted time, the charge will be billed to the student’s account and a $10 surcharge applied.
- A fourth parking violation will require an appointment with the dean of students. At that point, any further parking fines are not allowed to be placed on a student’s account, but must either be paid or have community service substituted in lieu of payment. As necessary, a student’s parking privileges may be revoked, or other measures taken by the dean.
- Tickets may be written 24 hours a day, seven days a week. Rain, inclement weather or car failure will not excuse traffic or parking violations. The student who registers a vehicle is responsible for compliance with all regulations and payment of fines even if another person is driving the vehicle.
- If a student cannot park in his assigned space for any reason, the problem should be reported to a residence hall supervisor or the dean of students office. If this procedure is not followed and the student chooses to park illegally and receives a ticket, he is liable to a parking fine or other consequences as noted above.
- Traffic tickets may be appealed in the dean of students office within five days of the ticket.

**WASHING OR REPAIRING CARS**

No repair work is to be done on the campus property. Violation of this regulation may result in the vehicle being towed away from campus at the owner’s expense.
General Information and Policies

LOST AND FOUND
Articles found on campus should be taken to Lost and Found, located at postal services in the student center. Articles unclaimed after six months may be claimed by the finder.

POSTAL SERVICES
During orientation week, campus postal services provides each student a post office box located in the student center. Students are responsible for reading and responding to notices placed in their mailboxes and should check them regularly.

• Your correct mailing address is:
  YOUR NAME
  Florida College
  119 N. Glen Arven Avenue
  Temple Terrace, Florida 33617-5578
• Hours: 8 a.m. – 5 p.m. (Monday–Friday)

BOOKSTORE
Textbooks, school supplies, Bibles, religious materials, greeting cards, school apparel and other spirit items may be purchased in the Florida College Bookstore.

Students are granted a “charge to account” privilege at the beginning of each semester.

Textbooks may not be returned without proof of drop/add.
• Hours: 9 a.m. – 5 p.m. (Monday–Friday)
• Saturday service hours will be announced as needed.

LAUNDRY
Laundry facilities are located in each residence hall. The College is not responsible for clothes that are lost, left behind or damaged.

IDENTIFICATION CARDS
Each student is responsible to have an identification card made during the week of orientation and to obtain a properly programmed access fob. The fob is used to access residence halls, meal plans in Henderson Dining Hall, as well as for checking out library materials. ID cards are often used for local student discounts at businesses. A replacement ID card costs $10, while a replacement fob costs $25.

MAINTENANCE OF CAMPUS FACILITIES
• Students are expected to cooperate in every possible way with facilities so that the buildings and grounds may be kept clean and neat at all times.
• To mar or disfigure school property is a serious violation of the College code and is illegal. Students involved in such activity will be held accountable before the rules, welfare and discipline committee.
• Any objectionable condition of restrooms or residence halls should be reported to the residence hall supervisor and any objectionable condition of campus buildings should be reported to the dean of students. Clothing or personal articles left in the restrooms will be confiscated.
• A student’s use of any school tools or equipment without permission of Facilities or other authorized College personnel will result in his being held accountable before the rules, welfare and discipline committee.

POSTING OF NOTICES
Notices or signs from campus organizations may be posted on campus only after approval by the club’s faculty sponsor and by the dean of students. Notices by individual students or by persons or organizations not affiliated with the College must have the approval of the dean of students to be posted. Approved notices or signs may be posted only on bulletin boards located on campus. No signs should be taped or tacked to walls, doors or glass.

WORK CONTRACTS
On-campus work contracts are granted to students who apply through the financial aid office. All students with work contracts are responsible for securing a statement of instructions regarding their obligations from the business office. Resident students wishing to work off-campus are required to have the consent of their parents and the approval of the dean of students.

OFFICIAL NOTICES
A notice to report to any administrative office has precedence over all other College activities and is to be answered immediately. Failure to respond may require satisfactory explanation before the rules, welfare and discipline committee.

(Continued)
THANKSGIVING AND SPRING BREAK
The Florida College campus is closed during the Thanksgiving break, winter break and spring break. When students leave the campus for these breaks, parents assume full responsibility for their student’s whereabouts and activities. Students are still required to abide by the College code during the time they are away from campus, since they are still enrolled students.

APPENDIX A: NETWORK USE POLICY
The Florida College network is provided to support education, collaboration and research to benefit each student. Through the network, students can connect to the Internet and other worldwide research and education networks.

Network security is extremely important and it is the responsibility of each user. Students should never reveal their passwords to other or allow access their network account without supervision. Students should be sure to log out at the end of each session.

The Internet is not a secure network. Information transmitted over the FC network is not encrypted or made private between the sender and addressee. Anyone who can intercept the transmission has access to the information as if it were addressed to the interceptor. Sensitive or confidential information should not be sent over the network.

Access to the FC network is conditional on responsible use of the computer facilities and maintaining security. To have this privilege, students must agree to adhere to the following guidelines. These policies also apply to the use of personal computers by students at Florida College. Failure to adhere to these guidelines may result in disciplinary action, up to and including suspension from Florida College.

Computers should not be used for any unlawful purpose.
1. It is unacceptable to use any device (computers, tablets, phones, PDAs or the network itself) to transmit threatening, obscene or harassing materials. Violators will be liable to suspension.
2. To intercept any transmission is a criminal offense. Any unauthorized attempt to access another individual’s account, to intercept any private transmission, or otherwise violate another person’s privacy is not acceptable. This policy applies to all email transmissions. Violators will be liable to suspension.
3. Attempts at hacking or trying to penetrate a remote site or other network without proper authorization are strictly forbidden and will make a student liable to suspension.
4. The law prohibits the unauthorized use, downloading, sharing or copying of copyrighted software programs and files, including music and movies. Copyright violations make a student liable to suspension.

Computers should never be used for immoral purposes.
1. Among the Internet’s vast resources is some material that is offensive. This material is not a part of the FC network, but because of the Internet’s complexity, it is difficult to always block access to this material.
2. Students must not attempt to use either the network or a personal device as a conduit for transfer or storage of files or data of an illegal, obscene or pornographic nature. Violators will be liable to suspension.

Computer users must practice academic honesty.
1. While computers and the Internet provide valuable tools and resources for research, they also present additional opportunities to misuse these resources in ways that are dishonest.
2. Students are expected to demonstrate honesty and integrity in all academic work, including the work done with the aid of computers and the Internet. Cheating or plagiarism of any kind is not acceptable. This includes copying the works of other students or authors without identifying or properly handling the sources, citing false or fabricated sources or downloading papers or portions thereof to be presented as one’s own work. Proven cases of cheating or plagiarism will result in suspension and a permanent “F” grade in the course in which the student cheated.

Computer users must adhere to these additional policies of the Florida College network.
1. The network is not to be used for commercial purposes.
2. Deliberate disruption of anyone’s work or system is prohibited. Violators will be liable to suspension.
3. Disruption of any activity on a remote computer or entering restricted files within the network is forbidden. Users should not do anything that will cause the loss or corruption of data, the abnormal use of computing resources, or the introduction of computer viruses by any means. Violators will be liable to suspension.

4. Network resources are limited and use of modems, terminals and computers must be limited to allow for users to share these resources. Guidelines for use established in the computer lab must be followed. Violation of these guidelines may result in the loss of network access.

5. No software is to be installed on any computer in the network without authorization.

APPENDIX B: HARASSMENT POLICY

HARASSMENT AND NON-DISCRIMINATION POLICY (INCLUDING SEXUAL HARASSMENT)

Every Florida College staff member, faculty member, and student has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect. The College prohibits discrimination and harassment against applicants, students, faculty or staff based on race, color, creed, national origin, sex, age, religion, disability, or any other classification protected by local state or federal law, so long as that person meets the College’s admissions criteria (in the case of an applicant or student) and is willing to abide by the College’s standard of conduct.

The College’s policy against discrimination and harassment (the “Policy”) incorporates protections afforded by Title IX of the Educational Amendments of 1972, which prohibits discrimination in educational programs and activities based on gender. The Policy also incorporates Title VII of the Civil Rights Act of 1964, as amended, which affords protections against discrimination for race, religion, sex, national origin, and other characteristics; the College may, under federal guidelines, discriminate regarding religion in its educational program, activities, and/or employment in accordance with specific religious tenets held by Florida College and its controlling body. The Policy incorporates protections afforded by Title IX of the Educational Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, which protects the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the USDOE; the Americans with Disabilities Act of 1990, as amended in 2009, which defines disability as a physical or mental impairment that substantially limits a major life activity; and the requirements of any other state and federal laws prohibiting discrimination. Any individual whose conduct violates the Policy will be subject to disciplinary action up to and including termination for faculty and staff and expulsion for students.

Harassment is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual’s work or education, or affect adversely an individual’s living conditions on campus.

Illegal and improper harassment based upon any of the factors listed about may include, for example:

- Making unwelcome comments about a person’s clothing, body or personal life;
- Use of offensive nicknames or terms of endearment;
- Offensive jokes or unwelcome innuendoes;
- Any suggestion that sexual favors, race, gender, religion, national origin, age, disability or any other protected classification would affect one’s job, promotion, performance evaluations, grades or working or educational conditions; or
- Other conduct that, even if not objectionable to some individuals, creates a working environment that may be considered by others to be offensive or hostile.

Sexual harassment, in particular, may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission to or rejection of such conduct is made a term or condition of an individual’s employment or academic success;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions; or
- Such conduct has the purpose or effect of interfering with an individual’s work or academic performance or creates a hostile, intimidating or offensive work or educational environment.
COMPLAINT RESOLUTION PROCEDURE ("PROCEDURE")
Florida College has designated the Vice President for Academic and Student Affairs as the College's Title IX Coordinator, and the representative to handle issues arising under this policy. The Vice President may be contacted at the Vice President's Office, 119 North Glen Arven Avenue, Temple Terrace, Florida 33617, or by phone at 813.988.5131 x111. Individuals who need further information or clarification of the Policy should contact the Vice President. Staff, faculty and students who feel they have suffered discrimination or harassment in violation of the Policy should follow the Complaint Resolution Procedure below. The Policy also applies to complaints of harassment or discrimination involving applicants for admission or employment, or persons aggrieved by third parties such as contractors or vendors serving the College.

Florida College will endeavor to respond to and resolve all complaints quickly and effectively. Individuals who believe they have been harassed or discriminated against in violation of the Policy are encouraged to take action in any of the ways described in the Procedure.

Although none of the actions listed as options for Informal Resolution (below) are required before an individual may file a Formal Complaint, the College favors informal resolution of these claims whenever such resolution can be effected fairly. The Informal Resolution process usually provides an effective means for resolving most issues. However, an individual having a complaint under this Policy may terminate the Informal Resolution process at any time, and initiate a Formal Complaint. Except as expressly provided herein, this Procedure is the only grievance procedure available to staff, faculty, students, or other parties for violations of the Policy. No other grievance procedures otherwise available at the College are applicable.

Through the Procedure, the College will take necessary steps to prevent recurrence of any harassment and/or discrimination determined to have occurred, and will take necessary steps to correct the discriminatory effects of the conduct on the complaining party and others, if appropriate. During all stages of the Procedure, every effort will be made to insure fundamental fairness to all parties involved in the complaint process. The College will make good faith efforts to protect the confidentiality of those involved in the Procedure to the extent permitted by law and to extent that continued protection does not interfere with the College’s ability to investigate allegations or to take corrective action.

Informal Resolution
DISCUSSION WITH OFFENDING PARTY
Prior to the involvement of other parties or College officials, the person making the complaint (the “Complainant”) may choose to discuss the concerns directly with the person about whom the complaint is being made (the “Respondent”). The Respondent may not realize that his or her conduct is offensive or unwelcome. Many disputes can be resolved quickly and effectively with such direct communication. A complaint brought to the attention of the Respondent shortly after the allegedly offensive behavior occurs (i.e., immediately or in a few days) will usually result in more effective resolution.

DISCUSSION WITH COLLEGE OFFICIALS
To initiate an informal discussion with College officials, the Complainant should contact the Vice President. (If the complaint is against the Vice President, the Complainant should contact the President of the College, who will designate a representative of the College to handle the matter.) In either event, the designated College official should be contacted in a timely manner, ordinarily within thirty days of the offending conduct.

The informal discussion can help with any or all of the following options:

• Assisting the Complainant to determine if the behavior violates the Policy, or to learn more about the Policy generally.
• Meeting with the individual whose behavior is offensive or unwelcome, discussing the situation, and making it clear that the behavior is offensive or unwelcome and should cease.
• Contacting the supervisor of the person whose behavior is offensive or unwelcome and requesting assistance to stop the behavior.
• Conducting an informal investigation with the effect and goal of ending the behavior in an effective and expeditious manner.

Based on the Informal Discussion, the College official will determine what additional action, if any, is necessary.
The Informal Discussion process will last as long as the Complainant deems it desirable to continue to meet with College officials, but usually the College will try to resolve the problem at this early stage within 10 working days. Most complaints can be resolved at this stage. If not satisfied with the resolution from the Informal Discussion, the Complainant may proceed to the Formal Complaint process described below, or either party may bypass the Formal Complaint process and file an appeal to the Resolution Committee, as indicated below.

**Formal Resolution**

**FORMAL COMPLAINT**

A Complainant may bypass the Informal Discussion process entirely and file a Formal Complaint with the Vice President. Formal Complaints alleging violation of the Policy must be filed in the office of the Vice President in a timely manner, ordinarily within 30 days of the offending conduct, or shortly after the conclusion of the Informal Discussion process, usually within 10 working days. If the Formal Complaint is against the Vice President, the Complainant should contact the President of the College, who will designate a representative of the College to handle the matter. The Formal Complaint must be in writing and must set forth (1) the Complainant’s name and signature; (2) specific descriptions of the alleged behavior; (3) the identity of the person or persons purportedly responsible; (4) the date or approximate date on which the behavior occurred; (5) all witnesses and evidence supporting the complaint, including attaching any tangible evidence or documentation; and (6) a statement that the Complainant intends that this document shall constitute a Formal Complaint.

The Respondent shall have 10 working days after receiving a full copy of the Formal Complaint to file a written response (“Response”) in the Vice President’s office.

The Vice President (or his designee) will review the Formal Complaint and Response. An investigation, including relevant interviews, will be conducted. The Vice President (or his designee) will prepare a written report of his/her findings (“Findings”) as expeditiously as possible, usually within 45 days from the date that the Formal Complaint was filed, and will deliver the Findings to the Complainant and Respondent. The provisions in this Procedure for notifying all parties of findings and recommendations will be followed so long as the College determines that there are no violations of state or federal privacy laws, including, but not limited to, the Family Educational Rights and Privacy Act. The written report will include the conclusions of the Vice President (or the designee) with respect to the Formal Complaint and will make a final determination as to what action, if any, is necessary. Either party may appeal from the Findings within the time period and in the method described below.

If no appeal is filed within the designated time period, the Findings will be final. The President, or his designee, will then work with other College officials to enforce the Findings. If no appeal is filed, no party will have a right to pursue any other College grievance procedures.

**APPEAL FROM FORMAL COMPLAINT DECISION**

Either the Complainant or the Respondent may initiate an appeal from the Formal Complaint Findings.

The appeal must be filed in the office in the office of the Vice President within ten (10) working days from the date of the Findings. The appeal must be in writing and must set forth: (1) the substantive reason(s) for the appeal; (2) any new information; and (3) the identity of all witnesses. The responding party must file a written response to the appeal in the office of the Vice President within five (5) working days after receiving the appeal, and must set forth: (1) a response to the appeal allegations; and (2) the identity of all witnesses.

Within five (5) working days after receiving the appeal, the Vice President (or his designee) will assemble the Resolution Committee (“Committee”), which will be formed solely for the purpose of resolving disputes alleging violations of the Policy. The Committee will be chaired by the Vice President, and the other Committee members will be chosen by the President, who will select two staff members and two faculty members and, if applicable, two students.

The Committee will be charged with the responsibility of conducting a fair and unbiased hearing within fifteen (15) working days after being assembled. The Committee will have access to all available information pertaining to the Complaint. The Committee will accept and review written statements submitted by the Complainant and Respondent and other relevant individuals. At its discretion, the Committee may also entertain oral testimony from witnesses. The general outline of the hearing, which will be electronically recorded, will be as follows:
1. The Committee will review the Formal Complaint and, if applicable, the Response, the written appeal, and all other available information.

2. The Complainant will have the opportunity to present the complaint and any attending circumstances;

3. The Respondent will have the opportunity to present a response and any attending circumstances.

4. The Committee may request specific individuals to appear before it and may also implement additional procedures as it deems necessary for a fair and equitable process.

5. Other than witnesses, only the Complainant, Respondent, Vice President (or his designee), and members of the Committee may be present during the hearing.

6. The Committee will deliberate, in private and outside the presence of any other individuals, and render its collective recommendations in writing within ten (10) working days after the conclusion of the hearing.

The Committee’s recommendations (“Recommendations”) will be forwarded to the Vice President, who will notify the Complainant and Respondent of the Recommendations, subject to applicable privacy laws. Each party will have five (5) working days to submit to the Vice President written comments on the Recommendations. The Vice President will then forward the Recommendations, the investigative materials including the hearing evidence, and the comments by the Complainant and Respondent, to the President of the College or his designee.

Determination as to the action or inaction based on the Recommendations will be made by the President of the College, or his designee. The President, or his designee, may use his discretion in seeking any additional information or advice before rendering a final decision. The decision will be made within thirty (30) days from the date of the Recommendations. The decision made by the President of the College, or his designee, is final; provided, however, that if the Committee recommends termination of a faculty member and the Recommendation is accepted by the President, the normal “termination for cause” procedures defined in the Personnel Manual will be followed.

**APPENDIX C: Intellectual Property Policy**

Florida College recognizes that members of the College community (including faculty, staff, or students) may produce scholarly or creative works with potential commercial value, works for which copyright protection may be appropriate. The College recognizes such work as the exclusive property of individual who produces it, and acknowledges that the individual will retain an owner’s right as to the work’s disposition, unless the production of the work has been “for hire.”

1. “For hire” work includes work the College has specifically assigned a member of the College community to produce for its operations and work for the production of which the individual has been released from normal College responsibilities. Such individuals must receive advance permission from the College administration before devoting work time and College resources to the production of work that has potential commercial value and is primarily intended for personal ownership.

2. Works for which copyright protection may be appropriate include, but are not limited to, printed materials such as books, pamphlets, and brochures; audio-visual materials such as films, videotapes, and audio recordings; computer materials such as software and instructional material for computer delivery; musical compositions; and any other materials covered by copyright laws of either the United States or any other country.
3. Copyrightable materials published or produced by the College—including annual lectureship books, festschriffts, or other volumes consisting of articles, chapters, essays, or lectures, submitted either by College employees or by external contributors—are considered the property of the College.

4. While Florida College considers materials handwritten for a course (including syllabi, tests, and unpublished supplementary printed materials) the property of the instructor who teaches that course and produces those materials, the College claims a right to retain copies of all such materials in its archives.

APPENDIX D: Addressing Student Complaints

Procedures for addressing other student complaints, whether written or otherwise, involve attempts at resolution through the chain of command. As an example, if a student has a complaint about a grade in a course, the student is expected to present his case first to the professor of the course; if resolution is not achieved at this level, the student presents his case to the appropriate department chair. If resolution is still not achieved, the student presents his case in writing to the academic dean. The academic dean will request a written response from the faculty member and then serve as the mediator to resolve the issue. Similar patterns are followed in other departments of the College.
FLORIDA COLLEGE CAMPUS