



STUDENT HANDBOOK

2014-2015

Florida Southern
College
Student Handbook
2014-2015

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In regard to the Student Handbook information, this edition of the Student Handbook supersedes all others and applies both to new students and students already matriculated.

The College reserves the right to change, modify, revoke, or add to the College’s academic, financial, or student requirements or regulations at any time and without prior notice.

I. Student Handbook Introduction

Florida Southern College (the “College”) wants its students to be successful both inside and outside the classroom; the opportunity for success is enhanced when students live in a community that establishes high expectations for its members. All students are expected:

- To be honest in all situations, academic and nonacademic, and to respect the rights and the property of others;
- To live in a manner that brings credit to themselves and to the College;
- To take advantage of every opportunity to expand one’s mind and to contribute positively to the College’s academic environment;
- To follow all College policies as outlined in this College Student Handbook, the Academic Catalog, and other College publications (“College Policies”).

Upon enrollment, students agree to follow all College Policies. A student’s period of enrollment begins at the time of admission to the College and ends upon graduation from the College. Students are responsible for knowing College Policies and updates.

The College expects its students to conduct themselves as responsible citizens and to comply with all College Policies. Conduct that is unbecoming to a College student; that adversely affects the College community, mission, or reputation; or that violates College Policies may subject a student to Student Accountability Proceedings by the College, regardless of whether or not such conduct occurs on College premises.

College Policies are binding upon Student Organizations at the College regardless of whether they are officially recognized by the College or receive funding, directly or indirectly, from the College.

Changes in College Policies may be enacted, amended, or changed at any time by the College Administration. College Policies will be reviewed annually under the direction of the Dean of Student Development (“Dean”).

Any new College Policies or changes to existing College Policies shall be announced through the Office of Student Development. A newly enacted College Policy or change to existing College Policies shall become effective immediately upon publication by the Office of Student Development or earlier, in the sole and absolute discretion of the Dean.

The Dean has the day-to-day responsibility of administering, interpreting, and enforcing College Policies as they apply to students. The Dean may delegate responsibility of administering, interpreting, and enforcing College Policies to another designated College official. Any and all questions regarding the interpretation of College Policies as they apply to students may be submitted to the Dean for an advisory opinion concerning the proper interpretation of the College Policy in question. College Student Accountability bodies shall give serious consideration to advisory opinions issued by the Dean.

College Policies are based upon the assumption that individual and organizational responsibility is part of the educational process. The Cornerstone Code of Conduct fosters good citizenship, healthy life choices, respect for self and others, personal responsibility and accountability, and protects the rights, freedom, and safety of members of the College community.

Student Accountability meetings are an educational process designed to resolve matters concerning student conduct within the framework of students’ rights and responsibilities pursuant to College Policies. The College strives to provide a fair, just, and educational process for all students. However, Student Accountability Proceedings are not a legal process. Accordingly, it is not appropriate for legal counsel to represent a student in a Student Accountability Proceeding and, therefore, legal counsel is not permitted.

A. The Board of Trustees Statement of Policy on College Student Relations

Florida Southern College is committed to compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Act of 1972, and the Florida Civil Rights Act of 1992, and to non-discrimination based on race, creed, color, gender, marital status, religion, age, disability, sexual orientation, national origin, and any other protected category. The College ascribes to equal opportunity practices and admits all of its students to the rights, privileges, programs, and activities generally accorded or available to students at the College.

Admission to the College is open to applicants who meet its admission standards, regardless of race, creed, color, or place of origin; persons are not admitted by any quota or any formula based on race, creed, color, or place of origin.

Attendance at the College is a privilege and not a right. Students applying for admission do so voluntarily and are free to withdraw, subject only to fulfilling their financial obligations to the College.

By applying for and accepting admission to the College, each student agrees to be bound by the rules, policies, procedures, and administrative regulations of the College as they exist at the time of admission, and as they may be revised during the student's enrollment.

The College expects students to conduct themselves with dignity and respect the rights of others, realizing that sobriety and morality are not only characteristics of a mature and responsible person, but are essential to the maintenance of a free and orderly society.

Trustees, administrators, Faculty Members, students, alumni, and members of the Florida United Methodist Conference have a right to give the benefit of their insights, suggestions, and criticism in a rational and constructive manner, as well as have the duty to support the College in the context and spirit of both support and reasoned criticism.

Due to the nature and heritage of the College and its close relationship with the United Methodist Church, the continuation of certain College Policies is necessary to maintain the mission of the College. These College Policies are consistent with a belief that a college education is more than the accumulation of credit hours needed for graduation; it must also involve the preparation of students to make positive and important contributions to society.

Examples of such College Policies are that the College:

- Prohibits the use and possession of alcoholic beverages by all students on campus;
- Prohibits the use or possession of illegal drugs and the misuse of prescription and other drugs;
- Provides a regularly scheduled convocation for all students;
- Allows only limited opposite gender visitation in rooms of the residence halls

B. Joint Statement of Rights and Responsibilities of Our College Community Adopted by the Student Body and Board of Trustees:

The College was founded on Christian principles by the Church and proudly continues its Church relationship as an agency dedicated to seeking and imparting truth. The College is composed of many constituencies, such as students, faculty, administrative officers, alumni, Trustees, and Church, as well as the residents of Lakeland and the citizens of Florida. Realizing the complexity of the constituencies, a committee of students, officially appointed by the President of the Student Government Association, working in consultation with various Faculty Members and administrative officers, developed the following "Joint Statement of Rights and Responsibilities of our College Community":

1. Expression

The members of the College community are free to examine, discuss, and formalize resolutions on all matters of interest to them and to promote their opinions publicly or privately. At the same time, it shall be clear that they speak only for themselves and not for the entire College community. Individuals and Student Organizations shall attempt to be well informed on all issues on which they speak.

2. Press

The College is recognized as the publisher of all campus news media (newspapers, literary publications, magazines, yearbook, radio, television, and any related media including the College-sponsored website); the President is therefore responsible for and has authority over all such media, even though the President may delegate certain responsibilities and duties to individuals or committees.

All materials in campus publications or released through any of the above media, must be accurate and reflect taste and judgment appropriate to a College Publication. All of these College media must follow canons of good journalism. The President shall exercise or delegate whatever supervision over these media is necessary in order to ensure this.

3. Association and Assembly

Students are free to organize and join associations as long as there is open affiliation and there is not a conflict with any state or federal law or the stated aims of the Charter of the College.

4. Speakers and Topics

Members of the College community may assemble, select speakers for meetings of Student Organizations, and discuss issues of their choice. No speaker shall be invited or topic discussed that is detrimental to College operations or endangers property.

5. Status of a Private Citizen

In their nonacademic (off-campus) life, private or public, student members of the College community shall be free from College control except when, during an academic term in progress, a student's activities result in violation of published regulations and directly involve the College.

6. Academic Freedom

Students are responsible for learning thoroughly the content of any course of study, but they shall be free to take reasoned exception to the data or views offered, and to reserve judgment about matters of opinion. Refer to College Catalog for academic policies.

7. Discrimination

Florida Southern College is committed to administer all educational and employment activities in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Florida Civil Rights Act of 1992, and thereby does not discriminate based on race, creed, color, gender, marital status, religion, age,

disability, sexual orientation, national origin, political opinions or affiliations, genetic information, veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act, and any other protected category. This policy applies to Florida Southern College faculty, employees, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and University policies, procedures, and processes. The College ascribes to equal opportunity practices and admits all of its students to the rights, privileges, programs, and activities generally accorded or available to students and employees at the College.

If you are a student who has experienced sexual discrimination, or know of such a student, to report this and /or file a complaint (also known as a grievance) call, email, or come to see the Student Support Title IX Officer Dr. Marcie Pospichal, Associate Vice President for Student Support, Charles T. Thrift Building, 111 Lake Hollingsworth Drive, Lakeland, FL 33801-5698; telephone (863) 680-4197; email fscjustask@flsouthern.edu 8:00 a.m. – 5:00 p.m. She will typically assist in sexual discrimination investigations involving students, working with students on “next steps” and being sure the people necessary for moving forward receive proper communication. **If you are in immediate danger or in need of medical assistance, please dial “911” for local emergency assistance (9-911 from a campus phone) or FSC’s Campus Safety Office at 863-688-0103.**

8. Persons with Disabilities

Florida Southern College adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008 (ADAAA) in prohibiting discrimination against any “otherwise qualified” student with a disability. Although the college does not have an “Individualized” or “Special Program” for students with disabilities, appropriate case-by-case accommodations, such as extended time for tests, may be provided for students with documentation of a protected disability. To request accommodations for a disability, the student must make his or her condition known to the college, identify associated accommodations, and provide documentation of the pertinent diagnostic tests and other professional evaluations supporting the need for accommodations. The student is only required to reveal a disability if the student is requesting accommodations.

Students with disabilities requesting accommodations should contact the Office of Student Support at Florida Southern College: Dr. Marcie Pospichal, Associate Vice President for Student Support, Florida Southern College, Charles T. Thrift Bldg., 111 Lake Hollingsworth Drive, Lakeland, FL 33801-5698 (telephone: 863.680.4197; email: mpospichal@flsouthern.edu). Florida Southern College has an internal grievance procedure for prompt and equitable resolution of challenges to the accommodations provided. All concerns should be sent in writing to: Dr. Marcie Pospichal, Associate Vice President for Student Support, Florida Southern College, Charles T. Thrift Bldg., 111 Lake Hollingsworth Drive, Lakeland, FL 33801-5698 (telephone: 863.680.4197; email: mpospichal@flsouthern.edu).

Grievance Process

The College is committed to a policy of treating all members of the College community fairly in regard to their personal and professional concerns. The primary objective of a student grievance procedure is to ensure that concerns are promptly dealt with and resolutions are reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of the College Administration with the assurance that each will be given fair treatment. As such, any currently enrolled student at the College may file a grievance in writing to the appropriate Vice President, Dean or designee.

A grievance is defined as dissatisfaction occurring when a student believes that any decision, act or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may concern, but are not limited to, the following: academic problems; mistreatment by any College employee or fellow student; wrongful assessment of fees; and records and registration errors. Complaints covered by policies already in place (e.g., discrimination/harassment including Title IX, grade issues, confidentiality of student records (FERPA), students with disabilities (ADAAA), student accountability, student employment) are excluded from this policy.

Each Vice President, Dean or designee will reply in writing to the student who submits a formal, written grievance to that College official. Each Vice President, Dean or designee will be responsible for maintaining a record of all reports that are filed within his or her area. These records will be maintained for a minimum of five years.

If you are not sure which College Officer to contact to file a grievance, please contact Katherine Pawlak, Director of Human Resources, kpawlak@flsouthern.edu, (863) 680-3964 or Dr. Marcie Pospichal, Associate Vice President for Student Support, mpospichal@flsouthern.edu, (863) 680-4197.

II. Cornerstone Code of Conduct

The College's culture and foundation recognizes that higher education encompasses more than academic activities in the classroom. Because our goal is to produce good citizens who will make a lasting impact on their communities, we live together in a community of scholars who hold one another accountable to the high ideals, vision, and mission of the College. The following Cornerstone Code of Conduct is the shared values and communal expectations which define the standard of behavior forming a basis for our campus life.

A. Tenet One

I will practice personal and academic integrity and excellence of character and expect the same from others.

Commitment to this ideal demands personal responsibility and communal accountability. It expects truthfulness, honor, and maturity from community members.

1. Academic Misconduct

On joining the College academic community, students are expected to embrace the tenets of liberal learning – critical thinking, intellectual exploration, and academic honesty. Academic dishonesty, cheating, plagiarism, and other violations of academic integrity are causes for suspension or expulsion from the College. Responsibility for dealing with violations initially lies with the Faculty Member. Where further action is needed, cases fall under the jurisdiction of the Honor Code. Each case of academic dishonesty, however handled, is reported to the Provost as a matter of record.

2. Alcohol

The College recognizes that there are serious health risks, behavioral problems, and legal consequences associated with the abuse, irresponsible use, and/or illegal use of alcohol. The College abides by the Drug-Free Schools and Communities Act of 1990. The use, possession, purchase, and/or sale of illicit drugs or any form of alcohol on campus is prohibited. Because we believe a better learning environment exists without alcohol, alcohol use is prohibited on campus. All members of the campus community are expected to understand that alcohol abuse and use are absolutely at variance with the mission of the College. The College prohibits the use or possession of alcohol on campus. Possession, consumption, or being under the influence of alcoholic beverages on the campus is prohibited and is grounds for accountability action. All students are expected to abide by local, state, and federal laws along with the policies of the College. Violations of policy are cumulative in nature. Students who violate these policies and guidelines by infringing upon the rights of others or conducting themselves in an inappropriate manner which is caused by, or can be shown to be related to, the consumption of alcohol, shall be held accountable for their actions and may be subject to accountability processes. For more information on the health risks and legal consequences associated with alcohol, visit Appendix A and B.

For fines and/or fees associated with Alcohol please see Appendix G - Student Accountability List of Standard Fines and/or Fees for Policy Violations

a. Individual Responsibility

- Possession of and/or consumption of alcohol is prohibited on campus. All students are expected to abide by local, state, and federal laws along with the policies of the College.
- Being under the influence of alcohol is prohibited and is grounds for accountability action.
- Possession of and/or use of all alcohol paraphernalia and containers is prohibited.
- Definition of alcohol paraphernalia is at the discretion of the Office of Student Development. The College reserves the right to determine which items are considered to be contrary to the values of the College or a health or safety risk to the community.

b. Student Organization Responsibility

- All student organizations are expected to abide by local, state, and federal laws.
 - All student organizations are expected to abide by the College Policies.

- Greek chapters are expected to adhere to the FIPG policies and all chapter and national risk management policies (including non-FIPG guidelines).
- Promotions for events will not include any reference, whether direct or indirect, to alcohol.
- Possession of and/or use of alcohol paraphernalia and containers is prohibited. Definition of alcohol paraphernalia and/or containers is at the discretion of the Office of Student Development.
- The sponsoring Student Organization shall not co-sponsor an on or off-campus event with any organization whose primary business is the sale or distribution of alcohol.

3. Drugs

The College recognizes that there are serious health risks, behavioral problems, and legal consequences with the use of illicit drugs. Therefore, all members of the campus community are expected to understand that the illegal use and abuse of controlled substances is absolutely at variance with the mission of the College. The College abides by the Drug-Free Schools and Communities Act of 1990. The use, possession, purchase, and/or sale of illicit drugs on campus is prohibited.

The on-campus or off-campus use, possession, distribution, being under the influence of, or sale of illegal drugs or drug paraphernalia, or unauthorized prescription drugs, or the misuse of any type of drug or hallucinogenic agent by individuals or organizations is prohibited and is considered a serious offense. This includes the non-prescribed inhalation, or ingestion of a substance that will alter, or give the appearance of altering a student's mental state. The College does not condone the use of illicit drugs and prohibits the use or possession of drugs on campus. Public display of posters, t-shirts, or any other advertisement encouraging the use of said drugs is prohibited. Drug paraphernalia includes any item or device which can be used to ingest or smoke an illegal substance, including but not limited to hookahs. All students are expected to abide by local, state, and federal laws along with College Policies.

College officials are empowered to search campus residential facilities, personal belongings and vehicles on campus if the possession, use, sale or distribution of illicit drugs is suspected.

For more information on the health risks and legal consequences associated with drugs, visit Appendix A and B.

For fines and/or fees associated with Drugs please see Appendix G - Student Accountability List of Standard Fines and/or Fees for Policy Violations

a. Individual Responsibility

- Individuals who are present in their own or any other residence hall room or campus area where College Policies are being violated are subject to the same accountability action as the host of that room or area.

- Members of the campus community are responsible at all times for their guests and/or non-Florida Southern College students' actions, conduct and compliance with the policies of the College and are subject to accountability action for failure of the guests to abide by the policies. Upholding College Policies relating to drugs is the "joint responsibility" of both the host and the guest.
 - The possession, use, or distribution of illicit drugs and drug-related paraphernalia is prohibited by Florida law and College Policies. This prohibition applies to all College events, programs or studies, wherever located, regardless of locally applicable law.
- b. Student Organization Responsibility
 - All student organizations are expected to abide by local, state, and federal laws.
 - All student organizations are expected to abide by College Policies.
 - Greek Chapters are expected to adhere to the FIPG policies and all chapter risk management policies (including non-FIPG guidelines).
 - Promotions for events shall not include any reference, direct or indirect, to drugs.
 - The possession, use, or distribution of illicit drugs and drug-related paraphernalia is prohibited by Florida law and College Policies. This prohibition applies to all College events, programs or studies wherever located, regardless of locally applicable law.

4. Violations of Criminal Law

- a. Students must obey all local, state, and federal laws and failure to do so is prohibited by College Policies and may subject a student to College accountability action. Students who are arrested for or are charged with the commission of a felony are subject to immediate suspension from the College by the Office of Student Development. Likewise, students who are arrested for, or are charged with, the commission of a misdemeanor involving moral turpitude may also be subject to immediate suspension from the College. Said suspension shall remain in effect until final disposition of the charges or until said suspension is changed or modified by the Dean.
 - If a student is charged with an off-campus violation of law, accountability action may be taken for misconduct which demonstrates flagrant disregard for the College community, regardless of whether the violation is specified in the Cornerstone Code of Conduct.
 - If a student is charged with an off-campus violation of law which is also specified in the Cornerstone Code of Conduct, accountability action may also be taken by the College without regard to the fact that civil or criminal proceedings are occurring off-campus. In taking such accountability action, the College will not be bound by the results of the off-campus proceedings.
 - When a student is charged with a violation of law by local, state, or federal authorities, it is the policy of the College that the College will not request special consideration for the student by virtue of the fact that he or she is a student at the College. If the charged offense is also the subject of a proceeding before a College accountability body, the College may advise the charging authorities of

the accountability proceedings and the manner in which the matter is, or may be, handled within the College community. It is the policy of the College to cooperate fully with law enforcement and other agencies in the enforcement of law on and off campus and with any conditions imposed by the court, including but not limited to conditions of release or probation. Individual students, staff, and faculty members, acting in their personal capacities, remain free at all times to interact with law enforcement or other governmental agencies in matters pertaining to the violation of local, state, or federal laws.

- b. Stalking, cyber stalking, and other related conduct are behaviors prohibited by College Policy and by Florida and federal law. Under Florida law, said conduct may constitute a misdemeanor of the first degree and under certain circumstances, a second or third degree felony. As such, said conduct is extremely serious. Under Florida Statute 784.048(2), any person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person may be sentenced to up to one year in jail. Under Florida Statute 784.048(3), any person who stalks another person and makes a credible threat may be sentenced up to five years in prison. Under Florida Statute 836.10, any person who threatens, in writing, to kill or do bodily injury to another may be sentenced up to fifteen years in prison.

Students, staff, and faculty may turn to the Office of Campus Safety and Security as appropriate for help in dealing with incidents of stalking or harassment. Additionally, students, staff, and faculty may seek assistance from the Clerk of the Court in Bartow, Florida, in obtaining an appropriate injunction for protection in cases of repeat violence and/or domestic or dating violence.

- c. The fraudulent use of personal identification information for the purpose of harassment is a violation of Florida law and may subject an offender to up to a year in jail. If said personal identification information is fraudulently used (identity theft), said conduct may subject an offender to up to five years in prison.

5. Abuse of the Student Accountability System

Abuse of the Student Accountability System includes failure to obey the summons of a student accountability board or College official; falsification, distortion, or misrepresentation of information before a student accountability board or officer; disruption or interference with the orderly conduct of a student accountability proceeding; knowingly making a false claim against someone; attempting to discourage an individual's proper participation in, or use of, the student accountability system; attempting to influence the impartiality of a member of a student accountability body prior to, and/or during the course of, the student accountability proceeding; harassment (verbal or physical) and/or intimidation of a member of a student accountability body prior to, during, and/or after a student accountability proceeding; failure to comply with the sanction(s) imposed under the student accountability system; influencing or

attempting to influence another person to commit an abuse of the student accountability system.

6. Compliance

Failure to comply with a reasonable request of a Faculty Member or College official may subject a student to accountability action. Additionally, the failure of a student to cooperate with a requested search of his or her room, property, or vehicle may also, in and of itself, constitute an admission of wrongdoing or violation of College Policies.

7. Disorderly Conduct

Conduct which is disorderly, obscene, or indecent; breach of peace on College premises or at functions sponsored by, or participated in by, the College is prohibited. Disruption or obstruction of teaching, research, administration, student accountability proceedings, residential community, or other College activities is prohibited. Throwing, dropping, projecting, or pouring any object or material from any College building is considered disorderly and therefore prohibited.

8. False Identification

The possession, creation, use, and/or distribution of false identification are strictly prohibited and may constitute a serious violation of Florida or federal law.

9. Gambling

Gambling is not permitted on the College campus or at off-campus College sponsored functions, except for College-sanctioned events which comply with Florida law.

10. Honesty

All forms of dishonesty including cheating, plagiarism, false statements, forgery, theft, and willfully taking advantage of another person, are prohibited and will result in student accountability action. It is a violation to falsify records, documents, I.D. cards, or driver licenses. Tampering with the election of any College-recognized Student Group is prohibited.

11. Identification Cards (I.D. Cards)

I.D. Cards must be displayed for the use of most College services and upon the request of a member of the College faculty, staff, administration, or a student official acting in the performance of official duties. A student who fails to produce a valid I.D. Card when officially requested will be subject to student accountability action. I.D. Cards are nontransferable and may not be duplicated. Alteration or misuse of an I.D. Card is a violation of College Policies. Lost I.D. Cards and those of students who are withdrawing

from the College must be turned in to the Office of Student Development. Use of an invalid I.D. Card is prohibited.

B. Tenet Two

I will respect the dignity, value, and worth of all persons while learning from the differences in people, ideas, and opinions.

A commitment to this ideal calls for members of the college community to refrain from behaviors that compromise or demean the dignity of individuals or groups.

1. Obscene and Indecent Behavior

Abusive, obscene, or inappropriate language or behavior is prohibited. Showing or displaying obscene, pornographic, or inappropriate material is a violation of College Policies. In all cases, the College reserves the right to determine what is abusive, obscene, pornographic, or inappropriate.

2. Assembly

The College recognizes the right of students to have freedom of expression. However, participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus is prohibited. Students must follow appropriate guidelines for registering events through the Center for Student Involvement.

C. Tenet Three

I will respect the rights and property of others.

A commitment to this ideal affirms the College's goal of creating an environment where students can pursue personal growth and academic goals. It deems inappropriate all forms of theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property.

1. Computer Use and Campus-Wide Network

Abuse of College computers, network or software, which includes, but is not limited to, deliberate tampering with College facilities or software or deliberate spreading of computer viruses will result in immediate accountability action. Tunneling through or attempting to disrupt the function of the firewall(s) of the College network is prohibited. Illegally downloading music, movies, software, or other copyrighted material through the

College network is prohibited and subject to legal action. Additionally, sharing illegally downloaded materials across the network – even if not acquired through the College network – is prohibited.

2. Technology

The use of web cams, camera phones, video recorders, PDAs, or similar devices to take pictures, videos, or voice recordings of others without their knowledge and consent is prohibited.

3. Fire Safety

The unauthorized or improper handling or tampering with any fire, safety, or emergency equipment or fixtures is strictly prohibited. This includes pull stations, fire hoses, extinguishers, security doors, or alarms. Arson, the tampering with fire service equipment, or causing false alarms are serious College and criminal offenses and will be treated as such. Additionally, negligence and carelessness in matters of fire safety may also result in a student moving through the student accountability process. For fines associated with Fire Safety please see Appendix G - Student Accountability List of Standard Fines and/or Fees for Policy Violations

4. Smoking

Smoking inside all college buildings is prohibited. For fines associated with smoking please see Appendix G - Student Accountability List of Standard Fines and/or Fees for Policy Violations

5. Pets

Pets or animals (not including the College's pet therapy animal) are not permitted in College buildings or the pool area for reasons of health, maintenance, and pest control. Small fish in an aquarium no larger than ten gallons are permitted in the residence halls. For fines and/or fees associated with pet violations please see Appendix G - Student Accountability List of Standard Fines and/or Fees for Policy Violations

6. Theft

Theft of property, the unauthorized removal of property, and the unauthorized use or acquisition of services on College premises is prohibited and may also constitute offense under Florida law. Likewise, the knowing possession of stolen property is prohibited and may likewise constitute a criminal offense under Florida law. For fines associated with Theft please see Appendix G - Student Accountability List of Standard Fines and/or Fees for Policy Violations

7. Individual & Community Damage Billing

Damage to property, whether College property or property belonging to other persons, is prohibited. Students are responsible for restitution for damages incurred to personal property or to property, facilities, or grounds owned by the College. Residents of residence hall rooms will be held responsible for damage to the room or furnishings. Any damage by a student to College property will be charged to the student.

What is Damage Billing?

Damage billing is used to address all vandalism in public areas. These areas include lobbies, hallways, social and student lounges, recreation rooms, bathrooms, kitchens, and elevators. When public areas are vandalized or College property is damaged, a group of students, a floor, or a building where students live in close proximity to the damage will be assessed fees for the damages if no one resident or group of residents accepts responsibility. Each time an incident occurs, a Resident Advisor, Community Living or Facilities Maintenance staff member will document it.

There are two types of damage billing: Individual Damage Billing and Community Damage Billing.

Individual Damage Billing: Individual damage billing refers to damages to an individual residence hall room whereby the resident of a room is responsible for the costs associated with any repair or replacement within his/her room.

Community Damage Billing: The philosophy behind community damage billing is that all residents in College housing are part of a larger community on campus. Therefore, residents of College housing are not only responsible for their personal accommodations, but also the community areas they share with fellow residents. One unfortunate aspect of this responsibility is damages that may occur in common areas. It is our hope that students will create a sense of ownership of and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur. Instead of requiring a damage deposit from each resident, we choose to bill the students for individual incidents. Depending on the building and the physical configuration, as well as the nature of the incident, our staff will determine whether the incident should be shared by all members of the building or by members of a particular floor, wing, or section.

Examples of Damage Billing Incidents

- Any damage that goes beyond the normal, expected wear and tear of items.
- Excessive cleaning
- Bodily fluids (blood, urine, mucous, feces, and vomit) in the halls, bathrooms, or other common areas
- Broken exit signs
- Broken windows or glass
- Inverted or incorrectly assembled beds

- Broken lounge furniture
- Damage to carpet and upholstery
- Food or trash left in sinks or water fountains
- Trash or trash bags not properly disposed (i.e. pizza boxes or room trash found in the halls, stairwell, or bathroom/lounge trash can)
- Fire extinguishers and smoke detectors that are missing or have been tampered with (greater sanctions will be given to persons found responsible)
- Removal of any College furniture from its designated location
- Holes in walls
- Sprinkler head discharges due to causes other than fire
- Graffiti

Estimated Facilities Repair Costs

The determination of who will be charged for facilities repairs is directly related to the area where the damage occurs. For example, if the damage occurs in a particular hallway or bathroom the students of that floor will likely be billed. If the damage happens in an entry lounge, common stairwell, or elevator the charge will likely be assigned to all residents in the building. The amount of the charge may vary in cost depending on the incident and the severity and costs of repairs.

Community Damage Billing: Prior to posting community damage charges to your student account, you have an opportunity to assist us in identifying those responsible for vandalism. An email will be sent to your FSC email account reporting the damage and associated billing charges. You have until a predetermined date to either accept responsibility for all or part of the damage, or provide information leading to the adjudication of the person(s) responsible for the damage. If no community member steps forward, the charges will be distributed among all members of the community. Please contact your Hall Director if you have any pertinent information.

D. Tenet Four

I will demonstrate concern for others, their feelings, and our communal need for conditions that promote personal growth and academic success.

A commitment to this ideal calls upon each member of the campus to foster a sense of community by practicing civility. It is a pledge to be compassionate and considerate, to avoid behaviors which are insensitive, inhospitable, or which unjustly or arbitrarily inhibit others' ability to feel safe.

1. Weapons or Fireworks

The unauthorized use, possession, or storage of firearms of any type, firearm look-a-likes, fireworks, explosives, ammunition, weapons of any type, dangerous chemicals, or noxious materials is strictly prohibited. Items prohibited include, but are not limited to,

rifles, handguns, pellet guns, paintball guns, swords, bows and arrows, martial arts weapons, and any knife when used as a weapon. It is a felony to throw or place a bomb or other incendiary device.

2. Hazing

It is a violation for students, faculty, staff, or alumni to engage in any activity that may be construed as hazing on or off campus. Hazing is any action taken or situation created that produces mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to, paddling in any form, creation of excessive fatigue, physical and psychological shocks, road trips, wearing apparel that is conspicuous and not normally in good taste, engaging in public stunts, morally degrading or humiliating games and activities that call undue attention to a difference in status between initiated and non-initiated members (running errands, carrying food, etc.), and late work sessions which interfere with scholastic activities and College Policies. Violations by individuals or Student Organizations constitute grounds for accountability action. The policy on hazing applies to all campus Student Organizations. Hazing is also a crime under Florida law. Section 1006.63 of Florida Statutes defines criminal hazing as:

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

3. Harassment

It is the policy of this institution that no member of the College community shall be subjected to any form of discrimination, harassment, intimidation, or retaliation by any other member of this institution. For the purpose of this policy, harassment is defined as sexual harassment or harassment due to race, creed, color, gender, marital status, religion, age, disability, sexual orientation, national origin, political opinions or affiliations, genetic information, veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act, and any other protected category. Therefore, discrimination, harassment, and intimidating acts are prohibited.

This policy applies to Florida Southern College faculty, employees, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and University policies, procedures, and processes. The College ascribes to equal opportunity practices and admits all of its students to the rights, privileges, programs, and activities generally accorded or available to students and employees at the College.

If you feel that you have been a victim of any of the above mentioned offenses, please contact any of the following to report: Campus Safety Office (863-680-4305), Katherine Pawlak in Human Resources (863-680-3964), the Dean of Student Development in the Office of Student Development (863-680-4206), or the College's Student Support Title IX Officer Dr. Marcie Pospichal, main floor of Thrift Building, 111 Lake Hollingsworth Dr., Lakeland, FL 33801, tel: (863) 680-4197 or to the "Just Ask" email address at: fscjustask@flsouthern.edu.

See the following website for the full College Policy regarding harassment:
<http://www.flsouthern.edu/policies/hea-disclosures.aspx>

4. Sexual Offenses

In compliance with Title IX federal regulations, it is the policy of the College that no member of the College community shall be subjected to any form of unlawful discrimination, including sexual discrimination (sexual harassment, sexual misconduct, sexual violence, dating violence, domestic violence, or stalking). Sexual violence can be defined as "physical sexual activity perpetrated against a person's will or where a person is incapable of giving consent." Rape, sexual assault, sexual battery, and sexual coercion are all acts of sexual violence and will not be tolerated at Florida Southern College.

If you are a student who has experienced a sexual discrimination offence, or know of such a student, to report this and /or file a complaint (also known as a grievance) call, email, or come to see the Student Support Title IX Officer Dr. Marcie Pospichal, Associate Vice President for Student Support, Charles T. Thrift Building, 111 Lake Hollingsworth Drive, Lakeland, FL 33801-5698; telephone (863) 680-4197; email fscjustask@flsouthern.edu

8:00 a.m. – 5:00 p.m. She will typically assist in sexual discrimination investigations involving students, working with students on "next steps" and being sure the people necessary for moving forward receive proper communication. **If you are in immediate danger or in need of medical assistance, please dial "911" for local emergency assistance (9-911 from a campus phone) or FSC's Campus Safety Office at 863-688-0103.**

See Section XIII-Appendix C of the Student Handbook for sexual assault prevention and reporting information. Student-friendly FAQs on understanding, preventing, and reporting sexual discrimination of any sort, as well as obtaining associated resources, can be found on the College's website at:

<http://www.flsouthern.edu/policies/notice-of-non-discrimination/just-ask.aspx>

Florida Southern College's Commitment to Non-Discrimination policy can be found in the Academic Catalogue, the Student Handbook, and on the College's website at:

<http://www.flsouthern.edu/policies/heoa-disclosures.aspx>

5. Personal Abuse

All members of the College community and guests are entitled to be free from threats, hazing, stalking, intimidation, sexual misconduct, coercion, harassment, physical and verbal abuse, hate crimes, and acts of intolerance. Such actions are prohibited.

6. Unauthorized Entry or Possession

Unauthorized entry of a College building, office, residence hall room, or facility is prohibited. This includes, but is not limited to, giving codes to security doors, sharing of student identification cards, propping open doors, or allowing access to unauthorized persons. Students are barred from balconies, ledges, landings, and roofs of College buildings, fire escapes, esplanades, and areas that are designated closed. Unauthorized possession of college, city, state, federal, or others' property is also prohibited. This includes, but is not limited to, street signs, keys, holiday decorations, and parking barricades. For fines associated with Unauthorized Entry please see Appendix G - Student Accountability List of Standard Fines and/or Fees for Policy Violations

7. Joint Responsibility

Because upholding College Policies is a "joint responsibility," the following is expected of all students:

- All students in a room, suite, area (including outdoor areas), or vehicle may be jointly responsible for improper behavior which is occurring, even if the student is not directly participating in said behavior. Therefore, if a student is present or enters an area where a violation is occurring, the student should immediately leave and report the violation. Otherwise, by choosing to remain or not to report the behavior, the student assumes responsibility for said behavior. As such, students who are present in any area of the College where College Policies are being violated may be subject to the same accountability action as the host of that room or area.
- Students are responsible for what happens in their room, vehicle or, area under their control. If a student is a resident of a room, suite, area, or the owner or operator of a vehicle, the student may be held responsible for the behavior regardless of his or her presence unless it is clearly demonstrated that the student had no knowledge of nor contributed to or condoned the behavior.
- Members of the campus community are responsible at all times for their guests and/or non-college students' actions, conduct, and compliance with the College Policies and may be subject to accountability action for failure of their guests to abide by the College Policies.

8. Visitation

During these times students are not to have visitors of the opposite sex or guests from outside their assigned residence hall. During the hours of 10 a.m. – 1 a.m., guests are welcome in student rooms provided the guest is escorted at all times and has the approval of the student's roommate.

Residents and their guests are required to conform to the guidelines of the visitation hours established by the college. All college-owned housing works on the honor system. Abuse of the visitation policy may result in a revoking of the honor system in any residence hall. Residents are responsible for the behavior of their guests and must inform them of Community Living and College policies. Only guests of the same sex are permitted to sleep in the residence hall rooms. Cohabitation is prohibited; only the residents assigned to a room may live there. Roommate approval is required for any guest(s). Hall Director approval is required for guests of the same sex planning to stay overnight; guests of the same sex may be approved to stay up to three consecutive nights. Guests must have a guest pass and picture ID. Overnight guests must be 17 years of age or older. Residents and/or guests may only use residence hall bathrooms designated for use by their respective sex.

E. Tenet Five

Through my actions, I will honor and contribute to the rich heritage left by those who have preceded us and work to leave the college a better place for those who follow.

The guidelines presented in The Cornerstone call upon students to practice good stewardship of resources and take responsibility for the continued success of the institution.

1. Unauthorized Entry, Damage, or Alteration of Historic College Property

The unauthorized entrance, manipulation, intentional or unintentional damage or alteration of historic college property (including but not limited to the Frank Lloyd Wright Water Dome, Annie Pfeiffer Chapel, the Esplanades, and other Frank Lloyd Wright structures) may result in fines of up to \$5,000.00 per person, plus restitution for the amount of damages or cost of restoration. The unauthorized manipulation, intentional or unintentional damage, or alteration of college landscaping or gardens may result in fines of up to \$1,000.00 per person, plus restitution for the amount of damages or cost of restoration.

III. Student Accountability Process

A. Introduction

The College student accountability process is based upon the assumption that individual and organization responsibility is part of the educational process. Student accountability proceedings foster good citizenship, healthy life choices, respect for self and others, personal responsibility and accountability, and protect the rights, freedom, and safety of members of the College community.

The student accountability process is an educational process designed to resolve matters concerning student conduct within the framework of students' rights and responsibilities pursuant to College Policies. The College strives to provide a fair, just, and educational process for all students. However, student accountability proceedings are not a legal process. Accordingly, it is not appropriate for legal counsel to represent a student in a student accountability proceeding and, therefore, legal counsel is not permitted.

A student's past behavior, acknowledgment of recent behavior, and attitude may be taken into consideration when determining the appropriate sanction for the violation. Sanctions may be assigned individually or in combination with other sanctions. Failure to comply with sanction requirements shall be considered a violation and shall result in more severe accountability action. Sanctions are in effect from the time of notification, either in person or in writing, whichever comes first.

The following sanctions may be imposed upon any student found to have violated the Code of Conduct, including but not limited to:

- **Written Warning** is a written reprimand for violation of a College Policy. A written warning becomes a part of a student's accountability file. The files are located in the Office of Student Development. Students may receive written warnings in conjunction with other sanctions including, but not limited to, educational programs and/or activities.
- **Apology** is a written or oral apology to a person or group. **Fines/Service Fees** shall be determined by the meeting officer or staff involved in consideration of the seriousness of the infraction. Fines must be paid before the end of the semester. See Appendix G - Student Accountability List of Standard Fines and/or Fees for Policy Violations
- **Restitution** is compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement. Restitution must occur prior to the close of the term in which the offense occurred.
- **Holds** are issued when a student has failed to perform according to indebtedness to the College. The College may invalidate the student's I.D. card, withhold transcripts or grades, and revoke permission to register.
 - A student accountability hold may be placed on any student's grades, records, or registration if he or she has not complied with a sanction or requirement.
 - A diploma hold may be placed on any graduating senior who has an unresolved accountability or indebtedness issue. The student may "walk" but will not receive his or her diploma until the accountability issue or the indebtedness has been resolved.
 - Housing will not be assigned to any student with a hold pending.
- **Loss of Privileges** is the denial of specified privileges (including, but not limited to, housing and parking) for a designated period of time.

- **Exclusion** for a definite or indefinite period of time from all or a portion of College premises, property, buildings, or residence areas as specified in the sanction.
- **Educational Programs** may be assigned to be completed to specifications within a specific period of time.
- **Removal from College Housing** may be for no less than the remainder of the semester or for an indefinite period of time. **There shall be no refund.** The student must appeal to the Dean for restoration of the right to return to College housing. Removal from college housing may affect a student's ability to remain as an enrolled student.
- **Referral** is defined as referring a student to counseling or to another appropriate resource in the community.
- **No Contact Directive** is a form signed by one or more parties that is an agreement to prohibit contact in any form or capacity (written, face-to-face, electronic, 3rd party, etc.). Failure to comply to the no contact directive may result in an immediate suspension.
- **Housing Probation** is defined as a specified period of time in which the student must demonstrate strict compliance with College Policies and housing rules and regulations. No violations may occur during this period of time. In most cases, students who violate a College Policy or a housing rule or regulation while on Housing Probation will lose their privilege of living in campus housing for a specified period of time or indefinitely. **There shall be no refund.**
- **Social Probation** is defined as a specified period of time in which the student will not be allowed to represent the College as an official delegate, representative, athlete, or performer, and he or she may not hold any elected office or committee chairpersonship in College organizations of any kind. The student will be allowed to attend academic classes and any activities which are a part of an academic requirement. In most cases, students who violate College Policies while on social probation will be suspended from the College. Students may receive social probation in conjunction with other sanctions.
- **Deactivation** is defined as a Student Organization losing all privileges including College recognition for a specified period of time.
- **Disaffiliation** is defined as the College severing the relationship with the student by not allowing a student to register for classes indefinitely.
- **College Suspension** is defined as separation of the student from the College for a definite period of time. The student shall not be permitted on College property or permitted to attend College functions. Conditions for readmission may be specified. College suspension goes on a student's academic record. **There shall be no refund.**
- **College Expulsion** is permanent separation of the student from the College. College expulsion goes on a student's academic record. **There shall be no refund.**
- **Disciplinary Withdraw** occurs when a student withdraws in order to avoid a disciplinary action that would have resulted in a potential suspension or expulsion from the College. **There shall be no refund.**

More than one of the sanctions listed above may be imposed for any single violation. Other than College expulsion, accountability sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record which is maintained by the Dean of Student Development for a period of at least five years. Any sanction or combination of those listed above may be imposed upon groups or Student Organizations.

Notification of Parents and Guardians

The College may notify a student's parents or guardians regarding accountability sanctions taken by the College based on the nature of the sanction and the circumstances involved.

The College may mail to the parents or guardians a copy of the letter explaining the sanction(s).

1. Parent or Guardian may be mailed a copy of the sanction letter for alcohol and drug offenses.
2. Parent or Guardian may be mailed a copy of disaffiliation, housing probation, suspension or expulsion sanctions.

B. Search Process

By exercising the privilege of enrolling in the College, all students consent to the following and the College reserves the right to:

- Access and/or search a student's residential room for the purposes of inspection, inventory, custodial service, and protection of College property;
- And Access and/or search a student's residential room and/or possessions to ensure compliance with College Policies and to ensure the welfare and safety of individuals and groups on campus;
- And Access and/or search a student's vehicle on college property to ensure compliance with College Policies and rules to ensure the welfare and safety of individuals and groups on campus; and Search a student's person and personal effects in the student's possession in order to ensure the welfare and safety of individuals and groups.

The Dean of Student Development or the Assistant Dean of Student Development or designee shall have the authority to authorize any of the enumerated acts set forth above. Any search set forth above shall be conducted by a Student Development official, the Director of Campus Safety and Security, or their designated representatives. The student may, at the discretion of the College, be allowed to be present during the search of his or her room or property, but said presence shall not be required as a condition to the search. All searches shall be conducted by at least two individuals unless there is an immediate issue involving the safety and well being of the college community. In an emergency situation or in the case where there is a perceived threat of a serious nature to the safety and well being of the college community, the College reserves the right to act in a reasonable manner to counter said threat, even if said action is not in strict compliance with the above guidelines. The College reserves the right to have law enforcement on the scene during a search.

Any student who impedes the College in acting in accordance with the above shall be subject to serious accountability sanctions.

C. Interim Suspension

In certain circumstances, the Office of Student Development may impose a College or residence-hall suspension prior to the meeting before a student accountability body or officer.

1. Emergency Interim Suspension may be imposed to ensure the safety and well-being of members of the College; to ensure the student's own physical or emotional safety and well-being; and/or if the student poses a definite threat of, disruption of, or interference with the normal operations of the College.
2. During the Emergency Interim Suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the Office of Student Development may determine to be appropriate.

See Section XIII. D for more information about Emergency Interim Suspensions, student Voluntary and Involuntary Withdrawal, and related information.

D. Alcohol Violations

Sanctions

1. Individuals

If a student is found to be in violation of the Cornerstone Tenet One regarding alcohol, minimum sanctions may include, but are not limited to:

- a. Parental or Guardian notification of the violation. The student shall be required to complete an alcohol sanctions course and be assessed a service fee. The student may also be required to complete an assessment by a third party provider where any recommendations become requirements to be completed. Students additionally may be placed on social probation and/or be suspended from the College. An assessment and compliance with any recommendations may be required prior to consideration for readmission.

2. Student Organizations

Student Organizations sponsoring on-or off-campus events are responsible for abiding by and enforcing the guidelines outlined in the Alcohol Policy and shall abide by federal, state, and local laws. If found to be in violation of the policy, the minimum sanctions include but are not limited to:

- a. Any violation: The student organization may be required to complete an alcohol education program and may lose social privileges for a specified period of time. The student organization's national office (if applicable) may be notified along with the student organization's advisors. The student organization may lose eligibility for

student organization funding for a specified period of time. The student organization may also be required to host an alcohol education program for their organization or the campus community.

- b. Subsequent violations: In addition to above, the Student Accountability Office has the right to instruct the Center for Student Involvement to terminate the relationship between the organization and Florida Southern College. After a specified period of time, the student organization may re-apply for recognition through the College's process.

E. Drug Violations

Sanctions

1. Individuals

If a student is found to be in violation of the Cornerstone Tenet One regarding drugs, minimum sanctions include, but are not limited to:

- For any violations that the Dean of Students, the Student Accountability Office, or designee deems that an educational sanction can be beneficial prior to suspension:
 - i. Parental or Guardian notification of the violation. The student shall be required to complete an educational sanctions course and be assessed a service fee. The student may also be required to complete an assessment by a third party provider where any recommendations become requirements to be completed. Students additionally may be placed on social probation.
- For any violations that the Dean of Student, the Student Accountability Office, or designee deems that an educational sanction is not appropriate or the severity of the situation warrants:
 - i. Minimum sanction will most often result in suspension. When responsibility is clear and convincing or admitted, the Dean or designee may impose college suspension without further proceedings. Parents or guardians may receive a copy of the sanction letter or may be notified verbally.

2. Student Organizations

Student Organizations sponsoring on or off-campus events are responsible for abiding by and enforcing the guidelines outlined in the Cornerstone Tenet One regarding drugs. If a student organization is found to be in violation of the policy, the minimum sanctions will include but are not limited to:

- The Dean or designee may select to have the case heard by the Student Accountability Office. As a violation of the drug policy, the minimum sanction will most often result in suspension and requirement to host an educational program for the campus community.

F. Student Accountability Procedure

The College seeks to create a community of scholars who hold one another accountable to the high ideals, vision, and mission of the College. Choosing to join the community obligates each member to a code of behavior that reflects the highest personal and communal values to which the college is committed.

Student Accountability is an educational process that holds members of the College community accountable for his or her actions. Through this process, it is our goal to educate students about making healthy choices and how their actions affect the community.

1. Student Procedural Rights

Note: Cases that fall under the jurisdiction of the Honor Code shall follow those stated processes outlined in the Academic Catalog.

A student who is alleged to have violated the College's Cornerstone Code of Conduct or any other aspect which would subject the student to accountability action, shall be entitled to certain procedural due process as follows:

- a. The student shall be notified that they have been documented and the general nature of the evidence which supports the documentation.
- b. The student shall be allowed to rebut written statements and shall be allowed to present evidence and/or witnesses in his or her behalf. Under certain circumstances, the College, in its sole discretion, may allow an alleged victim to present his or her version of the events in question in writing or outside the presence of the affected student. Said procedure could be utilized, for example, in cases involving allegations of sexual assault, harassment, or physical violence. In such cases, the affected student shall be given broad latitude in presenting evidence to rebut said allegations.
- c. The student shall be notified in writing of the decision and shall be allowed to appeal said decision to the appropriate appeal official.
- d. The student may have the opportunity to waive an accountability meeting and the appeal process by taking responsibility for his/her action and accepting a prescribed sanction from the College.

Notwithstanding any of the above, if the health, safety, well-being of either the student or a member of the College community is affected, the College may institute immediate suspension or modify any of the above to address the specific facts of the matter. During the suspension, the student may not enter the campus without obtaining prior permission from the Dean of Student Development or other designee.

2. Student Accountability Authority

The Director of Student Development for Accountability, Compliance, and Education, or his/her designee, shall determine the composition of student accountability bodies and may determine which student accountability board or officer shall be authorized to hear cases.

The Director of Student Development for Accountability, Education, and Compliance, or his/her designee, shall develop policies for the administration of the student accountability program and procedural rules for the conduct of meetings that are consistent with provisions of the Code of Conduct.

Unless specifically deferred by the Dean of Student Development or designee pending the appeal process, all sanctions shall go into effect as soon as the student is notified either in person or in writing, whichever occurs first.

3. Student Accountability Process

When students are allegedly involved in behavior that violates the College Code of Conduct, they will follow the accountability process explained below:

- a. An Incident or Safety Report or written statement is used to report the alleged violation.
 - (1) Any student, faculty, or staff member may report a violation of policy.
 - (2) Safety reports, police reports, or any written statements are acceptable.
 - (3) The Incident Report should be submitted as soon as possible after the event takes place, preferably within 24 hours.
- b. The Director of Student Development for Accountability, Compliance, and Education may conduct an investigation.
- c. The Director of Student Development for Accountability, Compliance, and Education will determine the level at which the student accountability meeting will take place. This determination will be made based upon the seriousness of the situation, the possible sanctions, and the previous accountability record of the student(s).

d. Students are contacted via their on-campus mailbox, campus email, and/or phone to attend a student accountability meeting.

(1) The alleged Cornerstone Code of Conduct violation will be noted.

(2) The time, date, and place of incident will be noted.

e. Accountability Meeting Procedures

All meetings are closed and are conducted in private. Neither the College nor students shall bring attorneys to student accountability meetings. Witnesses must have personally observed, have direct knowledge of, or otherwise have relevant knowledge of the incident in question.

(1) In cases involving more than one accused student, the meeting may be held collectively or individually.

(2) The complainant and the accused may present witnesses. If after hearing the incident or Safety Report during the accountability meeting, the accused student determines if he or she has a need to call witnesses. The accused student may request a three-day waiting period. At the conclusion of the three-day period the student accountability meeting will resume.

(3) Pertinent records, exhibits, and written statements may be accepted as evidence for consideration.

(4) Failure to attend or respond to a student accountability meeting notification may result in forfeiting the student's right to be heard and a sanction may be issued in his or her absence.

a) The student enters an accountability statement of either "Responsible" or "Not Responsible."

1) A statement of "Responsible" indicates the accused concurs that he or she accepts the responsibility for the conduct alleged in the accusation.

2) A statement of "Not Responsible" means the accused student does not accept responsibility for the accusation.

b) Determination of Responsibility Phase

1) The College's case may be presented via written reports.

2) The accused student or Student Group will then state their case.

- 3) Witnesses for the person presenting the charge(s) will be called in one at a time. Each witness will be asked to present information relevant to the case. The person conducting the accountability meeting may question each witness. Each witness will then be asked to leave. The accused student has the right to rebut the written statements.
- 4) Witnesses for the person or Student Organization being accused will be called in one at a time. The person conducting the accountability meeting or the person or Student Organization accused may question each witness. Each witness will then be asked to leave.
- 5) After all witnesses have been heard, the person conducting the accountability meeting may ask for concluding comments
- 6) The College Student Accountability staff member will entertain a motion of “Responsible” or “Not Responsible” for each charge presented. The findings will be disclosed to the student.
- 7) If found Not Responsible, the meeting is closed and everyone is dismissed.
- 8) If found Responsible the College Student Accountability body or officer will assign the appropriate sanctions.
- 9) The student will be asked to sign paperwork indicating the outcome of the accountability meeting.

(5) Sanction Completion and Appeals

- a) Sanctions are in effect as soon as the student is notified either in person or in writing, whichever comes first.
- b) After the meeting, the student or Student Organization may appeal the decision of the accountability board or officer within three business days.

Appeals

An appeal is defined as a request for review of the original case. A student or Student Organization is entitled to appeal a decision rendered by a meeting officer or SAC. During the appeal process, sanctions **ARE** in effect until such time as they might be reversed, modified, or held.

Exception: The Dean or designee may require a student whose case is under appeal, or pending meeting, to leave the campus in the interim should the student’s presence on campus create a situation which, in the opinion of the Dean, could be detrimental to the student involved or to the College community.

- (1) Appeals must be clearly and concisely written and must state clearly what the student or Student Organization is appealing and why.
- (2) A decision must be appealed by the accused student within three business days of the meeting. Failure to pick up mail will not be grounds for an extension of the deadline for appeal. Such appeals shall be in writing.
- (3) Appeal letters should be written according to the following:

<i>Initial Meeting Officer or Board</i>	<i>Appeal Officer</i>
Director of Student Dev. for A.C.E. Accountability	Asst. Dean of SD for CL and
Asst. Dean of SD for CL and Acc.	Dean of Student Development
Dean of Student Development	Provost

There may be circumstances where a designee may be assigned in place of a current appeal officer.

- (4) Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial meeting and for either of the following purposes:
 - a) The student or Student Organization provides evidence that was not available at the original meeting and can defend why said evidence was not made available in a timely manner.
 - b). There were procedural irregularities in the original meeting.
- (5) A disagreement with the sanction issued is not, in itself, sufficient reason to appeal.
- (6) In cases involving appeals by students accused of violating the Cornerstone Code of Conduct, the appeals officer or board may reverse, modify, or uphold the previous action.
- (7) Any case may be appealed to the next level. The decision of the appellate body or officer is final.
- (8) A College Official may find it necessary to exercise immediate accountability action under unusual circumstances. Such a case may be appealed to the Dean or designee. In this case, the “new information” requirement is waived.
- (9) If a student decides to select the waiver process outlined in 1.d. under *Student Procedural Rights*, the student waives the right to an appeal.

IV. Community Living

Campus Residency Requirement

From the Trustees to the professional staff in Student Development, the College believes deeply in the educational and personal benefits of being a residential campus. The Trustees state that this policy is “consistent with a belief that a college education is more than the accumulation of credit hours needed for graduation; it must also involve the preparation of students to make positive and important contributions to society.” Every day we strive to create a community that is conducive to student growth and development.

As a College residence hall community member, the following are the rights a student can expect and has both a responsibility for and the right to:

- Read and study free from undue interference in one’s room (unreasonable noise and other distractions inhibit the exercise of this right).
- Sleep without undue disturbance from noise or guests of a roommate
- Expect that a roommate will respect one’s personal belongings.
- A clean environment in which to live.
- Freely access one’s room and facilities without pressure from a roommate.
- Personal privacy.
- Host guests who respect the rights of the host’s roommate(s), other hall residents, and the visitation policy.
- Address grievances. Residence hall staff is available for assistance in settling conflicts.
- Be free from all forms of intimidation, harassment, prejudice, and physical and emotional harm.

The purpose of the residential community of the College is to enhance the academic environment and provide students with a well-maintained, safe, and positive living experience. Students have the responsibility to maintain an environment that is conducive to study, sleep, and socialization. Many diverse individuals and lifestyles make up the population living in the College residential community. As a result of this shared environment, it is necessary for the College to have policies and procedures in place that serve as standards for resident behavior. These policies are not meant to hinder the student, but to protect individual and community rights.

Our dynamic residential program allows our students to interact with a broad range of people. These interactions help to shape them as individuals. Some of the many advantages to campus residency, and why we believe so deeply in it, are found in big and small occurrences: from the conversations in Wynnee’s Bistro to the walks across campus to ACE events, from late night conversations with hall mates to access to Resident Advisors (RAs) as peer mentors, and from ready access to campus resources to the growth that occurs from communal living. As such, we know the events, programs, and services we offer augment and supplement the College curriculum. The programs offered in the residence halls are designed for the residents of that

building or community. The programs evolve to meet student needs at each stage of his/her educational journey.

It is for these reasons that the College has a four-year residency requirement. However, we do recognize that there are some cases when a student should be considered for exemption.

Approved reasons for consideration of an exemption from the residency requirement are:

- to be at least 23 years old prior to the semester you are requesting to live off campus
- to be married or have custodial children
- to live with your custodial relative in their primary residence, within a 30 mile radius of the campus.

Students who meet one of these criteria must complete an “Off-Campus Request Form” which is available on the Office of Community Living website. Students who do not meet these criteria will remain residential students. *Any student may complete the form, but must await approval **BEFORE** signing an off-campus lease.* Denial of the off-campus housing request means that students are still considered a part of the campus residential community. If approval is given, students must provide an off-campus address. Students who lose the privilege of campus housing because of a housing probation violation will be unable to remain a student unless he/she meets the approved reasons for residency exemption.

The deadline to cancel housing is June 1 for the fall semester and Dec. 15 for the spring semester. Cancellation following those dates will result in a \$500 charge. Cancellation must be received in writing.

Each student completes and signs a housing agreement. This document is a binding agreement between the student and the College. By signing the agreement, the student understands and will abide by all terms set forth in the agreement. Housing agreements are effective for one academic year, provided the student has been accepted to the College and has made all payments in full.

The housing agreement only assures housing during the period of time when classes are in session.

Campus housing is provided for only full-time registered students **that are at least 17 years of age**. A student who is under the age of 17 years or who is dropping below full-time hours must be given permission by the Dean of Student Development to remain in the halls. Conduct standards are in place and if a violation occurs, the student may be removed from campus housing. If the student does not meet the off-campus criteria, he/she must withdraw from the institution. In order to obtain college housing all students must ensure that all holds are removed from their student account before the housing selection process can be finalized. Florida Southern also reserves the right to prohibit any student who is pregnant from residing in the residence halls. If a pregnant student is given permission by the Dean of Student Development to remain residential, the student must follow guidelines provided by the Office of Community Living. Residency in campus housing is not permitted during the final trimester.

Self-administration of medicines and medical treatments prescribed by a physician or other licensed medical professional is permitted in the residence halls but must be done in a medically

safe and appropriate manner. Additional procedures that require treatment by an outside healthcare provider must be administered off-campus by an appropriate professional. It is the student's responsibility to arrange for regular transportation to and from treatment sites.

Florida Southern does not currently offer gender-neutral housing in the Florida Southern College residence halls.

Should a student's behavior become disruptive to the residential living environment, the College may refuse the student on-campus housing.

V. Student Involvement

The Center for Student Involvement has general responsibility for student activities, student organizations and services, and administers the student development program which includes all extracurricular activities with the exception of intercollegiate sports, campus ministries, and wellness programming, including intramural sports. All student social events and organized extracurricular activities must be registered with the Center for Student Involvement (CSI). Events must be sponsored by recognized student organizations unless special arrangements for sponsorship are made with the Director of the Center for Student Involvement, Associate Director of the Center for Student Involvement, or the Assistant Dean of Student Development. All fund-raisers (car washes, raffles, etc.) and sales by vendors (sportswear sales, Greek composite sales, etc.) must be authorized by the Director of CSI or Associate Director of CSI. College guidelines for registering, scheduling, advertising, and conducting all such activities and events are to be followed.

The College reserves the right to cancel an activity or event when there are reasonable grounds to believe that the activity or event will be detrimental to College operation or will endanger persons or property or if proper procedure is not followed.

A. Responsibilities of Student Organizations

Recognized Student Organizations, or students acting with a common purpose, shall adhere to all College Policies. Failure to do so may result in the initiation of Student Accountability proceedings against the Student Organization. Consequently, all College Policies apply to Student Organizations collectively. Student Organizations may be held responsible when any of the following situations exist or occur:

1. Members of the Student Organization act in concert to violate College Policy.
2. A violation of College Policy arises out of an event sponsored, financed, or endorsed by the Student Organization.
3. A leader of the Student Organization has knowledge of a violation of College Policy before or while it occurs and fails to take preventive or corrective action.
4. A violation of College Policy occurs at an off-campus facility that is leased, rented, or

used by the Student Organization.

5. A pattern of individual violations of College Policy has existed without proper or appropriate Student Organization control, remedy, or sanction.
6. Members of the Student Organization attempt to cover up or fail to report violations of College Policy to appropriate College officials.

Delivery of written notice to a Student Organization shall be made according to the delivery requirements set forth in Section III.F. of this Student Handbook to the president or equivalent head of the Student Organization. A Student Organization shall be represented by the president or equivalent head of the Student Organization in any Student Accountability Meeting involving that Student Organization. If the president or equivalent head of the Student Organization is not able to attend the Student Accountability Meeting, the Student Organization may designate one of its members, in writing, to represent it in lieu of the president or equivalent head.

B. Policies and Procedures

Student Organizations exist at the College by agreement between the Student Organization and the College through the Dean, and are subject to the rules and approval of the College. The policies governing constitutions, by-laws, rules, and regulations of these Student Organizations must not conflict with the rules, regulations, and mission of the College and all state and federal laws.

Student misconduct within such Student Organizations may subject both the members and the Student Organization to accountability action by the College, which may include withdrawal of the College's agreement to permit the Student Organization to exist on campus.

The College and the Student Government Association will continue to recognize those Student Organizations that serve the educational and general purposes of the College, contribute to the interests of their members, and are consistent with the standards and policies of the College. In order to use the name of the College, College facilities, and to qualify for Student Government Association funding, recognized Student Organizations must function under the general supervision of the Center for Student Involvement and the Student Government Association, and fulfill the following responsibilities:

1. Registration

At the beginning of the fall semester, each Student Organization must register with the Student Government Association. This is done by registering through the MOCSync and by attending the Leadership Series sponsored by the Student Government Association. Student Organizations that do not register will be considered inactive and will not be eligible to sponsor activities or receive SGA funding, and must then go through the Student Organization recognition process. All Student Organizations must maintain a membership of at least seven (7) members.

New Student Organizations must go through the process of recognition. Recognition will be granted in conjunction with the Center for Student Involvement, Campus Ministries, and the Student Government Association. Information about the process may be obtained from the Center for Student Involvement, located in the Bandshell. Social Greek letter fraternities and sororities must also petition through their respective governing councils for membership and be granted permission. The process for recognition requires the following items: 1) meeting with the Assistant Director of Student Involvement to discuss the petitioning Student Organization, 2) first reading before the SGA Senate, 3) trial period for establishment, 4) second presentation before Presidents' Circle through SGA with the following criteria being met: explanation of the Student Organization and how it will contribute to the mission of the College, constitution and by-laws, a list with a minimum of 7 members, a letter of support if the Student Organization is an inter/national Student Organization from the governing Student Organization, and a 2/3 vote of members in attendance at the Senate and Presidents' Circle meetings at which the petitioning Student Organization is presenting.

2. Records

Each Student Organization is required to have all necessary forms and documents on file with the Center for Student Involvement. The necessary information includes a copy of the current items: constitution and bylaws, the Student Organization Registration Form, the Executive Officer Report Form, and the Advisor Appointment Form (for social Greek letter Student Organizations they must also have an off-campus advisor in addition to their on-campus advisor). Student Organizations that do not follow the procedures for maintaining recognition risk losing recognition. All information may be updated through the MOCSync.

Maintaining status of recognition for Student Organizations is as follows: all registered Student Organizations must send a representative to meetings of Presidents' Circle through SGA, keep all records up to date with the Center for Student Involvement, and check their assigned mailbox every 48 hours, during the business week.

3. Membership Requirements

Membership and participation in all Student Organizations will be open to all students without regard to race, creed, gender, national origin, religion, political affiliation, age, physical capability, or sexual orientation. Approved Greek letter social fraternities and sororities are, through Title IX, exempt with regard to gender only and must meet all other requirements mentioned above. Officers in Student Organizations must maintain a 2.0 grade point average (both semester and cumulative), and be free from academic probation and social probation.

4. Student Organization Advisor(s)

All Student Organizations are required to have a faculty or staff advisor registered with the Center for Student Involvement in order to maintain active status. All social fraternities and sororities must also have an off-campus advisor(s) and they must also be registered with the Center for Student Involvement.

5. Financial Procedures

Student Organizations have the responsibility to be good financial stewards of the funds entrusted to them.

Once these requirements have been met, the Student Organization must be approved by the Director of the Center for Student Involvement, Assistant Director of Student Involvement, and the Student Government Association. Greek letter sororities or fraternities must be approved by their respective governing council and the College.

6. Event Registration

All Student Organizations must register events and activities through the Center for Student Involvement by completing the Activity Registration Form. All events sponsored by Student Organizations must be registered seven (7) business days prior to the event. All events where alcohol is present must follow FIPG policy (a copy may be obtained in the Center for Student Involvement.).

7. Inter-Student Group Mail

All registered Student Organizations have a mailbox located in the Center for Student Involvement. These boxes shall be used for all inter-student organization mail. Boxes must be checked every 48 hours during the business week.

VI. STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act of 1974 as amended (PL 93-0280), better known as “FERPA”, directs how student education records are maintained. When a student enters college, the following four rights transfer from parents or legal guardians to the student, regardless of the student’s age.

1. FERPA provides opportunities for students to inspect and review their education records within 45 days of a written “request for access” identifying the records of interest to FSC’s FERPA Compliance Officer (listed below).
2. FERPA provides paths for students to seek amendment to education records they believe to be inaccurate or misleading. A written request should be made to FSC’s FERPA Compliance Officer (listed below).

3. FERPA allows students the right to provide written consent before the College discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent, including:
- Florida Southern College officials, including administrators, staff, faculty, contractors, and students working in an official capacity, with "legitimate educational interests" who require information for the proper performance of their professional responsibilities
 - Officials at an institution at which a student seeks to enroll
 - Organizations conducting studies for educational and governmental agencies
 - Accrediting agencies
 - Appropriate persons in case of health or safety emergencies
 - Agencies or offices in connection with the student's application for or receipt of financial aid
 - Governmental officials, as identified in Public Laws 93.31 & 99.35
 - Parents of students who are defined as dependents in the Internal Revenue Code of 1986
 - Parents of students (1) younger than 21 years of age or (2) who are dependents for tax purposes regardless of student age for violations of campus alcohol and drug policies
 - An appropriate official in response to a court order
 - An alleged victim of a crime of violence or a non-forcible sex offense concerning the final results of an investigation
 - The general public, if the school determines a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against her/him
 - Directory Information
 - For a complete list of exceptions, for further questions, for concerns about College FERPA compliance practices, or to request to inspect, review, or amend records, please contact the College's **FERPA Compliance Officer Dr. Marcie Pospichal 111 Lk. Hollingsworth Dr., Lakeland, FL 33801; email: mpospichal@flsouthern.edu; tel: (863) 680-4197**

FERPA gives students the right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida Southern College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

For more information about Florida Southern College's FERPA policies, and associated forms and waivers, please visit the College website: <http://www.flsouthern.edu/policies/heoa-disclosures.aspx>

VII. General Information

A. Address Responsibility

Each student shall be responsible for notifying the Registrar's Office and the Office of Student Development of a change of permanent home address and local address.

B. Bicycles

Bicycles must be parked or stored in areas specifically designated for this purpose. Bicycles may be stored inside residence hall rooms but not in lobbies, chapter rooms, stairwells or other public or semi-public spaces inside the residence halls. Bicycles are provided by the College for students' recreational use and may be checked out at the Wellness Center.

C. Financial Refund

In cases involving suspension, dismissal or expulsion, no financial refunds will be made by the College. In cases of voluntary withdrawal from Florida Southern College during a regular semester, the student is eligible for a partial refund of tuition, room, board and fees:

If the student withdraws during the first three days of class of a regular semester, the student will receive a 100% refund. Beginning with the fourth day of classes through the tenth calendar day, there is a 90% refund on tuition, room, board, and fees. During the 11th through the 25th calendar day, a 50% refund is made. A 25% refund is made during the 26th through the 50th calendar day. After the 50th day, refunds are made only in cases of serious accident or illness with the recommendation of the Student Health Center. In serious accident or illness cases extending beyond a two-week period, a student who withdraws receives a 75% refund of any unused tuition, room, board, and fees.

If the student withdraws during the first three days of class of a summer session, the student will receive a 100% refund. Beginning with the fourth day of classes through the seventh calendar day, there is a 50% refund of tuition. During the eighth through the 13th calendar day, a 25% refund is made. After the 13th day, refunds are made only in the case of serious accident or illness with the recommendation of the Student Health Center. To qualify as a medical withdrawal and be eligible for refund consideration, documentation must be provided within 3 business days of the withdrawal, at which time this information will be reviewed by the Dean of Student Development or designee for consideration of refund.

The refund policies for evening and graduate programs are covered elsewhere in this *Catalog* and in the respective program guides.

D. Identification Cards

During orientation a student is issued a nontransferable coded picture identification card (I.D. Card) which is used primarily to gain access to his or her residence hall. This card must be presented when requested by a member of the safety staff, residence hall staff, the Guest Services staff, or other College official. The I.D. Card will serve as a meal ticket for residential students and a ticket to all A.C.E. functions and athletic events. There is a \$15.00 replacement charge for the first lost or willfully damaged I.D. Card. Each subsequent card is a \$25.00 fee. Replacement I.D. Cards may be obtained at the Office of Safety and Security Monday - Friday from 8:00 a.m. - 5:00 p.m. Alteration or misuse of an I.D. Card is a violation of College regulations. When a student withdraws from the College, the student must surrender the I.D. card to the Office of Student Development. A student who fails to produce a valid I.D. card upon the request of a College official may be subject to the student accountability process.

E. Insurance and Liability

The College is not responsible for injuries to students occurring on or off the campus, nor is the College responsible for student loss of, or damage to, personal property (including automobiles). This coverage can be provided through a family or homeowner's policy. College fees include accident insurance for each full-time student. Illness insurance is not covered in the College fees. Group illness insurance (hospitalization) is required of each full-time student unless written waiver and proof of insurance is received by the required date as stipulated on the illness insurance proposal form.

F. Lost and Found

Lost and Found is located at the Office of Safety and Security. Items are kept for a period of ninety days.

G. Motor Vehicle Regulations:

The privilege of owning, maintaining, or having in one's charge a motor vehicle may be extended to a student who: (1) completes formal application for a permit and pays permit fee, (2) agrees to comply with the College regulations in effect throughout the entire academic year, including holidays and examination periods, (3) has not lost his motor vehicle privileges through suspension or revocation, and (4) complies with all local and state traffic laws.

Every student who possesses a motor vehicle in the City of Lakeland during the time College is in session shall register the vehicle with the Office of Safety and Security. Students are not permitted to register automobiles for other students. Any vehicle that requires a state license is classed as a motor vehicle, including trailers of all types. Students receiving permission to operate any motor vehicle at the College will be required to have a state vehicle registration and a state operator's license.

Detailed vehicle regulations will be issued when a car is registered. The enforcement of these regulations is the general responsibility of the Office of Safety and Security. This office assesses fines and reports cases involving liability or revocation of motor vehicle privileges or other disciplinary action to the proper College authority.

The College reserves the right to withdraw motor vehicle privileges from any person at any time or remove any unregistered vehicle. The College does not accept any liability for damage to or loss of any automobile or its contents.

H. Safety Statistics

The Student Right-to-Know and Campus Security Act of the Higher Education Amendment of 1992 require institutions to publish campus policies and statistics relating to campus safety and security. Anyone with questions regarding this report or any other safety-related matter is welcome to contact the Director of Campus Safety & Security at 863-680-4447. Additional

information on these statistics can be found on the U.S. Department of Education's Office of Post-Secondary Education website at <http://ope.ed.gov/security/>.

I. Self Administration of Medicine

Self-administration of medicines and medical treatments prescribed by a physician or other licensed medical professional is permitted in the residence halls but must be done in a medically safe and appropriate manner. Additional procedures that require treatment by an outside healthcare provider must be administered off-campus by an appropriate professional. It is the student's responsibility to arrange for regular transportation to and from treatment sites.

VIII. Anti-Harassment

Florida Southern College Anti-Discrimination/Anti-Harassment Policy Including Sexual Discrimination, Harassment, Misconduct, Violence, and Retaliation, Dating Violence, Domestic Violence, and Stalking

A. Preamble

We at the College share a common belief that every individual should be able to work and study in an environment free from discrimination, harassment or intimidation based on race, color, religion, gender, gender identity, age, national origin, mental or physical disability, marital status, medical condition, veteran status, sexual orientation, citizenship, or any other characteristic protected under federal or state law or local ordinance.

Discrimination and Harassment are illegal and in direct conflict with the mission of the College. It exposes the College and the individuals involved to liability under the law. Accordingly, the College prohibits any physical, written, or spoken conduct that violates the prohibitions on harassment set forth in the policy.

For a complete overview of Florida Southern College's Anti-Discrimination/Anti-Harassment Policy Including Sexual Discrimination, Harassment, Misconduct, Violence, and Retaliation, Dating Violence, Domestic Violence, and Stalking, please visit the following link:

<http://www.flsouthern.edu/FSC/media/other/legal-notice/FSC-Anti-Harassment-Anti-Discrimination-Policy.pdf>

IX. Definitions

The following definitions apply to all provisions of this Student Code of Conduct:

A. *College* shall mean Florida Southern College.

B. *College Administration* shall mean any and all persons employed by the College who hold the title of "President," "Provost," "Vice President," "Dean," "Associate Dean," "Assistant Dean," or "Director."

E. *College Official* shall mean any person employed or retained by the College to perform assigned administrative or professional responsibilities. The term "College Official" shall also

include, but not be limited to, Office of Safety and Security, Directors, attorneys for the College, faculty, staff, Guest Services staff, and student residence hall staff.

F. *College Policy or Policies* shall mean all rules or regulations of the College, including but not limited to this College Student Handbook, the Academic Catalog, and other College Publications.

G. *College Premises* shall include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.

H. *College Publication* shall mean any written or electronic document containing any statement or directive promulgated by the College regarding prohibited, permitted, or required actions. College Publications include, but are not limited to, this Student Handbook, the College website, and the Academic Catalog.

I. *Day* shall mean any regular business day of the College and does not include weekends, College holidays, or any day on which the College is not open to conduct regular business.

J. *Deliver*, when referring to written notice, shall be by one or more of the following methods:

1. Personal delivery to the addressee,
2. Placement in the addressee's official campus mailbox,
3. Transmission by e-mail to the addressee's official College e-mail address,
4. Deposit by certified mail, return receipt requested, with postage prepaid in the United States mail.

K. *Faculty Member* shall mean any person hired by the College to conduct classroom activities as defined by the chief academic officer.

L. *Greek Student Organization* shall mean a Student Organization officially recognized by the College and by either the Interfraternity Council or the Panhellenic Council. "Greek Student Organizations" shall include, but shall not be limited to, Alpha Delta Pi, Alpha Chi Omega, Alpha Omicron Pi, Alpha Gamma Rho, Gamma Phi Beta, Kappa Delta, Lambda Chi Alpha, Pi Kappa Alpha, Pi Kappa Phi, Sigma Alpha Epsilon, Sigma Chi, Theta Chi, and Zeta Tau Alpha.

M. *Identification Card* shall mean the official identification card issued to each student by the College.

N. *May* is used in the permissive sense.

O. *Member of the College Community* shall include any person who is a student, Faculty Member, College Official, or any other person employed by the College. A person's status in a particular situation shall be determined by the appropriate College Administration.

P. *Notice* shall mean written notice and shall include e-mail transmissions.

Q. *Office of the Dean of Student Development* shall mean the Dean of Student Development or the administrative staff of the Dean of Student Development.

R. *Publish* shall mean the posting of information on the College website or the delivery of written information to all College students.

S. *Resident* shall mean any person living in a facility operated by the Office of Community Living.

T. *Shall* is used in the imperative sense.

U. *Student* shall include all persons who are enrolled in programs or courses at the College, sponsored by the College, or co-sponsored by the College on either a full-time or a part-time basis.

V. *Student Accountability Body* shall mean any person or group of persons authorized by the Dean of Student Development to determine whether a student has violated College Policies and to impose or recommend the imposition of sanctions. "College Accountability Bodies" shall include, but shall not be limited to Hall Directors, Assistant Directors of Community Living, The Director of Student Development for A.C.E., the Director of the Center for Student Involvement, the Honor Code Infraction Review Board, the Student Accountability Committee, the Assistant Deans of Student Development, the Dean of Student Development, the Provost, and the President of the College.

W. *Student Accountability Body Chair* shall mean the person appointed or elected Chair of the applicable College Accountability Committee.

X. *Student Accountability Proceeding* shall mean any meeting, conference, or hearing conducted by the College to determine whether a student or Student Organization is responsible for a violation of College Policy and whether to impose sanctions against a student or Student Organization for violation of College Policy.

Y. *Student Organization* shall mean a Student Organization officially recognized by the College for social, academic, or service functions. This term includes, but is not limited to, Greek Student Organizations. Groups of students, bound by a common purpose unrecognized by the College are not considered Student Organizations, but are bound to College Policies.

X. Appendix A

A. Health Risks Associated with Alcohol and Drugs

- Alcohol consumption causes a number of marked changes in behavior.
- Even low amounts significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high levels of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

- Very high levels cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower levels of alcohol use can lead to dependence on alcohol. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Females who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other children of becoming alcoholics.

Designer Drugs

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines (MDMA, X, speed). Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neuron chemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

Cocaine

Cocaine stimulates the central nervous system. The use of cocaine can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can increase the risk of AIDS, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Other Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

Anabolic Steroids

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne, as well as psychological and physical reactions. The liver and cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects include very aggressive behavior known as “roid rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

Hallucinogens or Psychedelics

Lysergic Acid (LSD), mescaline, peyote, and phencyclidine (PCP or “angel dust”) cause illusions and hallucinations, and their use impairs and distorts one’s perception of surroundings, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. The physical effects may include dilated pupils, elevated body temperatures, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. It is common to have bad psychological reactions to LSD, mescaline, and psilocybin. The user may experience panic, persistent memory problems, and speech difficulties. Users who discontinue use experience “flashback” consisting of distortions of virtually any sensation for long periods after discontinued use. Mood disorders, such as depression, anxiety and violent behavior, also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

Marijuana (Cannabis)

All forms of cannabis have negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce

paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke. Long term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

Narcotics

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may increase the risk of such diseases as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

- **Cannabis (Marijuana, Hashish)** The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.
- **Hallucinogens** Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.
- **Cocaine or Crack** Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.
- **Amphetamines** Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.
- **Heroin** Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

XI. Appendix B

Legal Consequences Associated with Alcohol and Drugs

FLORIDA STATUTES RELATING TO ALCOHOLIC BEVERAGES & DRUGS

562.111 Possession of alcoholic beverages by persons under 21

In Florida, it is illegal for someone under 21 to have in his or her possession alcoholic beverages. Punishment can include 60 days in jail and a \$500 fine. Additionally, the court can suspend or revoke your driver's license or driving privileges if you are under 21 and convicted of possession of alcoholic beverages.

316.193 Driving under the influence

In Florida, it is illegal to drive under the influence of alcoholic beverages or drugs. Depending on the circumstances, you could face up to a year imprisonment and a fine in excess of \$4,000. You could also lose your driving privileges for a long period of time and the impoundment of the vehicle you were driving. Regardless of the ultimate outcome of your case, if you are arrested for DUI, you will spend time locked up in jail and will not be released until at least 8 hours from the time you were arrested. DUI is a very serious offence in Florida and there are numerous other consequences, under this statute, if you are arrested and convicted for DUI, many of which could adversely affect you for a long period of time or for the rest of your life.

If you are involved in an accident while driving under the influence and someone sustains serious bodily injury, you could spend up to 5 years in prison.

If you are involved in an accident while driving under the influence and someone is killed, you could spend up to life in prison.

316.1936 Possession of open containers of alcoholic beverages in vehicles

It is also unlawful in Florida to possess an open container of an alcoholic beverage or drink an alcoholic beverage while operating a vehicle or while a passenger of a vehicle. In other words, whether you are under the influence while driving a vehicle or are just a passenger in a vehicle, you must not have an open container in your possession or drink any alcoholic beverage in that vehicle, even if that vehicle is parked or stopped. If you violate this statute, you may be required to pay a significant monetary fine.

856.011 Disorderly Intoxication

In Florida, it is illegal to drink any alcoholic beverage in a public place or in a public conveyance and cause a public disturbance. If you are convicted of even a first offence of disorderly intoxication, you could face up to 60 days in jail and a \$500 fine.

856.015 Open House Parties

If you allow a party to take place in your residence and if alcoholic beverages or drugs are possessed or used by a minor at that party, you could face up to 60 days in jail and a \$500 fine.

893.12 Sale of Drugs

The buying, selling, or manufacturer of drugs in Florida is a very serious offense. Depending upon the circumstance and quantity of drugs bought, sold or manufactured, you could be sentenced to spend many years in prison. In Florida, conviction of many drug offenses carry mandatory minimum sentences and if you are convicted, the court will have no discretion and you **must be sentenced to serve time in prison**. Depending on the quantity of drugs bought, sold or manufactured, these minimum mandatory sentences can range from a low of 3 years in prison to life imprisonment.

893.147 Use, possession, manufacture, delivery, transportation or advertisement of drug paraphernalia

In Florida, under certain circumstances, you can be convicted if you use or possess drug paraphernalia. The definition of drug paraphernalia is very broad and if the item is being used in relation to the use, possession, manufacture or sale of drugs, you could face an additional penalty or prison sentence just for possession of items which, if not connected to drugs, would be legal to use or possess. For example, if you possess a hypodermic syringe, with intent to use it in connection with drugs, you could face up to a year in jail for such possession, even if you were not convicted of using drugs. In some circumstances, violations of this statute could require you to serve up to 15 years in prison.

The above is not a complete listing of all laws in Florida relating to the use of alcoholic beverages and to the possession, sale or manufacture of drugs. The main point to understand is that the use or abuse of alcoholic beverages and the possession, use or manufacture of illegal drugs can have serious and far reaching legal consequences, as well as health risks associated with alcohol and drugs.

FEDERAL STATUTES RELATING TO DRUGS

In addition to the State of Florida laws which you risk violating by the use, possession or sale of drugs, there are numerous federal laws, which in some cases, are even more stringent than those in Florida and which could require you to serve many years in a federal prison facility. For example, depending on the type of drug, even conviction of a first offense could result in a sentence to a federal prison for up to 20 years. Depending on the quantity of the drugs, even the sale of marijuana could carry a minimum mandatory sentence of up to 10 years in federal prison. Many federal statutes related to drugs could result in a sentence of life imprisonment in a federal prison.

XII. Appendix C: “Just Ask”, Sexual Respect, and Title IX: Information Especially for Students

For much more on sexual discrimination prevention, education, and reporting, please visit FSC’s “Just Ask” website or visit the following link:

<http://www.flsouthern.edu/FSC/media/other/legal-notices/FSC-Anti-Harassment-Anti-Discrimination-Policy.pdf>

XIII. Appendix D: Involuntary Withdrawal from the College

Involuntary Withdrawal from the College: Overview Florida Southern College expects and encourages students to behave in ways that promote their own well-being and the welfare of others. In rare cases, a student’s behavior becomes a “direct threat” to others or is otherwise inconsistent with the student being “qualified” to remain successfully enrolled at FSC for classroom, residential, or other college experiences. Under these circumstances, on an individualized and case-by-case basis that takes into account mitigating and aggravating circumstances, Florida Southern College reserves the right to require at any time the withdrawal of a student whose conduct, academic standing, or general influence Florida Southern College considers incompatible with the well-being of the individual student or the greater college community. This includes behaviors that disrupt the college or interfere with FSC’s educational mission, for which disciplinary action up to and including suspension or expulsion may occur. Such action will take place only after the college’s careful consideration of information pertinent to the matter at hand, and will be in accordance with the college’s policies and procedures.

Interim, Voluntary, and Involuntary Withdrawals

Introduction

Florida Southern College cares deeply about the health and safety of its students. Therefore, Health Center, Counseling Center, and Safety and Security Office services are available on campus. At times, students may exhibit such extreme behavioral conduct, medical conditions, or psychological situations that they pose a direct threat to members of the college community, or that their ability to function successfully and safely in the role of a student is significantly hindered. In such extreme cases, for an unknown period of time, a student might not be qualified to carry out the essential requirements and activities of college coursework or residency. Students are encouraged to prioritize their health and safety and take steps toward wellness, even if academic progress must be delayed. The college will support student-initiated self-care plans and/or initiate action that considers the welfare of the individual student and the college community. In order to address these issues, the college has in place a Student Health Committee (SHC). The SHC may include the Associate Vice President for Student Support (convener), the Assistant Dean of Student Development, the Dean of Student Success/Director of the Student Solutions Center, the Director of the Health Center, and/or the Director of the Counseling

Center. The SHC may also request participation of other faculty or staff members who possess specific knowledge or expertise related to a student's circumstances. Timing of the decision to withdraw, either by the student or by the college, may impact Federal Student Loan debt and reimbursement. Medical withdrawal documentation must be received by the Office of Student Development (telephone: 863-680-4209) within five business days of the initial request, or it will be classified as a non-medical withdrawal. All withdrawals follow the tuition and fee reimbursement policy as outlined in the Catalog.

Emergency Interim Suspension

The SHC may recommend to the Dean of Student Development implementing an Emergency Interim Suspension for up to one week upon a student's behavior rising to the level of significant community disruption, hospitalization, emergency, if a Mandatory Assessment is pending (see below), or if the student has failed to comply with other Clearance Procedures (see below) within the allotted period. The college may extend the Emergency Interim Suspension to allow a student to complete Clearance Procedures. Students under Emergency Interim Suspension for any reason are temporarily not allowed to participate in any college activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. This interim period allows time for a student to receive the needed behavioral, medical, and/or psychological care, and for all parties to consider an evaluation of readiness to return to the college. The student must follow the Clearance Procedures listed below before returning. Failure to do so may result in the SHC recommending an Involuntary Withdrawal.

Students who are under Emergency Interim Suspension will be notified verbally or in writing and will have the opportunity to address the basis for the decision by contacting the Office of Student Development (telephone: 863-680-4209). Faculty will be notified of student absence from class (but not the cause of absence) with the intention that the student will be able to continue to make appropriate and adequate academic progress.

Voluntary Withdrawal

Students may seek a voluntary withdrawal when their behavioral, physical, or mental health situations are interfering with optimal college performance including successful engagement in, or completion of, academic course work; when individual safety or the safety of the community is in question; or when the demands of college life are interfering with the ability to recover from or adjust to a significant behavioral, physical, or mental health challenge. Students interested in pursuing a voluntary withdrawal may wish to discuss this option with providers at the Health Center (telephone: 863-690-4292), the Counseling Center (telephone: 863-680-6236), or they may independently initiate the process through the Office of Student Development (telephone: 863-680-4209) or the Student Solutions Center (telephone: 863-680-4900). Residential students will be required to move out of their room within 24 hours of withdrawing. Those who

voluntarily withdraw for any reason are not allowed to participate in any college activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. Students who opt for a Voluntary Withdrawal will undergo the appropriate Clearance Procedures (see below) in order to be reinstated as a student of the college. Students may be requested to provide, with the student's written permission, current documentation from an appropriate outside consultant. Examples of such "consultants" include physicians, mental health providers, and non-relatives who, because of their professional credentials and knowledge of the student, can provide recommendations about student readiness to return to college. This will provide the assurance the student is fully prepared to successfully resume all college activities and for the college to provide reasonable accommodations to foster student return. There is a form the college may require to be completed by the student's consulting information provider. An outside evaluator's recommendation is not a binding one for the college.

Involuntary Withdrawal

In rare circumstances, the SHC may recommend that a student be involuntarily withdrawn. Students who are involuntarily withdrawn for any reason are not allowed to participate in any college activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. Examples of situations that might result in an Involuntary Withdrawal include, but are not limited to: A student poses a "direct threat" risk to the health or safety of others (see below); a student has an uncontrolled contagious disease or infection; a student fails to complete the required steps during an Emergency Interim Suspension (see above) or associated Clearance Procedures (see below); a known condition has deteriorated (e.g., a student fails to take medication necessary for self-care and serious health concerns develop), rendering the student to be in possible imminent danger and/or incapable of functioning as a student; a student engages in behaviors that disrupt the college or interfere with FSC's educational mission; a student is not "otherwise qualified" to continue as a student at FSC (see below). In most cases, these situations can be handled through voluntary withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal, the SHC may recommend to the Dean of Student Development to involuntarily withdraw a student. The SHC will recommend behavioral, assessment, documentation, and/or treatment conditions needed to return to Florida Southern College. Like students who voluntarily withdraw from FSC, Involuntary Withdrawal students will undergo the appropriate Clearance Procedures in order to be reinstated (see below).

Clearance Procedures: Preliminary Review

Except for cases of a Public Health Emergency, a member of the SHC or other college official (e.g., the Director of Campus Safety and Security) may conduct a Preliminary Review, learning about the student's situation and concerns, informing the student of college concerns, and making an initial determination about the student's readiness to resume college activities and the

conditions under which this may occur. As part of the Preliminary Review, or if concerns about a student's readiness to resume college life persists after the Preliminary Review, the additional Clearance Procedures in this section may be implemented.

Determining if there is a "Direct Threat"

A "direct threat" exists when a student's conduct "poses a significant risk to the health or safety of others (with a) high probability of substantial harm, and not just a slightly increased, speculative, or remote risk." Students who are determined to be a direct threat will be supported in taking a Voluntary Withdrawal or may undergo Involuntary Withdrawal, disciplinary suspension, or expulsion. To determine if a student poses a direct threat to others, the following criteria established by the Office of Civil Rights are used:

- Using individualized and objective assessment based on reasonable medical judgment and relying on the most current information
- Evaluating the nature, duration, and severity of the risk
- Evaluating the probability that a potentially threatening injury will occur
- Determining whether reasonable accommodations will sufficiently reduce the risk

At Florida Southern College, these criteria are applied on a case-by-case basis and evaluated within the context of an individual student's circumstances, considering both mitigating and aggravating circumstances. Separation of the relationship between the student and the college will only be recommended in the absence of other opportunities to accommodate or resolve the situation. If the college remains concerned, a Mandatory Assessment (see below) may be required to further determine whether or not the student poses a direct threat. Thus, if the student is not already hospitalized, the student may be required to go to the hospital or other professional for evaluation. A student may decline to undertake a Mandatory Assessment but doing so may result in the college imposing an Emergency Interim Suspension, Involuntary Medical Withdrawal, disciplinary suspension, or expulsion. Pending clearance, a student may not be allowed to participate in any college activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case.

Determining if a Student is Currently "Otherwise Qualified" to Continue

The inability to meet essential requirements of a student in good academic, residential, or social standing can render a student, for an unforeseen period of time, as not currently qualified to remain a student at Florida Southern College. Such essential requirements include the ability to participate in Engaged Learning in and outside the classroom, maintaining adequate academic grades and progress, the ability to abide by the college's Cornerstone Values or code of conduct, or behaviors that do not interfere with individual or community safety. Based on any of these

conditions, the SHC or other college official may conduct a Preliminary Review with the student and appropriate members of the college community to determine a student's qualifications to continue as an active student. The consequence of this determination may result in: directing students to appropriate behavioral, academic, health, or social support resources; Emergency Interim Suspension; helping the student move forward on an Voluntarily Withdraw; or Involuntary Withdrawal.

Mandatory Assessment

A student may need to complete a Mandatory Assessment if the student has been placed on Emergency Interim Suspension; the student has voluntarily withdrawn from the college and wishes to be reinstated; the student has undergone an Involuntary Withdrawal and wishes to be reinstated; if after a Preliminary Review the College remains concerned the student may pose a direct threat to others; if after a Preliminary Review the college deems the student not "otherwise qualified" to continue as a student; under other conditions as determined by the college. These Mandatory Assessment steps are designed to ensure the student's optimal performance in the college community, including that the student is not a direct threat to others, that a health emergency no longer exists, that a plan for sustained and appropriate behavior, good health, and safety is in place, and/or that the student is otherwise qualified to resume studies and community living.

Note: Depending on the situation, students may complete these procedures on different timelines. Some students may complete these steps within days of the Preliminary Review, Emergency Interim Suspension, or Withdrawal while others may wait several months before pursuing a return to the college.

The student must be assessed by an appropriate outside individual, whose opinions will be advisory to the college. The professional consultant, who is selected by the student, must be a licensed psychologist or psychiatrist if evaluating mental health concerns, a licensed physician if the evaluation is regarding other medical concerns, or must be a person that could reasonably be seen as having adequate knowledge, authority, and training to make such an evaluation under other conditions. The college reserves the right to evaluate the appropriateness of the consultant. Further, all providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern (e.g., an eating disorder or substance abuse specialist). To make an accurate evaluation, the outside consultant may require access to information held by the college related to the precipitating events that led to the leave. This typically would involve the student signing a release allowing the college (e.g., the Health Center, Counseling Center, or Office of Student Development) to share information regarding relevant incidents or concerns and, if applicable, recent hospital records. The student will be responsible for any cost incurred by the evaluation. The outside mental health/medical professional (or consultant, for non-mental health/medical situations), with the student's written permission, must provide directly to the college an assessment of current functioning of the student and provide written

recommendations regarding: a) Given the precipitating events, the student's readiness to return to the academic and co-curricular demands of college life; b) The student's readiness to live in the on-campus residential community; c) Ongoing resource, testing, or treatment needs; d) Any conditions or restrictions that the college should impose; and e) The student's readiness to return to competitive sports, if the student is a collegiate athlete. *The college may require a form to be completed by the student's health care provider or consultant. An outside evaluator's recommendation is not a binding one for the college.*

- *NOTE: The college athletic team physician, in consultation with the Florida Southern College Director of the Health Center and/or Counseling Center, may ultimately make the decision regarding athletic involvement and may consider associated outside evaluations in making such a determination.*

- *NOTE: Documentation of the Mandatory Assessment (conducted within 30 days of application for re-entry) and documentation of required intervention completion must be provided to the Office of Student Development no later than December 1 for the spring semester and July 1 for the fall semester. Those planning to return to a summer session must provide documentation no later than 30 days before the summer session begins.*

After the Mandatory Assessment results and resource/treatment documentation have been provided to the college, the student must meet with a SHC representative (typically the director or designee of the Counseling Center or Health Center). The Assessment results, associated documentation, and the student's own perception regarding readiness to return, needs, and plans for support or treatment will be discussed. Additionally, the college representative will consider how the outside evaluator's recommendations fit with the realities of student life at Florida Southern College and services that are available on campus or in the community.

The SHC will meet and consider a number of factors about the student's ability to return to Florida Southern College, including the outside evaluator's recommendation and the results of the student's meeting with the SHC representative. The SHC will make recommendations to the Dean of Student Development and students will receive verbal or written notification of the decision about clearance return to the college.

Note: Neither a Voluntary nor an Involuntary withdrawal is considered to be a punitive action; however, any withdrawal becomes a part of a student's institutional record.

Interim Student Housing

Students who are suspended in an interim capacity or withdrawal voluntarily or involuntarily from the College are temporarily not allowed to participate in any College activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case and undergo the appropriate Clearance Procedures (see above) in order to be reinstated as a student of the College.

During this time, it is the responsibility of the student, or the student's legal guardian if she/he is a minor, to arrange for temporary housing. Ideally, the student will be able to reside with family members or trusted, off-campus friends.

Additionally, the student may arrange to stay in a hotel during this period. The student bears all financial responsibility for costs associated with interim housing.

Finally, students may utilize one of two, nearby residential shelters:

Talbot House Ministries, 814 N. Kentucky Ave., Lakeland, FL 33801, (863) 687-8475. The student must have photo identification, know her/his social security number, and line-up for housing between 3:00 – 5:00 p.m. It is located 2.6 miles northeast of campus.

Lighthouse Ministries, 215 E. Magnolia St., Lakeland, FL 33801, (863) 687-4076. Both men and women can receive a free meal and shower, and men only can stay the night in the emergency overnight program. Please have a photo ID. Lighthouse Ministries is located 2.3 miles northeast of campus.

If the student lacks transportation or financial resources to get to local, interim housing within 5 miles or less of the campus or Lakeland Regional Medical Center, the student may take advantage of Florida Southern College's "Safe Ride Home" program by calling the Checker Cab Company (863) 665-8151 and providing her/his FSC student identification card. The cost of the transportation will be added to the student's College bill.

Appeal

A student may appeal the outcomes of any of the above processes by contacting the Office of Student Development, Student Life House, 960 Callahan Ct., Florida Southern College, Lakeland, FL 33801, telephone: (863) 680-4209.

XIV. MRSA Policy

Methicillin Resistant Staphylococcus Aureus (MRSA) infection is caused by a strain of staph bacteria that has become resistant to the antibiotics commonly used to treat staph infections.

To prevent the spread of MRSA in the campus community, any student who has a documented MRSA infection is required to report that documentation to the FSC Student Health Center (SHC) immediately to ensure that necessary steps and precautions are enacted to protect both the infected student and the College community. Students who have contracted MRSA, as diagnosed by a physician based on a positive culture, will be required to take the following precautions in order remain active in the campus community:

- ❖ *Residential students with MRSA will be relocated to a new residential space (if available), as a temporary measure, with private bathroom facilities. Students will remain in this location until the wound is healed and a negative culture is produced. Additionally, the roommate(s) of a student diagnosed with MRSA will also be relocated for a period of 24 to 48 hours while the room, and any shared bathroom spaces, are disinfected. Both the room and the bathroom will be inaccessible during this period of time.*
- ❖ *Students with MRSA will be required to visit the SHC daily for assistance with dressing*

changes and a re-examination by the SHC nurse or nurse practitioner. If the infection is worsening or spreading, or if any difficulty is encountered with containing wound drainage, students should contact the SHC immediately.

- ❖ *Students with MRSA may attend class and participate in the life of the College; however, the wound(s) must be covered at all times with the dressing provided at the SHC. Additionally, the wound(s) should be covered by clothing, where applicable, if it may contact surfaces to which other members of the College community may be exposed. For example, if the infection is located on the back of the leg, make sure that clothing does not allow the bandage to make contact with a chair that other people will use. There is no reason not to attend class and participate in group meals and activities as long as the wound is covered, fluids are contained, and good hygiene practices are observed.*
- ❖ *Students with MRSA will not be allowed to participate in athletic activities, including intramural sports, which may result in physical contact. Additionally, a student with an active infection is not allowed to utilize the training room facilities or the Nina B. Hollis Wellness Center, including weight-lifting equipment, exercise equipment, the locker room, pool, or shower facilities, until he/she has been released by a physician to do so.*

If the case poses a threat to the FSC community or if, after initial treatment, a student's condition worsens, the College, at its discretion or upon recommendation of a physician designated by the College, may choose to send a student home to recuperate until a negative culture can be produced.

If a MRSA infection is suspected by FSC staff or faculty, students are required to have the wound tested at a facility designated by the College. An appointment will be made by the SHC staff.

BEST PRACTICE (based on CDC guidelines)

Students diagnosed with MRSA, as well as roommates/suitemates should wash their hands frequently with soap and water. Students with MRSA should pay particular care to do this if other parts of the skin have come into contact with wound drainage. An alcohol-based sanitizer will suffice when soap and water are not available; however, if a student's hands have been contaminated with wound drainage, he/she should make sure that they are cleansed with soap and water. Additionally, all items that come in contact with a wound, wound dressing or drainage must be disinfected. Call the SHC to notify the staff if the wound drainage has come in contact with campus furnishings or equipment.

To alleviate the potential for the spread of the MRSA bacteria, students should avoid sharing personal items (e.g., towels, washcloths, bar soaps, razors, ointments). Wash soiled linens and clothing in hot water and regular laundry detergent and dry on the hot cycle until fully dry. If clothing and linen have been grossly contaminated with wound drainage or body fluids, laundry should be transported in a sealed plastic bag.

XV. Social Media Policy

Florida Southern College (the “College”) takes no position on student decisions to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the College to protect itself from unauthorized disclosure of information. The College’s social networking policy for students includes rules and guidelines for College-authorized social networking and personal social networking and applies to all students.

Definitions

Social Networking: Includes all types of posting on the Internet including, but not limited to social networking sites (such as Facebook© and LinkedIn©); blogs, and other on-line journals and diaries; bulletin boards and chat rooms; micro-blogging, such as Twitter©; and the posting of video on YouTube©, and similar media sites.

Social Media: Includes user-generated Web/online content created using scalable publishing technologies including, but not limited to blogs, wikis, tweets, podcasts, photo sharing networks, online virtual communities, user-generated videos, message boards, cloud computing, and other emerging technologies.

Sponsored Social Media: An external social media site owned, operated, or controlled by the College, including content that is housed on an outside-party social media site at the College’s direction.

Policy

The College’s students are required to comply with the guidelines and requirements in this policy when conducting social networking activities. Failure to do so may result in disciplinary action up to and including expulsion. Even if social networking or social media activities take place off campus, what is said can have an adverse effect on the College’s legitimate business interests and its students’ ability to live and learn in an academic environment free from hostility, harassment, discrimination and defamation. Additionally, some readers may view postings by a College student as being those of the College:

- Unless specifically instructed by an Officer of the College, students are not authorized and therefore restricted to speak on behalf of the College.
- The creation of any external Internet Web or social media sites that represent the College shall be subject to advance review by the offices of Human Resources, External Relations and Advancement. All access information such as user ID and passwords must be approved and maintained by the Information Services (IS) department and only the IS department has the authority to change user ID and passwords. The maintenance and operation of any such sites must be performed pursuant to all conditions specified in this policy. In addition, the College shall have the right to continually monitor such external sources that represent the College.

- Sites sponsored by recognized student organizations in connection with specific activities must be authorized by the Dean of Students for the relevant location.
- Representation of student personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. Students may not use the Florida Southern College name or logo to promote any opinion, product, cause, or political candidate. Students may not impersonate another student or College employee.
- While we encourage online collaboration, below is a set of guidelines for appropriate online conduct to avoid the misuse of this communication medium whether on or off campus:|
 - o **Student Handbook:** All students are expected to adhere to the College's Student Handbook and related policies.
 - o **Friending:** Any student may reject a friend request from any other student or College employee without fear of repercussion.
 - o **Harassment:** No student may use the Internet or social networking or social media to harass another student, to discriminate against another student, or otherwise engage in activities that would be a violation of the College's policies regarding harassment and discrimination, including but not limited to sexual harassment.
 - o **Privacy:** Students should never disclose confidential College information, student records, or personal or contact information concerning past or present members of the College community without proper authorization.
 - o **Defamation:** Students should not defame or otherwise discredit or disparage the College, its services, its vendors, or its competitors, its students or employees. Students may not make false claims or representations of the College's program or services.
Before posting anything on the Internet or engaging in social networking that refers to the College, students should consider whether their posts are damaging to the College's reputation or the reputation of its students and employees. If a student has a College related dispute or complaint, the student should refrain from sharing this via social media outlets and should address the complaint with the Office of Student Affairs.
 - o **Logos and Trademarks:** Social media communications may not include the use of any College logos, trademarks, or proprietary graphics without the prior written consent of the College's Marketing and Communications department.

- o **Respect for Copyrights:** Students must recognize and respect others' intellectual property rights, including copyrights and trademarks.

- Students are cautioned that they should have no expectation of privacy while using the Internet.

All students should be aware that the College monitors social media sites.

Students should be aware they are responsible for the content they post and once items are posted or published on the Internet, including words, photographs, and videos, they are not easily erased or removed, and there is no foolproof method to limit access to those items. For this reason, even if a posting is not a specific violation of this policy, students are encouraged to use common sense and good judgment in the things placed or published on the Internet or through social networking.

Reporting Violations

The College requests and strongly urges students to report any violations or possible or perceived violations to the office of Student Affairs. Violations include any discussion of proprietary information and any unlawful activity related to blogging or social networking. If a student sees unfavorable

pinions, negative comments or criticism about themselves or the College, do not try to have the post removed or send a written reply that will escalate the situation. Forward this information to the College's office of Student Affairs and Marketing & Communications Departments.

Discipline for Violations

The College investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the College's social networking policy may result in disciplinary action up to and including expulsion. Discipline or expulsion will be determined based on the nature and factors of any blog or social networking post. The College reserves the right to take legal action where necessary against anyone who engages in prohibited or unlawful conduct. Additionally, the College may report any violations of any state or federal law to the appropriate regulatory or law enforcement officials. Any retaliation against a person for reporting a violation of this Policy will itself be considered a violation of this Policy that may result in disciplinary action up to and including expulsion.

Additional Resources

The following Policies contain information relative to the Social Media Policy:

- The Cornerstone
- Student Grievance Procedures
- Student Handbook
- Anti-Discrimination/Anti-Harassment Policy Including Sexual Discrimination, Harassment, Misconduct and Violence

XVI. Appendix G - Student Accountability List of Standard Fines and/or Fees for Policy Violations

The following violations will receive the fine/fee but will not result in an Accountability Meeting unless there are at least two prior violations of similar policies:

1. Fire Safety
 - a. Candles/Incense
 - i. \$50 fine per occurrence
 - b. Live Christmas Tree
 - i. \$50 fine per occurrence
 - c. Unapproved Lights/Lighting (i.e. Halogen lights, rope lights, string lights, Christmas lights, lava lamps, etc.)
 - i. \$50 fine per occurrence
 - d. Unapproved Appliances (i.e. anything with an open coil, hot plates, etc.)
 - i. \$50 fine per occurrence
 - e. Failure to Evacuate during a Fire Drill or Emergency Situation
 - i. \$100 fine per occurrence
 - f. Tamper with Fire Safety Equipment (i.e. activate pull station, smoke detectors, or fire extinguishers)
 - i. \$500 fine per occurrence charged to the individual or charged to the building if unable to determine who is responsible
 - g. Excessive Trash/Lack of Cleanliness of space
 - i. \$50 fine for up to two bags of trash collected
 - ii. \$100 for trash collected between three and four bags
 - iii. An additional \$25 per bag of trash beyond four bags
 - iv. An additional \$150 cleaning fee assessed for cleaning beyond removal of trash

The following violations will include fines and/or fees and will result in an Accountability Meeting being required on every alleged violation.

2. Alcohol includes Joint Responsibility
 - a. First Offense: \$75 fee for Alcohol Education Course plus any additional sanctions assigned
 - b. Second Offense: \$150 Fine plus any additional sanctions assigned
 - c. Third Offense: \$300 Fine plus any additional sanctions assigned
 - d. Fourth Offense: \$500 Fine plus any additional sanctions assigned

3. Drugs includes Joint Responsibility
 - a. First Offense: If not suspended, a \$75 fee for Drug Education Course plus any additional sanctions assigned
4. Pets
 - a. First Offense: \$150 cleaning fee plus any additional sanctions assigned
 - b. Second Offense: \$300 Fine plus any additional sanctions assigned
 - c. Third Offense: \$500 Fine plus any additional sanctions assigned
5. Roofs, Ledges and Balconies
 - a. First Offense: \$1,000 Fine plus any additional sanctions assigned
6. Smoking
 - a. First Offense: \$50 Fine plus any additional sanctions assigned
 - b. Second Offense: \$150 Fine plus any additional sanctions assigned
 - c. Third Offense: \$300 Fine plus any additional sanctions assigned
 - d. Fourth Offense: \$500 Fine plus any additional sanctions assigned
7. Theft
 - a. Stolen/Unapproved Signs (i.e. street signs, work site items, construction zone items, orange caution cones, etc.)
 - i. \$50 fine per occurrence and item

