



Student
Handbook
2023-2024

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This edition of the Student Handbook supersedes all previous versions and applies to both new students and students already matriculated.

Florida Southern College (the “College”) reserves the right to change, modify, revoke, or add to the College’s academic, financial, or student policies, catalogs, or handbooks at any time and without prior notice. Email and posting on the College’s website shall be the primary method of communication that will be used to reach students.

I. INTRODUCTION: THE CORNERSTONE

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

The College’s goal of producing good citizens who make a lasting impact on their communities is advanced by the quality of campus life. Through shared values and communal expectations, the College creates an atmosphere where students can study, socialize, and grow as they pursue their academic goals. Campus life creates a positive and enriching environment that cares for the whole person — developing maturity of character that is the aim of the College. The Cornerstone outlines the standard of behavior that forms a basis for academic and social life.

Inspired by the Judeo-Christian principles on which the College was founded, our Cornerstone expects a Florida Southern Scholar:

- **Tenet I:** will practice personal and academic integrity and excellence of character and expect the same from others.
- **Tenet II:** will respect the dignity, value, and worth of all persons while learning from the differences in other students’ backgrounds, heritage, ideas, thoughts, and opinions.
- **Tenet III:** will respect the rights and property of others.
- **Tenet IV:** will demonstrate concern for others, their feelings, and our collegiate need for conditions that promote personal growth and academic success.
- **Tenet V:** will 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.

Upon enrollment, all students agree to follow all College policies. A student’s period of enrollment begins at the point of matriculation to the College and ends upon separation or graduation from the College. Students are responsible for knowing and complying with all College policies and updates to those policies.

The College expects its students to conduct themselves as responsible citizens and to comply with all College policies, as well as State and Federal Laws. 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 conduct proceedings by the College, regardless of whether such conduct occurs on College premises or during academic breaks.

College policies are binding upon Student Organizations at the College regardless of whether those

organizations 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. The most current version of the Student Handbook is available on the College portal.

The Vice President (VP) of Student Life has the day-to-day responsibility of the administration, interpretation, and enforcement of College policies as they apply to students. The VP of Student Life has delegated the responsibility of administering, interpreting, and enforcing College policies to the Director of Student Conduct. Any and all questions regarding the interpretation of College policies as they apply to students may be submitted to the Director of Student Conduct for an advisory opinion concerning the proper interpretation of the College policy in question.

College policies are based upon the assumption that individual and organizational responsibility is part of the educational process. The Cornerstone and Student Handbook 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 Conduct 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, equitable, and educational process for all students. However, Student Conduct Proceedings are not a legal process. Accordingly, legal counsel may not be allowed in certain Student Conduct Proceedings.

The Office of Student Life at the College is committed to modeling the mission and Cornerstone Tenets of the College while helping shape the development of our students beyond the classroom. In partnership and support of the educational goals of the College, we have developed a set of Student Learning Outcomes (SLO) to guide the work that we do each day to develop civic-minded leaders for the future. Our SLOs are designed to support the SLOs of the greater college community.

A Healthy Sense of Self and Community

Students will develop an honest understanding and appreciation of themselves, become contributing members of their communities, and learn to make individual choices that promote health and well-being.

A Framework of Personal Ethics and Values

Students will develop a framework of consistent ethics and values that guides their daily lives.

An Ability to Apply Critical Thought

Students will make effective decisions grounded in careful, objective analysis of information, experiences, and ideas.

An Ability to Develop and Sustain Meaningful Relationships

Students will develop skills to establish and sustain healthy, meaningful interpersonal relationships.

A Value and Respect for Differences

Students will recognize, respect, and value diverse experiences, ideas, cultures, heritage, backgrounds, identities, and beliefs, including but not limited to, religious, political, and other belief systems.

A Commitment to Citizenship

Students will understand their roles and responsibilities within local and global communities and develop leadership skills that aid in their commitment to becoming engaged citizens with the ability to be a voice for

positive change.

A Pursuit of Lifelong Learning

Students will develop an intellectual curiosity and desire for continual learning both within and beyond formal education.

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, national origin, gender, gender identity, sex, sexual orientation, marital status, pregnancy, religion, age, disability, political opinions or affiliations, genetic information, or any other protected category under applicable local, state, or federal law. 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, views, and opinions of others, realizing that, morality and civility are not only characteristics of a mature and responsible person, but are essential to the maintenance of a free and orderly society.

Trustees, administrators, staff, faculty members, students, alumni, and members of the Florida United Methodist Conference have a right to provide 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 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 the 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;

B. STATEMENT OF RIGHTS AND RESPONSIBILITIES OF OUR COLLEGE COMMUNITY ADOPTED BY THE BOARD OF TRUSTEES:

The College was founded on Christian principles by the United Methodist Church and proudly continues its relationship with the Church as an educational institution dedicated to seeking and imparting truth.

1. Free Speech and Free Expression

The College respects the free speech and free expression rights of all members of the College community, while at the same time creating an environment of civility that fosters tolerance and mutual respect and which allows all members of the college community to participate meaningfully in campus life without being subject to discrimination or harassment. All members of the College community are free to examine, discuss, and express their opinions publicly or privately within these guidelines. At the same time, students, especially those in leadership positions, shall remember and always make clear that they speak only for themselves and not for the College.

2. Press

The College is 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 has ultimate 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 outcome.

3. Association and Assembly

Students are free to organize and join associations as long as there is open affiliation and no conflict with any state or federal law or any policies of the College.

4. Speakers and Topics

Members of the College community may assemble and select speakers for Student Organization meetings and sponsored events with approval from the College. Additionally, students and student organizations may discuss issues of their choice. No speaker shall be invited, nor topic discussed that is detrimental to College operations, or endangers life or property or, in the opinion of the College, is ethically or morally inappropriate as a speaker on the College campus.

5. Discrimination

Florida Southern College is committed to administering 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, national origin, gender, gender identity, sex, sexual orientation, marital status, pregnancy, religion, age, disability, political opinions or affiliations, genetic information, veteran or military status as protected under the Vietnam Era Veterans' Readjustment Assistance Act, and any other protected category under applicable local, state, or federal law. 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 College 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. Any student who has experienced sexual discrimination, or knows of such a student, should contact any of the following to report:

- Campus Safety Office (863) 680-4305.
- Director of Human Resources for issues involving staff or faculty (863) 680-3964
- Director of Student Conduct at (863) 680-6221

- The College’s designated Chief Diversity Officer at (863) 680-6250.

The Director of Student Conduct’s office is located on the second floor of the Carlisle Rogers Building, 111 Lake Hollingsworth Dr., Lakeland, FL 33801, or to the “JustAsk” email address at: fscjustask@flsouthern.edu.

6. Persons with Disabilities

Florida Southern College welcomes all students seeking to further their education. Accordingly, the 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. The College and Office of Student Disability Services are committed to providing access and inclusion for students with documented disabilities to courses, facilities (including Residence Halls), and programs. Additionally, under appropriate circumstances for residential students, Florida Southern College complies with the Fair Housing Amendments Act of 1988 and is informed by recently published HUD guidance (2020). The College engages in an interactive process with students and appropriate case-by-case accommodations, such as extended time for tests, may be provided for students with documentation of a protected disability.

A student with a disability is defined as a person with a “physical or mental impairment that substantially limits one or more major life activities”. To request accommodations for a disability, the student must make his or her condition known to the College and provide appropriate documentation from a qualified professional supporting the need for accommodations. The student is only required to disclose the disability if the student is requesting accommodations.

Disability documentation must be relevant—that is, it should reflect the student’s current diagnosis, list the requested accommodations, and describe the functional impacts of the disability and how the accommodations will address the effects of the disability on major life activities in the college setting. We cannot assure timely approval unless all requested materials are received 2 months prior to move-in. Detailed policy documents and forms including but not limited to, Emotional Support Animal (ESA) policies, Service Animal Policies, Roommate Bill of Rights, Residential Accommodation policies, etc., are available on the Student Disability Services website or by emailing disabilityservices@flsouthern.edu. Students are encouraged to fully review these policies. The College has an internal grievance procedure for prompt and equitable resolution of challenges to the accommodations provided. A student who wishes to appeal an accommodations decision in a current semester may make that appeal in writing to the Vice President of Student Life at disabilityservices@flsouthern.edu. Accommodations cannot be made retroactively. Students with documented disabilities are encouraged to utilize academic resources generally available to all Florida Southern College students, including peer tutoring, The Writing Center, study skills resources, and support assistance from their faculty advisor, instructors, and members of the Academic Center for Excellence. The professionals of Student Disability Services are available to guide students to needed resources.

Class attendance, participation in engaged learning activities, and timely completion of course assignments, are essential college requirements and generally are not waived to accommodate disabilities. Failure to meet essential requirements of a course or degree program could result in a lowered course grade. Since each course and class experience is unique, students must meet collaboratively with their instructors to determine how reasonable accommodations can be implemented in each class. Students with disabilities requesting accommodations should carefully review our student disability services policies and forms, available on the website or via email and

contact the Office of Student Disability Services, Florida Southern College, Carlisle Rogers Bldg., 111 Lake Hollingsworth Drive, Lakeland, FL 33801-5698; 863.680.4900; disabilityservices@flsouthern.edu.

Non-Retaliation Provision: The College will not retaliate against any student because that individual has requested or received disability accommodations in the College classroom, College programs or activities, or College housing, or because the student has filed a grievance and request for resolution.

For more information, please visit the [Office of Student Disability Services](#) webpage.

7. Grievance Process

The College is committed to open communication, the exchange of ideas and values, and treating all members of the College community equitably in response to their personal and professional concerns. Recognizing that, at times, a student may wish to initiate an inquiry, a student grievance procedure is in place to ensure that reports are promptly addressed, and resolutions are reached in a just and impartial manner. Through the Grievance Process, each student is given the opportunity to bring 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, Assistant Vice President (AVP), Associate Vice President (AVP), or designee.

A grievance is defined as dissatisfaction occurring when a student believes that a decision, act, or condition affecting the student is unjust, against reasonable or established policies and practices, or creates unnecessary hardship. Such grievances may involve, 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. Other 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, student employment) are excluded from this policy.

Each Vice President, AVP or designee will reply in writing to the student who submits a formal, written grievance to that College official. Each Vice President, AVP or designee will be responsible for maintaining a hard copy record of all reports that are filed within their area and adding information about the report to the College database. These records will be maintained for a minimum of five years.

The College will consider all grievances and comments fairly and will not engage in retaliatory action against any student who submits such information. Any person who retaliates against an individual filing a complaint or concern will be in violation of this non-retaliation policy and will be subject to disciplinary action.

If you are not sure which College Officer to contact to file a grievance, please contact Assistant Vice President of Operations and Director of Human Resources, HR@flsouthern.edu, (863) 680-3964.

II. STUDENT CODE OF CONDUCT

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

The College maintains a variety of policies and procedure guides including, but not limited to: Community Living, the Center for Student Involvement, Athletics, and Student Travel.

[Office of Community Living](#)
[The Center for Student Involvement](#)
[Athletics Department](#)
[Student Travel](#)

Should a conflict in language arise between the language in an alternative policy and the Student Handbook, the Student Handbook policies shall always supercede.

A. PERSONS

Violations related to persons are committed when a student or student organization:

- a. Commits academic dishonesty, cheats, plagiarizes, or commits any other violations of academic integrity.
- b. Commits an act of dishonesty, including giving false information, falsifying documents, and with or without permission possessing or using the Student ID or College-owned residential facility keys of another student.
- c. Intentionally or knowingly and without authority or consent limits or restricts the freedom of a person.
- d. Threatens, intimidates, coerces, or uses physical force in a manner that causes a person to be fearful of physical harm or threatens or endangers the health or safety of a person.
- e. Bullying – defined as behavior (including written, visual, electronic, or oral) that is intentional and repeated, or meant in humor, that reasonably results in the intimidation, injury, or distress of another individual physically, mentally, or socially.
- f. Physically abuses or injures another person.
- g. Intentionally slanders or libels another person.
- h. Obstructs or interferes with another person’s civil rights.
- i. Commits sexual misconduct or discrimination towards another person.
- j. Engages in any form of sex trafficking, including engaging in or soliciting sexual activity for profit or compensation.
- k. Exhibits behavior of any kind, commits any act, or makes any communication, on-campus or off-campus which imperils or jeopardizes the health and safety of any person or persons or which causes damage to the property of another or to the property of the College.
- l. Knowingly, and with or without consent, intentionally hazes another person.
- m. Hosts or participates in gambling activities on-campus or in campus residential facilities.
- n. Present when or allows activities that violate College policies to occur in their presence, campus residential facility room, or vehicle on College property.
- o. Exhibits conduct unbecoming a student at the College.

Statement on Hate Crimes and Hate Speech

Tenet 2 of The Cornerstone states that Florida Southern College scholars will respect the dignity, value, and worth of all persons while learning from the differences in other student’s backgrounds, heritage, ideas, thoughts, and opinions. Hate Crimes under Florida law relate to crimes where the commission of said crimes evidence prejudice based on the race, color, ancestry, ethnicity, religion, sexual orientation, national origin, homeless states, or advanced age or disability of the victim. Hate Speech may also evidence prejudice based on the same factors as are set forth under the laws related to Hate Crimes. While Hate Speech would not be prosecuted as a crime, Hate Speech directed at an individual or group

of individuals is contrary to the College's Cornerstone principles and a campus environment in which all students can exercise their right to participate meaningfully in campus life without being subject to discrimination or harassment. Therefore, students who are found responsible through the Student Conduct process for participating in acts that rise to the level of Hate Speech will be subject to formal disciplinary outcomes assigned by the College up to Suspension or Expulsion from the College. <https://www.fdle.state.fl.us/FSAC/Crime-Data/Hate-Crimes.aspx>

However, it is not Hate Speech to espouse a religious belief or political viewpoint or an opinion on any subject which another person might strongly disagree with or find offensive or which that person does not wish to hear, as long as that viewpoint or opinion is expressed with civility and is not in a manner as to cause harassment, intimidation, or otherwise violate a policy of the College. Students should be free to express opinions which others might strongly disagree with or even find offensive or ugly but when that speech crosses the line into targeted harassment or threats, or creates a pervasively hostile environment, said speech may, on a case-by-case basis, be termed Hate Speech and as such may violate the College's policies relating to harassment.

Statement on Symbols of Hate or Oppression

The College does not allow the displaying or possessing of any non-verbal symbol (flag, sticker, banner, noose, item of clothing or the like) that is in and of itself or which contains any symbol that could reasonably be considered discriminatory, oppressive, threatening, or which express hatred towards an individual or group of people. This would include, but is not limited to, symbols such as Confederate Flags, the Swastikas of the Nazi Party, or any items related to any supremacist or hate group. Students who display or are in possession of any such item will be subject to the Student Conduct process. Likewise, students who utilize any symbol, even one not considered a symbol of hate or oppression, in a manner clearly designed to intimidate or harass another student or groups of students may also be subject to the Student Conduct process.

B. PROPERTY

Violations related to property are committed when a student or student organization:

- a. Knowingly, and without consent or authorization, has the property of another person, the College, or government property in his or her possession.
- b. Abuses, damages, or defaces College property by using it in a manner inconsistent with its designated purposes.
- c. Knowingly and without consent or authorization removes, uses, misappropriates, or sells the property of another person or the property of the College.
- d. Damages, defaces, or destroys the property of another person or the College.
- e. Obtains the property owned by another person or the College by misrepresentation, or by fraudulent means.
- f. Enters or uses the property or facilities of another person or the College without consent or authorization. For example, the Florida Southern College Water Dome, the FSC Tunnels, etc.
- g. Knowingly, and without consent or authorization, misuses or misappropriates services provided by the College.
- h. Exhibits conduct unbecoming a student at the College.

C. OPERATION OF THE COLLEGE

Violations related to the operation of the College are committed when a student or student organization:

- a. Forges, alters, takes possession, duplicates, or uses documents, records, another individual's

- keys or identification of another individual without consent or authorization.
- b. Falsifies information or records submitted to a College official or office.
- c. Fails to comply with the directions of a College official acting in the performance of his or her duties and authority.
- d. Fails to evacuate during a fire drill.
- e. Refuses to respond to a legitimate request from a College official.
- f. Fails to present College identification upon request by a College official.
- g. Improperly represents the College or another person in the College community.
- h. Publishes or broadcasts opinions or information on behalf of the College, or which may be positioned to appear as if they are on behalf of the College, without having gained prior approval from the Office of Marketing and Public Relations.
- i. Intentionally obstructs the operation and functions of the College.
- j. Violates other published College policies including but not limited to Information Technology Services policies, Community Living policies, and Center for Student Involvement policies.
- k. Shares forwards, or otherwise disseminates false or misleading information including College policies, activities, and actions. Students who violate this standard will be held responsible as if they were the author of the misinformation
- l. Exhibits conduct unbecoming a student at the College.

D. WELFARE, HEALTH, OR SAFETY

Violations related to the welfare, health or safety of the College community are committed when a student or student organization:

- a. Uses, possesses, distributes, sells, is under the influence or in the presence of narcotics, hallucinogens, dangerous drugs, recreational drugs, or controlled substances (including misuse of prescription medication). Marijuana, including medical marijuana and CBD products (that contain THC), even if prescribed by a licensed physician, is prohibited on the College campus and will be considered an illegal drug.
- b. Possesses, consumes, dispenses, or is in the presence of alcoholic beverages on campus or in campus residential facilities, or exhibits effects of off-campus alcohol use that results in a disruption to the College community or that requires intervention from members of College full-time or paraprofessional staff upon return to campus.
- c. Possesses alcohol and/or drug paraphernalia on campus or in campus residential facilities. The State of Florida defines “drug paraphernalia” as any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, transporting, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the law. Examples include, but are not limited to, Hookah, Water Pipes, Vape Pens, Juul and/or Juul Pods, etc.
- d. Possesses or manufactures, without College authorization, firearms (assembled or disassembled), explosives, dangerous weapons (including knives), or other articles or substances injurious to persons or property.
- e. Falsely reports a fire, or activates emergency warning equipment, or communicates false information regarding the existence of explosives on College property.
- f. Refuses to vacate buildings, sidewalks, driveways or other facilities of the College when directed to do so by an official of the College.
- g. Abuses, misuses, removes, or damages fire or safety equipment.
- h. Uses or displays abusive, obscene or inappropriate language, behavior, or materials.
- i. Uses cigarettes, vaporizers, electronic cigarettes or any device that emits smoke or vapor inside

- any College building.
- j. Accesses without the proper consent or supervision the roof of any College building.
- k. Exhibits conduct unbecoming a student at the College.

E. STUDENT CONDUCT PROCESS

Violations related to the student conduct process are committed when a student or student organization):

- a. Attempts to intimidate, coerce, or influence a person by any means in an effort to discourage or prevent his/her participation in or access to any conduct process or proceeding.
- b. Attempts to influence the impartiality of any member of a conduct body prior to, or during, the course of a conduct proceeding.
- c. Knowingly falsifies, distorts, or misrepresents information before a conduct body.
- d. Disrupts or interferes with the orderly conduct of a conduct proceeding.
- e. Knowingly institutes a conduct proceeding without proper cause.
- f. Violates the terms of any conduct sanction imposed in accordance with this code.
- g. Retaliates against another student or College official involved in carrying out the Student Conduct Process.
- h. Exhibits conduct unbecoming a student at the College.

F. VIOLATIONS OF CRIMINAL LAW

Students are viewed by the larger community as representatives of the College; therefore, students must understand that their behavior reflects upon the College. As such, there are instances in which the College has the right to address students' off-campus behavior. Off-campus behavior includes but is not limited to violation of federal, state, local laws and ordinances; behavior that indicates the student may present a danger or threat to the health or safety of a community member; and behavior that is considered chronically disruptive to the College community. If a student is charged with or convicted of a crime while regularly enrolled in the College, the College reserves the right to take immediate action where the student will be subject to formal disciplinary outcomes assigned by the College up to Suspension or Expulsion from the College independent from the Student Conduct process.

G. MEDICAL AMNESTY

Tenet 4 of The Cornerstone states that the Florida Southern College scholar will "...*demonstrate concern for others, their feelings, and our collegiate need for conditions that promote personal growth and academic success.*" The College promotes responsibility and expects students to offer assistance to their fellow students in need. The College recognizes that there may be times when students are reluctant to offer assistance to their fellow students for fear that they may be charged with policy violations. Therefore, a student or student organization member (during an organization-sponsored event) who has contacted emergency first responders for a student in need of emergency medical treatment due to alcohol consumption, drug use, or injury will not receive formal outcomes or disciplinary actions from the College through the Student Conduct process if:

- a. the assisting student is the first person to contact emergency personnel and/or contact Campus Safety or Community Living staff,
- b. the assisting student has not contributed to the endangerment of the student needing emergency medical attention,
- c. the assisting student has not moved or transported the student,
- d. the assisting student remains with the endangered student until Campus Safety, emergency

- personnel, or Community Living staff arrives and
- e. the assisting student cooperates with the responding staff and emergency personnel.

Amnesty applies to:

- Students who seek assistance or emergency medical treatment on their own behalf.
- Students who seek assistance or emergency medical treatment on behalf of another student.
- Students in need of assistance.
- Students who are victims of crimes. We encourage students who are victims of crimes (including but not limited to physical or sexual assault, theft, vandalism) to contact [FSC Just Ask](#), [Campus Safety](#), and/or local authorities to get help.

The incident will be documented and, at the discretion of the Director of Student Conduct, educational and/or health interventions may be required as a condition of deferring disciplinary actions.

This policy does not protect repeated violations, hazing, the distribution or sale of illegal Drugs or Substances, violations of the College's Policy on Sexual Misconduct and Sexual Harassment (e.g. intimate partner violence, non-consensual sexual contact, sexual assault, sexual misconduct, stalking, etc.) or violations that caused harm to another person requiring emergency response.

The policy does not preclude or prevent action by police, legal authorities, employers, individual student organization conduct processes, or individual academic or campus departments that have specific standards and expectations for students enrolled or involved within their department.

III. STUDENT CONDUCT PROCESS

A. INTRODUCTION

The College student conduct process is based upon the assumption that individual and organization responsibility is part of the educational process. Student conduct 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 conduct 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, equitable, and educational process for all students. However, student conduct proceedings are not a legal process. Accordingly, it is not appropriate for legal counsel to represent a student in a student conduct 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. Outcomes may be assigned individually or in combination with other outcomes. Failure to comply with outcome requirements shall be considered a violation and shall result in more severe conduct action and a student conduct hold /judicial hold placed on the student's account. Outcomes are in effect from the time of notification, either in person or in writing, whichever comes first.

1. Outcomes

The following outcomes may be imposed upon any student or Student Organization 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 conduct file in the Office of Student Conduct. Students may receive written warnings in conjunction with other outcomes including, but not limited to, educational programs and/or activities.
- **Apology** is a written or oral apology to a person or group.
- **Online Educational Courses** may be assigned to be completed to specifications within a specific period of time. These are a set of online sanction courses for both alcohol and drug-related 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.
- **Campus and/or Community Referral** is a required recommendation to internal and/or external resources, which can serve as support and/or educational experiences. Examples include but are not limited to the Counseling Center, Peace River Center, Tri-County Human Services, etc.
- **Reflection/Research Papers** may be assigned related to the incident. Topics may include, but are not limited to: The Cornerstone, general reflection, impact on others, impact on future, research of university policies and local, state, or federal laws, and interviews.
- **Holds** are issued when a student or Student Organization 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. For Student Organizations this may include the inability to register events, ability to receive funding, participate in College, chapter, or other affiliation functions.
 - A student conduct/judicial 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 conduct or indebtedness issue. Housing will not be assigned to any student with a hold pending.
- **Fines/Service Fees** shall be determined by the meeting officer or staff involved in consideration of the seriousness of the infraction. Fines/Service Fees are assessed to a student's account and paid through the Business Office. See Appendix E - Student Conduct List of Standard Fines and/or Fees for Policy Violations.
- **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.
- **Removal from Campus Residential Facilities** 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 or Student Organization must appeal to the Dean of Students through the Office of Student Conduct for restoration of the right to return to campus residential facilities. Removal from campus residential facilities may affect a student's ability to remain as an enrolled student or the Student Organization's ability to retain affiliation with the College.
- **No Contact Directive** is a directive to prohibit contact in any form or capacity (written, face-to-face, electronic, 3rd party, etc.). Failure to comply with the parameters of the no contact directive may result in an immediate suspension.
- **Campus Residential Facility 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 Campus Residential Facility Probation will lose their privilege of living in campus residential facilities 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 or Student

Organization 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 or Student Organization will be allowed to attend academic classes and any activities which are a part of an academic requirement. In most cases, students or Student Organizations who violate College policies while on social probation will be suspended or deactivated from the College. Students or Student Organizations may receive social probation in conjunction with other outcomes.

- **Deactivation** is defined as a Student Organization losing all privileges including College recognition for a specified period.
- **Disaffiliation** is defined as the College severing the relationship with the student by not allowing a student to register for classes indefinitely or a Student Organization by revoking the charter, bylaws, or affiliation with the organization and restricting future affiliation with the College
- **Deferred Suspension** is defined as a potential separation from the College that is deferred as long as a student does not violate another institutional policy. Additional violations may result in an activation of the suspension which will require a student to vacate college premises for a specified period of time as outlined in College Suspension below.
- **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. College suspension will result in a student receiving failing grades for failure to successfully complete a term. Conditions for readmission may be specified. **There shall be no refund.**
- **College Expulsion** is permanent separation of the student from the College. College expulsion will result in a student receiving failing grades for failure to successfully complete a term. Additionally, College expulsion becomes a part of the student's academic record. **There shall be no refund.**
- **Disciplinary Withdraw** occurs when a student withdraws to avoid a disciplinary action that would have resulted in a potential suspension or expulsion from the College. **This option is only available prior to the withdrawal deadline prescribed for each term. There shall be no refund.** This sanction may only be offered at the sole discretion of the College and may not be utilized on more than one occasion by any one student.
- **Involuntary Withdraw:** See Appendix B for more information.

More than one of the outcomes listed above may be imposed for any single violation. Other than College Expulsion, conduct outcomes shall not be made part of the student's permanent academic record, but shall become part of the student's conduct record which is maintained by the Office of Student Conduct for a period of at least five years with records of College Suspension and College Expulsion being kept indefinitely. College Suspension will be noted on the academic record during the period the College Suspension is active and until the student has been reinstated from College Suspension. Any sanction or combination of those listed above may be imposed upon groups or Student Organizations.

2. **Notification of Parents and Guardians (Undergraduate Students)**

The College may notify a student's parents or guardians regarding conduct meeting outcomes taken by the College based on the nature of the sanction and the circumstances involved. The College may make contact in the following ways:

1. Students may be required to notify the Parent or Guardian of the situation and outcomes assigned and have the Parent or Guardian contact the Office of Student Conduct for confirmation. This may occur during the sanctioning meeting or as follow-up correspondence.
2. Parent or Guardian may be mailed a copy of the sanction letter for alcohol and drug offenses.

3. Parent or Guardian may be mailed a copy of disaffiliation, campus residential facility probation, and suspension or expulsion outcomes.

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, including by the use of K9 Narcotics and Bomb Detection Dogs, a student's campus residential facility room or College-owned housing for the purposes of inspection, inventory, custodial service, and protection of College property.
- Access and/or search, including by the use of K9 Narcotics and Bomb Detection Dogs, a student's campus residential facility room/suite/chapter room and/or possessions to ensure compliance with College policies and to ensure the welfare and safety of individuals and groups on campus.
- Access and/or search a student's vehicle on College property, including by the use of K9 Narcotics and Bomb Detection Dogs, 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 VP of Student Life, Dean of Students, the Director of Campus Safety and Security, or the Director of Student Conduct 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, Campus Resource Officer (through the Lakeland Police Department), the Director of Campus Safety and Security, or their designated representatives. The student may, at the discretion of the College, be outside the residential facility (in the immediate area, but not inside).

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.

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

C. INVOLUNTARY WITHDRAW

1. This policy may be instituted at any time and supercedes all stated outcomes in the Student Handbook. Please see Appendix B for more information.

D. ALCOHOL VIOLATIONS

1. Outcomes- Individuals

If a student is found to be in violation of the College's policy regarding alcohol, minimum outcomes may include, but are not limited to:

- a. Parental or Guardian notification of the violation.
- b. The student may be required to complete an alcohol education course and be assessed a course fee. The fee covers the cost of the course and supports an education fund that hosts proactive education events on campus.

- c. The student may also be required to complete an assessment by a third-party provider where any recommendations become requirements to be completed.
 - d. 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. **Outcomes - Student Organizations**
- Student Organizations sponsoring on-or off-campus events are responsible for abiding by and enforcing the guidelines outlined in the Student Handbook and shall abide by federal, state, and local laws. If found to be in violation of the policy, the minimum outcomes 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/international 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 Office of Student Conduct has the right to instruct the Center for Student Involvement to terminate the relationship between the organization and the College. After a specified period of time, the student organization may re-apply for recognition through the College's process.

E. DRUG/WEAPONS/EXPLOSIVES VIOLATIONS

1. Drug Policy

The College recognizes that there are serious health risks, behavioral problems, and legal consequences associated with the use of illicit drugs. Therefore, all members of the campus community are expected to understand that the illegal use/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 is strictly prohibited; as such, the on-campus or off-campus use, possession, distribution, being under the influence or in the presence of, the 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. Marijuana, including medical marijuana and CBD products (that contain THC), even if prescribed by a licensed physician, is prohibited on the College campus and will be considered an illegal drug.

The College does not condone the use of illicit drugs and prohibits the use or possession of drugs on campus or off 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. The State of Florida defines "drug paraphernalia" as any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, transporting, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the

law. Examples include, but are not limited to, Hookah, Water Pipes, Vape Pens, Juul and/or Juul Pods, etc.

2. **Weapons/Explosives Policy**

The possession or manufacturing of any weapons, firearms, explosives, or other dangerous devices are prohibited. A personal size chemical agent (Pepper Spray) of 2 ounces or smaller is allowed on campus. Misuse of any chemical agent can result in student discipline and/or criminal charges. All students are expected to abide by local, state, and federal laws along with College policies.

Students who threaten or harm others with a weapon, whether on or off campus, will be held accountable. On campus, the possession, use, and/or sale of any weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device designed or used to harm or threaten will not be tolerated.

The College recognizes that weapons can be a broad term. Examples of weapons are rifles, pistols, BB guns, paintball guns, pellet guns, stun guns, chemical weapons, knives with blades more than four inches in length, slingshots, bows and arrows, and martial arts weapons.

College officials are empowered to search any property owned or controlled by Florida Southern College to include personal belongings and vehicles, including by the use of K9 Narcotics and Bomb Detection Dogs, if the possession, use, sale or distribution of illicit drugs or the possession of weapons, firearms, explosives, or other dangerous devices is suspected.

3. **Outcomes**

a) Individuals

If a student is found to be in violation of the policy regarding drugs, minimum outcomes include, but are not limited to:

- For any violations that the VP of Student Life or designee deems that an educational sanction may be beneficial prior to suspension:
 - i. Parental or Guardian notification of the violation (undergraduate students).
 - ii. The student may be required to complete a behavior contract and an educational course that includes a service fee. The fee covers the cost of the course and funds an education fund that hosts proactive education events on campus.
 - iii. The student may also be required to complete an assessment by a third-party provider where any recommendations become requirements to be completed.
 - iv. Students additionally may be placed on social probation.
- For any violations that the VP of Student Life or designee deems that an educational sanction is not appropriate or the severity of the situation warrants:
 - i. Minimum sanction for most drug/weapons/explosives related offenses is suspension and/or expulsion. When responsibility is clear and convincing, or admitted, the VP of Student Life or designee may impose College suspension/expulsion without further proceedings. Parents or guardians may receive a copy of the sanction letter or may be notified verbally.

b) Student Organizations

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

- The case shall be heard by the Office of Student Conduct. As a violation of the drug policy, the minimum sanction will most often result in suspension for the individual and/or the organization.

F. STUDENT CONDUCT PROCEDURES

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 Conduct is an educational process that holds members of the College community accountable for their 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 Student Handbook or any other aspect which would subject the student to conduct action, shall be entitled to certain procedural due process as follows:

- The student has the right to an unbiased hearing that is based upon evidence presented during the hearing.
- The student shall be notified, via their Florida Southern College email address unless otherwise noted, that they have been documented, the date and violation of the documentation, and access to review the documentation during the conduct meeting. Failure to respond to a request to schedule a conduct meeting or attend a scheduled meeting will result in a determination being made in the student's absence and loss of the ability to appeal the determination.
- The student has the right to remain silent and/or not to self-incriminate. The student shall be allowed to rebut written statements and shall be allowed to present evidence and/or witnesses on his or her behalf. Under certain circumstances, the College, in its sole discretion, may allow an alleged victim to present their version of the events in question in writing or outside the presence of the affected student.
 - Procedural rights of students regarding complaints of sexual misconduct can be found in the College's [Policy on Sexual Misconduct and Sexual Harassment](#).
- The student shall be notified in writing of the decision and shall be allowed to appeal said decision to the appropriate appeal official. The right to appeal a determination is forfeited if a student does not schedule or attend their hearing or is offered the opportunity to withdrawal to avoid disciplinary action and elects to exercise that option.
- The student may have the opportunity to waive a conduct 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, or well-being of any member of the College community is affected or threatened, the College may institute interim 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 VP of Student Life or other designee.

2. Student Conduct Authority

The Director of Student Conduct, or their designee, shall determine the composition of student conduct bodies and may determine which student conduct board or hearing officers shall be authorized to hear cases.

The Director of Student Conduct, or their designee, shall develop policies for the administration of the student conduct program and procedural rules for the conduct of meetings that are consistent with provisions of the Code of Conduct.

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

3. Student Conduct Process

When students are allegedly involved in behavior that violates the Student Handbook, they will follow the conduct process explained below:

- a. An Incident Report, Safety Report, and/ or written statement is used to report the alleged violation.
 - i. Any student, faculty, or staff member may report a violation of policy to Campus Safety & Security, an Office of Community Living staff member, or to the Office of Student Conduct.
 - ii. Safety reports, police reports, or any written statements are acceptable.
 - iii. The Incident Report should be submitted as soon as possible after the event takes place, preferably within 24 hours.
- b. The Director of Student Conduct or designee will determine the level at which the student conduct meeting will take place. This determination will be made based upon the preponderance of the evidence standard, the seriousness of the situation, the possible outcomes, and the previous conduct record of the student(s).
- c. The Director of Student Conduct or designee may conduct a hearing.
- d. Students are contacted via their Florida Southern College email address, by phone, or may be requested in person to attend a student conduct meeting.
 - i. The alleged Code of Conduct violation(s) will be noted.
 - ii. The date of incident will be noted.

4. Conduct Meeting Procedures

All meetings are closed and are conducted in private. Neither the College nor students shall bring attorneys to student conduct meetings. Witnesses must have personally observed, have direct

knowledge of, or otherwise have relevant knowledge of the incident in question. Character witnesses are not permitted.

- a. In cases involving more than one accused student, the meeting may be held collectively or individually.
- b. The complainant and the accused may present witnesses (if applicable). After hearing the incident or Safety Report during the conduct meeting, the accused student determines if they have a need to request that the Office of Student Conduct interview relevant witnesses. The student conduct meeting may be put on hold for up to three days while the staff in the Office of Student Conduct interviews the witnesses and then the meeting will resume.
- c. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration.
- d. Failure to attend or respond to a student conduct meeting notification may result in forfeiting the student's right to be heard, a sanction may be issued in their absence, and the right to appeal is forfeited.

5. Determination of Responsibility Phase

- a. The College's case may be presented via written reports or through the conduct meeting.
- b. The accused student or Student Organization will then state their case.
- c. The accused student will be asked if they have any witnesses that can support their claim.
 - i. Witnesses, if any, for the person or Student Organization being accused will be interviewed by the Office of Student Conduct based on the specific information supplied by the student or Student Organization as to what information they can provide. If the witness does not have relevant information, their interview will not be considered as part of the process.
- d. After all witnesses have been interviewed, the person conducting the conduct meeting may ask for concluding comments.
- e. The student enters a conduct statement of either "Responsible" or "Not Responsible."
 - i. A statement of "Responsible" indicates the accused concurs that they accept the responsibility for the alleged violation.
 - ii. A statement of "Not Responsible" means the accused student does not accept responsibility for the alleged violation.
- f. The College Student Conduct body or officer will make a determination of "Responsible", "Inconclusive" or "Not Responsible" for each alleged violation presented. The findings will be disclosed to the student.
 - i. If found Not Responsible, the process is closed.
 - ii. If found Responsible the College Student Conduct body or officer will assign the appropriate outcomes. The student will review the outcomes and receive information on the conduct meeting outcome through email.
 - iii. If found Inconclusive, there is not sufficient information to reach a decision. If additional information becomes available while the student is enrolled at the College, then the case may be referred for reconsideration to a College Student Conduct officer. The Director of Student Conduct or designee determines whether the original officer or body is reconvened, or if the matter is referred to a new officer.
- g. The student will receive correspondence to their Florida Southern College email address indicating the outcome of the conduct meeting.

6. Outcome Completion and Appeals

Outcomes are in effect as soon as the student is notified either in person or in writing, whichever

comes first.

After the meeting, the student or Student Organization may appeal the decision of the conduct board or officer within three business days. (See Appeals for additional information)

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 the Student Conduct Board. During the appeal process, outcomes are in effect until such time as they might be reversed, modified, or held.

- a. Appeals must be clearly and concisely written and must state clearly what the student or Student Organization is appealing, their rationale for appealing the outcome, and meet the required criteria for appeal listed below.
- b. A decision must be appealed by the accused student or Student Organization within three business days of the meeting. Failure to pick up mail or check e-mail will not be grounds for an extension of the deadline for appeal. All appeals shall be accepted only in writing.
- c. Appeal letters should be submitted to the designated appeal officer listed below via email to be forwarded to the appropriate appeal official:

<i>Initial Meeting Officer or Board</i>	<i>Appeal Officer</i>
Hearing Officer or Community Director	Director of Student Conduct
Student Conduct Board	Director of Student Conduct
Director of Student Conduct	Dean of Students
Dean of Students	VP of Student Life
VP of Student Life	President

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

- d. 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:
 - i. The student or Student Organization provides new information that significantly alters the finding which was not available at the time of the original meeting and can explain why said information was not made available in a timely manner.
 - ii. There were procedural irregularities in the original meeting that affected the outcome of the hearing.
- e. A disagreement with the sanction issued is not, in itself, sufficient reason to appeal.
- f. In cases involving appeals by students accused of violating the Student Handbook, the appeal officer may remand the matter back to the original body, reverse, modify, or uphold the previous action.
- g. Any case where the student did not forfeit their appeal rights may be appealed to the next level. The decision of the appellate body or officer is final.
- h. A College Official may find it necessary to exercise immediate conduct action under unusual circumstances. Such a case may be appealed to the VP of Student Life or designee. In this case, the “new information” requirement is waived.
- i. If a student decides to select the self-acceptance process thus accepting responsibility for the violation in question, the student waives the right to an appeal.

7. Student Conduct Board (SCB)

Purpose: The Board may be utilized for cases as deemed appropriate by the Director of Student Conduct or Designee.

Membership: The Board pool shall be composed of no more than twenty students and at least one non-voting staff member.

- The student members shall apply for membership through the Office of Student Conduct. No more than twenty members shall be selected. To be eligible for selection to the Board, a student must:
 - Be in good standing with the College and support the College’s Student Handbook and policies.
 - Maintain a 2.5 cumulative G.P.A.
- The non-voting staff members shall be appointed by the Director of Student Conduct. No more than two members shall be appointed.

One Student Member will be appointed by the Student Government Association’s Executive Officers, subject to approval by the organization’s advisor, and serve as the Student Conduct Board Chair during meetings.

- The Chair shall have no vote, except in the case of a tie.
- The Chair shall have the responsibility for calling to order and conducting all meetings.

Process: Five members should be present to hear a case with the following minimum representation: 1 student member serving as Chair, 3 student members, and 1 non-voting staff member. If fewer voting members are present, the charged student may determine whether to proceed or elect to schedule an administrative hearing with a College hearing officer.

- All reports or investigation summaries will be provided as the information from the College regarding the alleged policy violations for consideration.
- All Student Conduct Board meetings are closed.
- Student Conduct Board hearings will follow the Conduct Meeting Procedures.

Note, student conduct procedures may differ in situations where other statutes or federal guidelines, such as Title IX, supersede.

IV. CAMPUS RESIDENCY REQUIREMENTS (UNDERGRADUATE STUDENTS)

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 campus residential facility 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 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) and other hall residents.
- Address grievances. Office of Community Living 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 College's residential community is to enhance the academic environment and provide students with a well-maintained, safe, and positive living experience. Students are responsible for maintaining an environment 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 Wynee'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 campus residential facilities are designed for that building or community's residents. The programs evolve to meet student needs at each stage of their 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.
- will be a part-time student (less than 12 undergraduate hours) for the remainder of college career.
- have fulfilled the four-year campus residency requirement (all at the College).

Students who meet one of these criteria must complete an "Off-Campus Request Form" which is available by contacting the Office of Community Living. 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 residing in a campus residential facility because of a campus residential facility probation violation will be unable to remain a student unless he/she meets the approved reasons for residency exemption.

Each student completes and signs an online 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 when classes are in session during the fall and spring semester.

Summer Housing is a separate application process.

Students residing in college-owned housing must provide proof of required immunizations or a request to be exempted from them. Any student seeking an exemption on the basis that immunizations would be contrary to religious or personal beliefs should complete the religious or personal exemption form which can be attained at the Student Health Center (SHC) and returned to the same to be maintained on file.

Additionally, campus housing is provided for only full-time registered students **that are at least 17 years of age** (unless approval is provided by the Vice President of Student Life or designee). A student who is under the age of 17 years, or who is dropping below full-time hours, must be given permission by the Vice President of Student Life or designee to remain in a campus residential facility.

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, the student 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. College residential facilities are limited to single-student housing. The College will not accommodate infants or children.

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

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

Family Housing

Due to the limited number of bed spaces on-campus, Family Housing is not available for students. Family Housing entails housing for students with spouses, children, and/or dependents.

Graduate Student Housing

Similarly to Family Housing, the limited number of bed spaces on-campus limits the college's ability to house non-undergraduate students. Graduate student housing is not guaranteed and is based on availability after all undergraduate students have been assigned. Due to the timing of the college's housing selection process, information regarding graduate housing availability may not be known until the month leading up to the start of the academic semester. It may be in the best interest of the graduate student to identify alternative housing options for them.

Renter's Insurance

Community Living and the college are not liable for damage or loss of personal property, failure or interruption of utilities, or unforeseen accidents/injuries. Residents are strongly encouraged to review family homeowner's/renter's insurance policies and/or to purchase personal renter's insurance. Renter's insurance is not a requirement for residential living.

Information about Outside Vendors

No representatives from outside companies are allowed to work on the College campus or enter any buildings with prior approval from the College. Anyone seeking approval to complete work on the College campus may inquire about the process with the Business Affairs office. Those seeking permission to conduct a student event should contact the Center for Student Involvement.

Minor Student Agreement

Students that are under the age of 18 must complete the Minor Student Agreement form before arriving to campus. See Appendix F for more information.

Visitors in Campus-Owned Residential Facilities

Please refer to the Community Living's policies related to visitors in campus-owned residential facilities which are found here: <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-community-living/forms-and-handbooks>

The College assumes no liability for guests visiting campus. The FSC enrolled student is responsible for their guests' actions. For more information, please visit the Community Living guest policy.

V. STUDENT INVOLVEMENT

The Center for Student Involvement has general responsibility for student activities and student organizations and administers student involvement opportunities which include all co-curricular activities *except* intercollegiate sports, campus ministries, and wellness programming, including intramural sports. All student social events and organized co-curricular activities must be registered with the Center for Student Involvement (CSI). Events must be sponsored by registered student organizations unless special arrangements for sponsorship are made with the appropriate Center for Student Involvement staff member. All fundraisers (car washes, raffles, etc.) and sales by vendors (sportswear sales, Greek composite sales, etc.) must be authorized by the appropriate Center for Student Involvement staff member. 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

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 Conduct proceedings against the Student Organization. Consequently, all College policies apply to Student Organizations collectively, including those listed in the Student Organization Handbook. Student Organizations may be held responsible when any of the following situations exist or occur:

- a. Members of the Student Organization act in concert to violate College Policy.
- b. A violation of College Policy arises out of an event sponsored, financed, or endorsed by the Student Organization.
- c. 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.
- d. A violation of College policy occurs at an off-campus facility that is leased, rented, or used by the Student Organization.
- e. A pattern of individual violations of College policy has existed without proper or appropriate Student Organization control, remedy, or sanction.
- f. Members of the Student Organization attempt to cover up or fail to report violations of College policy to appropriate College officials.
- g. A Student Organization holds an unregistered event or does not follow the Center's Event Registration Policy.

Delivery of written notice to a Student Organization shall be made according to the delivery

requirements set forth in the Student Handbook to the president or equivalent head of the Student Organization. Student Organizations shall be represented by the president or equivalent head of the Student Organization in any Student Conduct Meeting involving that Student Organization. If the president or equivalent head of the Student Organization is not able to attend the Student Conduct 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 VP of Student Life are subject to the rules and approval of the College. The policies governing constitutions, bylaws, rules, and regulations of these Student Organizations must not conflict with the rules, regulations, and mission of the College nor all state and federal laws. Student misconduct within such Student Organizations may subject both the members and the Student Organization to conduct 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

By the beginning of the fall semester:

Each Student Organization must register with the Center for Student Involvement. Requirements for CSI registration include: explanation of the student organization and how it will contribute to the mission of the College, constitution and bylaws, a minimum of 10 members, and an advisor who is a full-time faculty or staff member. When organizations have registered through the Center for Student Involvement, they are then eligible to apply for recognition through the Student Government Association. Requirements for SGA recognition include: presenting to SGA's Presidents' Circle and receiving a 2/3 vote of members in attendance. All student organizations must re-apply annually for CSI registration through Engage. Failure to re-register could result in the student organization losing their SGA recognition status and being placed on inactive status through the Center for Student Involvement.

2. Records

Each Student Organization is required to complete all necessary documentation through the organization registration process on Engage. Student Organizations that do not follow the re-registration procedures risk losing recognition status through SGA and active status through CSI. In order to maintain recognition status through SGA, a representative from the student organization must regularly attend SGA President's Circle meetings. Maintaining active status through CSI includes: maintaining an active membership roster through Engage, checking their assigned mailbox on a regular basis during the business week, maintaining at least 10 members and a full-time faculty or staff member, and completing the annual re-registration process through Engage.

3. Membership Requirements

Membership and participation in all Student Organizations will be open to all students without regard to race, creed, color, national origin, gender, gender identity, sex, sexual orientation, marital

status, pregnancy, religion, age, disability, political opinions or affiliations, genetic information, veteran or military status as protected under the Vietnam Era Veterans' Readjustment Assistance Act, and any other protected category under applicable local, state, or federal law.. Approved Greek letter social fraternities and sororities are, through Title IX, exempt on the basis of sex 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 full-time College faculty or staff member advisor. Advisors may not be on a leave of absence or sabbatical. The Center for Student Involvement reserves the right to require a student organization to change their advisor if the advisor is unable to fulfill their duties or is not adhering to College policies and procedures. While social fraternities and sororities are permitted to have off-campus advisors, they are also required to have at least one on-campus advisor who can assist with maintaining their Engage profile. Exceptions to this are handled on a case-by-case basis by request through the Center for Student Involvement. Each year the Center for Student Involvement will provide resources and training for student organization advisors.

5. Financial Procedures

Student Organizations have the responsibility to be good financial stewards of the funds entrusted to them. Student Organizations may have the opportunity to request funds through the Student Government Association. For more information on how to receive a student organization grant from SGA, visit the [SGA Engage page](#).

6. Event Registration

All Student Organizations must register all events and activities through the Center for Student Involvement by submitting an event request on Engage. All events sponsored by Student Organizations must be registered fourteen (14) business days prior to the event. Student Organizations should include as many details as possible on the Event Registration form, including but not limited to how many event attendees are expected, technology needs, and facilities needs (tables, chairs etc.). All events (on- and off-campus), including events where alcohol is present must be approved by the Center for Student Involvement. If the submitted event has received registration status on Engage by the Center for Student Involvement, the event request will be marked as approved and be updated with the reserved location (if applicable).

7. Event Changes/Cancellation Policy

Once the event is approved, Student Organizations can submit change requests through Engage to the event or cancel the event through the Engage platform up to two (2) business days prior to the event. Failure to make changes or cancellations within the deadline may cause incomplete equipment setup for the event and will result in a strike toward the organization. Student Organizations are not liable to the Cancellation Policy if the event is canceled after the two (2) business days window due to an Act of God, such as severe weather, a campus emergency, or an epidemic.

8. Student Organization Event Penalty Policy

Student Organizations who fail to follow Event Registration policies will be subject to the following outcomes:

- 1st Penalty - Written Warning to the organization from the Center for Student Involvement.

- 2nd Penalty - Loss of the ability for the organization to use CSI Technology Resources for a minimum of 7 days.
- 3rd Penalty - Loss of the ability to use CSI Technology Resources for the remainder of the academic semester, and the organization will be referred to the Office of Student Conduct for conduct proceedings. Through the Student Conduct process, the student organization may receive outcomes that include but are not limited to loss of privileges, loss of the ability to reserve space, suspension or expulsion from the College.

Events and Inclement Weather Policy

When planning outdoor events, Student Organizations should consider inclement weather. In the State of Florida, thunderstorms, and other forms of moderate to severe weather can occur with little to no warning. The Center for Student Involvement is not responsible for any events that may be impacted by inclement weather. The Center does not provide indoor rain locations for student organization events and cannot accommodate student organizations whose events are impacted by weather. It is the Student Organization’s responsibility to have a contingency plan regarding their outdoor events for potential inclement weather.

VI. STUDENT RECORDS POLICY

A. FERPA INTRODUCTION

The Family 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, FERPA rights transfer from parents or legal guardians to the student, regardless of the student’s age. The College defines that a student “enters college” on the date of matriculation into the College. For Fall 2023, that date is August 19, 2023. For Spring 2024, the transfer of access date is January 18, 2024. Thus, parents/guardians hold FERPA rights during the Admission process but, at the point of matriculation, rights to all education records (even rights to access to that prior information) are transferred to the student. The four student FERPA rights include:

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 (please see 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 the College’s FERPA Compliance Officer (please see below).
3. FERPA gives students the right to file a complaint with the College Compliance Officer (please see below).
4. 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:
 - a) College officials, including administrators, supervisors, staff (including law enforcement unit and health center officials), teachers, board of trustees members, contractors, consultants, volunteers, or students working in an official capacity for the College, with “legitimate educational interests”, who require information for the proper performance of their professional responsibilities.
 - b) Officials at an institution at which a student seeks to enroll for purposes of enrollment/transfer.
 - c) Organizations conducting studies or audits for educational and governmental agencies.
 - d) Accrediting agencies.
 - e) Appropriate persons in case of health or safety emergencies.

- f) Agencies or offices in connection with the student's application for or receipt of financial aid, as necessary.
- g) Governmental officials, as identified in Public Laws 93.31 & 99.35.
- h) Parents of students who are defined as dependents in the Internal Revenue Code of 1986.
- i) 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.
- j) An appropriate official in response to a court order
- k) An alleged victim of a crime of violence or a non-forcible sex offense concerning the final results of an investigation.
- l) 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(s) made against the student.
- m) Information the College identifies as Directory Information (with caveat).
- n) 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 in the Office of Student Life, Carlisle Rogers Building, 111 Lk. Hollingsworth Dr., Lakeland, FL 33801; email: disabilityservices@flsouthern.edu ; office: (863) 680-4900.**

NOTE: Although the College may disclose information under the conditions above, it is under no obligation to do so and may make such a determination on a case-by-case basis at its discretion. The only individual to whom the College is required to release student education record information is to the student.

FERPA gives students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 2020**

B. FERPA And Florida Southern College Public Notice of Directory Information

The College hereby designates the following student information as public or "Directory Information." This information may be disclosed by the College without the student's prior consent under the provisions set forth in FERPA.

Academic information: Name, enrolled hours, enrollment status, total hours, college major, dates of attendance, degrees and awards received (including Dean's List but excluding GPA), most recent previous school attended, participation in officially recognized activities and sports, height and weight of athletes, other similar information. Student ID number, user ID, or other unique personal identifier on a student ID card or used to communicate in electronic systems is considered Directory Information but only if the identifier can only be used in conjunction with at least one factor that authenticates the user's identity, such as PIN, password, or other factor known or possessed only by the authorized user.

Publication in future student directories: name, local and home address, telephone number, email address.

Demographic information: date and place of birth and publication information, such as photographs, videos, and other images of the student, to (including, but not limited to) college academic, marketing, and news publications and web sites.

Directory Information cannot include the following, and can only be released if a student waives the right to privacy:

- Social Security or other Student Identification numbers
- Grades or Grade Point Average (GPA)

- Ethnicity, race, nationality, gender or religion

C. Educational Records and Release Authorization

Currently enrolled students may withhold disclosure of **Directory Information** under FERPA. To withhold disclosure of this information, students must present themselves with photo ID to the Academic Center for Excellence in the Carlisle Rogers Building and complete the **Request to Withhold Disclosure of Directory Information form**. A student may complete this form at any time and it will take effect immediately. However, the withholding of Directory Information disclosure will only be effective prospectively: It cannot be applied to actions the College took prior to the Withholding of Disclosure request. Withholding Disclosure of Directory Information will prevent the College from providing the student's Directory Information, including confirming attendance and degrees earned, to prospective employers and internship sponsors, insurance agencies, and others with whom the student may wish to share such notification.

The College assumes that a student who fails specifically to request withholding of Directory Information indicates approval for disclosure.

Former students may not place a new request to withhold disclosure of Directory Information on their education records. However, the student may request the removal of such a hold.

D. FERPA and Deceased Students

The right to privacy of PII and education records that eligible students or alumni possess under FERPA expires upon the death of the individual. When an individual dies, privacy of education records maintained by the College is no longer regulated under FERPA but is dictated by College policy. The College is not required to release education records of deceased individuals and will determine the release of education records on a case-by-case basis. Examples of requests that could result in the release of PII or education records of deceased individuals include:

- Direct relatives of the deceased, in the presence of reasonable proof of identity and relationship.
- Release to others authorized by the deceased's executor or next of kin, in the presence of reasonable proof of that authorization.
- Researchers conducting demonstrably scholarly investigations.

* *In deference to grieving survivors of deceased students or alumni, records will not be released to anyone except direct relatives and estate executors within the first year of death. Additionally, the College will assume that, in the absence of information to the contrary, individuals are deceased as of the 80th anniversary of their matriculation. Requests for access to education records of deceased individuals should be submitted to the College Registrar, registrar@flsouthern.edu.

E. FERPA and Florida Southern College Public Relations Information Release

For more information on FERPA waivers and policies, please visit the FERPA Policy section at <https://www.flsouthern.edu/about/policies/heoa-disclosures.aspx>.

VII. GENERAL INFORMATION

A. Address Responsibility

Each student shall be responsible for notifying the Registrar's Office (undergraduate and graduate students) and the Office of Student Life (undergraduate students) 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 or inside College-owned apartments and houses, 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. Gas-powered bikes, scooters, or vehicles are not permitted inside any College residential facility. All bicycles on-campus must be registered with the Office of Campus Safety and Security. All bicycles must be removed from campus property at the end of the spring semester unless the student is enrolled in summer courses or a summer residential student. If the student is residing on-campus during the summer, it is a requirement to notify Campus Safety of the location of the bicycle. All other bicycles left at the conclusion of the spring semester will be donated to local charities.

C. Financial Refund

In cases involving suspension, dismissal or expulsion, no refund of charges will be made by the College. In cases of voluntary withdrawal from the College during a regular semester, the student may be eligible for a partial refund of tuition, room, board and fees based upon the guidelines below:

If the student withdraws during the first three days of class of a regular semester, the student will receive a 100% refund of charges. 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 considered 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 may receive a 75% refund of any unused tuition, room, board, and fees. Documentation of medical circumstances must be provided to the VP of Student Life or designee for consideration of refund.

If the student withdraws during the first three days of class of a summer session, the student will receive a 100% refund of charges. Beginning with the fourth day of classes through the seventh calendar day, there is a 50% refund of tuition and fees. During the eighth through the 13th calendar day, a 25% refund is made. After the 13th day, refunds are considered 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 VP of Student Life or designee for consideration of refund.

The refund policies for evening and graduate programs are covered in their 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 the student's residence and campus buildings. . This card must be presented when requested by a member of the Safety staff, Community Living staff, the Guest Services staff, or other College official. The I.D. Card will serve as a meal ticket for students and a ticket to all campus 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 24/7. 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 Campus Safety and Security. A student who fails to produce a valid I.D. card upon the request of a College official may be subject to the student conduct process.

E. Lost and Found

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

F. 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 their motor vehicle privileges through suspension or revocation, and (4) complies with all local and state traffic laws.

Every student who possesses a motor vehicle during the time the College is in session shall register the vehicle with the Office of Safety and Security. Students are not permitted to register vehicles 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 vehicle 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.

Students can register their vehicle(s) by logging into the Portal and searching underneath the Community Living tab.

G. Safety Statistics

The Student Right-to-Know and Campus Security Act of the Higher Education Amendment of 1992 requires education 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/>. A copy of the College's Annual Safety Report (ASR) may be found [here](#).

H. Self-Administration of Medicine

Self-administration of medicines and medical treatments prescribed by a physician or other licensed medical professional is permitted in campus residential facilities 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.

I. Florida Southern College Email

All Florida Southern students are required to use their college email. College student emails end in @mocs.flsouthern.edu (example: fwright@mocs.flsouthern.edu). Official college communication will be sent exclusively to student's college email account.

J. Readmission for former traditional undergraduate students

Any student who is eligible and wishes to return to Florida Southern College (including but not limited to students who were suspended, expelled, or involuntarily withdrawn, and students who did not return to the College following the conclusion of a semester) must submit a Re-Admitting Student Application form to the admissions office. The application includes a complete statement explaining the reasons for leaving and specifies the semester of intended re-enrollment. The application statement should also include a full explanation of activities (work, travel, academic work) that have occurred since leaving Florida Southern. If the student has undertaken any academic work at another institution, official transcripts and a Report of Social Standing form must be submitted prior to any decision by the Admissions Committee. To be eligible for readmission, students must have demonstrated a successful and positive adjustment to the campus community while at the College and must not have any outstanding accounts payable in the business office or any unresolved judicial matters. The College reserves the right to require appropriate conditions for the student to return to Florida Southern College.

Students who wish to reenter and whose overall grade point average was below a 2.0 are **strongly** encouraged to show proof of academic success achieved elsewhere. A written plan of how academic success will be achieved at Florida Southern College must be submitted. A review of the request to return, academic history, and classes and grade point average from another college or colleges are then reviewed by the Dean of Student Success and may be used for consideration for re-admittance academically.

Consideration for readmission is subject to evaluation of outlined criteria. There is no guarantee that a student will be readmitted to Florida Southern College or a specific academic program.

The degree requirements listed in the catalog in effect when readmission is approved shall be applicable to those readmitted that semester. Re-admitted students should consult the catalog for changes in requirements.

VIII. NON-DISCRIMINATION AND ANTI-HARASSMENT

Statement of Policy

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, creed, color, national origin, gender, gender identity, sex, sexual orientation, marital status, pregnancy, religion, age, disability, political opinions or affiliations, genetic information, veteran or military status as protected under the Vietnam Era Veterans' Readjustment Assistance Act, and any other protected category under applicable local, state, or federal law.

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 the College's Policy on Sexual Misconduct and Sexual Harassment including Sexual Discrimination, Harassment, Misconduct, Violence, and Retaliation, Dating Violence, Domestic Violence, and Stalking, please visit the following link:

[FSC-Sexual-Misconduct-and-Sexual-Harassment.pdf \(flsouthern.edu\)](https://www.flsouthern.edu/fsc-sexual-misconduct-and-sexual-harassment.pdf)

IX. HAZING

Statement of Policy

Florida Southern College does not tolerate any acts of hazing by any student, organization or team or any other member of the College community. Hazing is related specifically to pledging, being initiated into, developing an affiliation with, holding office in, or maintaining membership in any organization. Hazing is defined as any activity that humiliates, degrades, abuses or endangers a person, regardless of a person's willingness to participate.

Students are prohibited from the following:

- Actively participating in any activity related to hazing.
- Passively participating in or having knowledge of any activity related to hazing and not reporting said activity.

Hazing is also prohibited by Florida Statute 1006.63 and can constitute a serious criminal offense subjecting a person convicted of hazing to imprisonment.

X. 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," "Associate Vice President" "Dean," "Associate Dean," "Assistant Dean," or "Director."
- C. *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 Office of Community Living staff.
- D. *College policy or policies* shall mean all rules or regulations of the College, including but not limited to this College Student Code of Conduct, the Academic Catalog, and other College Publications.
- E. *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.
- F. *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.
- G. *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.
- H. *Campus Residential Facility* includes, but is not limited to, any College owned residence hall, apartment building, duplex, house, or multi-unit residential buildings in which students are assigned to live.
- I. *Faculty Member* shall mean any person hired by the College to conduct classroom activities as defined by the chief academic officer.
- J. *Identification Card* shall mean the official identification card issued to each student by the College.
- K. *May* is used in the permissive sense.
- L. *Member of the College Community* shall include any person who is a student, faculty member, staff,

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.

- M. *Notice* shall mean written notice and shall include e-mail transmissions.
- N. *Office of Student Life* shall mean the VP of Student Life, the Assistant Dean(s) of Student Development or the administrative staff of the VP of Student Life.
- O. *Publish* shall mean the posting of information on the College website or the delivery of written information to all College students.
- P. *Resident* shall mean any person living in a facility operated by the Office of Community Living.
- Q. *Shall* is used in the imperative sense.
- R. *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.
- S. *Student Conduct 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 outcomes against a student or Student Organization for violation of College policy.
- T. *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 Fraternities and Sororities. Groups of students, bound by a common purpose unrecognized by the College are not considered Student Organizations, but are bound to College policies.
- U. *Good Social Standing*: A student is considered to be in good social standing at Florida Southern College unless one or more of the following conditions exists:
 - i. The student has existing conduct outcomes or probation.
 - ii. The student presents a significant risk to self, others, or campus property.
 - iii. The student has lost leadership roles by failing to attain good academic, social, or professional standing in the previous or current semesters.
- V. The student would not be welcome to remain at or return to Florida Southern College without restrictions. In some cases, institutional, local, state, or national agents or agencies may have the right to modify these requirements.

X. INTELLECTUAL PROPERTY

The College has an Intellectual Property policy. To review the policy in full, please review the Employee Handbook. The latest version of the Employee Handbook may be found in the Florida Southern College Portal or by request by emailing hr@flsouthern.edu.

APPENDIX A
“JUST ASK, SEXUAL RESPECT, AND TITLE IX: INFORMATION ESPECIALLY FOR STUDENTS

For much more on sexual discrimination prevention, education, and reporting, please visit the College’s [“Just Ask” website](#).

APPENDIX B

COLLEGE-INITIATED INVOLUNTARY WITHDRAWAL FROM THE COLLEGE

Overview

Florida Southern College (the “College”) expects and encourages students to behave in ways that promote their academic and personal success and that of others. The College also seeks to safeguard the health and well-being of individuals and the greater community. In certain cases, a student’s medical health, psychological distress, or behavior becomes incompatible with these goals. Under these or similar circumstances, on an individualized and case-by-case basis, the College may institute an Involuntary Suspension or an Involuntary Leave of Absence. This action may be taken by the College related to a student, whose conduct, academic standing, health, or general influence, the College considers incompatible with student success or incompatible with the best interest of the College as a whole. This includes behaviors that disrupt the College or interfere with the College’s educational mission, for which disciplinary action up to and including suspension or expulsion may occur. Any separation between the student and the College will, in most cases, take place only after the College’s careful consideration of information pertinent to the matter at hand, including a caring and interactive communication process with the student. However, in certain cases, the College will be required to immediately act unilaterally in order to protect the health and safety of the student or other members of the College community.

Introduction

The College cares deeply about the health and safety of its students. Therefore, the Student Health Center, Counseling Center, Student Life Offices and Safety and Security Office services are available to students. Students are encouraged to demonstrate behaviors that promote health and safety and, when necessary, to take concerted steps toward these goals, even if their academic progress must be delayed. The College will in most cases support student-initiated behavioral and self-care plans and/or initiate actions that consider the welfare of the individual student as it relates to the student’s impact on the College community. At times however, students may exhibit such extreme behavioral conduct that they pose a direct threat to the student or other members of the College community, or that their challenge in functioning successfully and safely in the role of a student significantly hinders the academic or non-academic pursuits of others. In such cases a student might not be qualified or able to carry out the essential requirements and activities of college coursework or residency. In some cases, the College may need to intervene very rapidly if a student appears to meet the criteria for “direct threat” to the safety and well-being of themselves or others. Timing of the decision to take a Leave of Absence, either by the student or mandated by the College, may impact Federal student loan debt and reimbursement. Withdrawals cannot be issued retroactively. The status of “Withdrawal” (“W”) can only be granted for a current semester and not for semesters completed prior to the actual withdrawal. All withdrawals follow the tuition and fee reimbursement policies of the College, including policies in the Student Handbook and Academic Catalog.

College-Initiated Emergency Suspension or Leave of Absence

Emergency Suspension

The College has the right to suspend a student at any time if a student’s behavior rises to the level of significant community disruption or if it appears that a student poses a threat to the health and safety of the student or other members of the College community. Students under Emergency Suspension are, during the period of their suspension, not allowed to participate in any College activities, attend classes, reside in or visit campus residential facilities, and may not be on campus except to attend meetings or hearings related to the student’s situation. This period of suspension is intended to allow time for a student to obtain needed resources or interventions, and for all parties to consider an evaluation of the student’s readiness to return to the College. The student must complete any College mandated assessments or clearance procedures before returning. Failure to do so may result in the recommendation that a student withdraw (voluntarily or through a College-

initiated process).

Leave of Absence

In certain circumstances the College may recommend or require that a student take a Leave of Absence. Students for whom the College initiates a Leave of Absence for any reason are not allowed to participate in any College activities, attend classes, reside in or visit campus residential facilities, and may not be on campus except to attend meetings or hearings related to the student's situation. Examples of situations that might result in a College-Initiated Leave of Absence include, but are not limited to:

1. a student poses a risk or a "direct threat" to the health or safety of the student or others;
2. a student has an uncontrolled contagious disease or infection;
3. a student fails to complete required or mandated clearance procedures during an emergency suspension;
4. a student engages in behaviors that are deemed disruptive to the College or interfere with the College's educational mission;
5. the student is unable or unwilling to carry out critical self-care obligations, including refraining from self-harm; or
6. the student is not "otherwise qualified" to continue as a student at the College.

In some cases, these situations can be handled by identifying and implementing reasonable academic, residential, or policy modifications that reduce or eliminate the threat. However, if the College and student are unable to identify actions that will address the risk or if the student's needs exceed the care the College can reasonably provide; or if the student is unwilling to adopt reasonable accommodations, the College will mandate and initiate a Leave of Absence. In such situations, the College will set forth appropriate conditions needed for the student to return to the College. Students under the College-Initiated Leave of Absence must undergo the appropriate clearance procedures in order to be reinstated. Students who are subject to a College-Initiated Leave of Absence and are unable to return in time to regain academic standing in their current semester will receive W's on their transcripts.

Determining "Direct Threat"

A "direct threat" exists when a student's conduct poses a significant risk to the health or safety of the student or others. Students whom the College determines pose a direct threat may be supported in taking a Student-Initiated Voluntary Leave of Absence or may be subject to a College-Initiated Suspension, a College-Initiated Leave of Absence, or expulsion from the College. In determining if a student poses a direct threat, the following may be considered:

1. The individual facts of the case;
2. Assessments or opinions rendered by medical professionals, if applicable;
3. Assessments or opinions rendered by law enforcement personnel, if applicable;
4. The nature, duration, and severity of the student's particular situation;
5. The reasonable likelihood that the potential harm will occur to the student or others;
6. The imminence of the potential harm; and
7. Whether any reasonable accommodations will eliminate the risk of harm to the student or others.

The College will consider the above on a case-by-case basis within the context of the individual student's circumstances and facts of the case. If the College determines that the student may pose a direct threat to the student or others, a Mandatory Assessment may be required. Thus, the student may be required to seek proper evaluation from a licensed professional or other College designated professional.

In the event that the student refuses or fails to complete a Mandatory Assessment, the College may impose an Emergency Suspension, a College-Initiated Leave of Absence, or other action deemed prudent and

appropriate by the College, including but not limited to expulsion from the College. Pending clearance, a student may not be allowed to participate in any College activities, attend classes, reside in or visit campus residential facilities, and may not be on campus except to attend meetings or hearings related to his/her situation.

Clearance Procedures

The College may require such clearance procedures as are appropriate on an individual and case-by-case basis as a condition of the student returning to the College.

A student's inability to meet the essential requirements of good academic, residential, or social standing can render a student not qualified to remain a student at the College. Such essential requirements include, but may not be limited to,

1. the capacity and willingness to participate in engaged learning in and outside the classroom;
2. the ability and readiness to abide by the College's policies;
3. the willingness and ability to carry out self-care obligations;
4. refraining from behaviors that implicate the safety of the student or the College community.

Mandatory Assessment

A student may be required to complete a Mandatory Assessment if the student has

1. been placed on College-Initiated Emergency Suspension;
2. taken a Self-Initiated Voluntary Leave of Absence and wishes to be reinstated;
3. has undergone a College Initiated Leave of Absence and wishes to be reinstated; or
4. under other circumstances 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 effective accommodations and a plan for success is in place, and/or that the student is otherwise qualified to resume studies and community living.

Depending on the situation, the College will establish the conditions of the Mandatory Assessment and any related timelines.

The student must be assessed by an appropriate professional consultant acceptable to the College whose opinions will be advisory to the College. The professional consultant, who may be selected by the student or the College, must be a licensed provider or other professional that could reasonably be seen as having adequate knowledge, authority, and training to make such an evaluation under the facts of the particular case.

1. The College shall have the right to evaluate the appropriateness of any consultant selected by the student.
2. All consultants must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern (e.g., a specialist in eating disorders, substance abuse, etc.).
3. The consultant may require access to information held by the College related to the facts of the case and may require the student signing a release allowing the College to share information regarding relevant incidents or concerns and to share other College held records.
4. The student will be responsible for any cost incurred by the Mandatory Assessment.
5. The student must agree to the consultant providing their report directly to the College.

The Mandatory Assessment report will be considered in determining whether the student may return to the College but the report is not binding on the College and the final decision shall at all times be made by the College.

College Decision Making Process

In carrying out the above, the College may utilize any Committee of the College, including the Behavior Intervention Team (“BIT”), the Student Health Committee (“SHC”) or an ad hoc Committee consisting of individual members of College administration as are deemed necessary and appropriate by the College on a case-by-case basis and based on the facts of the particular case.

Emergency Situations

No set of guidelines can anticipate every situation which may arise pertaining to matters as set out above and the College shall always have the ability to take immediate action, even if not set forth or consistent with the above, to address emergency situations including, but not limited to, situations where a student poses an immediate threat to other individuals. Additionally, any confirmed threat made, verbally or in writing, to kill or inflict bodily harm on any other student or students, or other members of the College community, will be immediately reported to law enforcement and the student immediately expelled from the College.

Readmission for former traditional undergraduate students

Any student who is eligible and wishes to return to Florida Southern College (including but not limited to students who were suspended, expelled, or involuntarily withdrawn, and students who did not return to the College following the conclusion of a semester) must submit a Re-Admitting Student Application form to the admissions office. The application includes a complete statement explaining the reasons for leaving and specifies the semester of intended re-enrollment. The application statement should also include a full explanation of activities (work, travel, academic work) that have occurred since leaving Florida Southern. If the student has undertaken any academic work at another institution, official transcripts and a Report of Social Standing form must be submitted prior to any decision by the Admissions Committee. To be eligible for readmission, students must have demonstrated a successful and positive adjustment to the campus community while at the College and must not have any outstanding accounts payable in the business office or any unresolved judicial matters. The College reserves the right to require appropriate conditions for the student to return to Florida Southern College.

Students who wish to reenter and whose overall grade point average was below a 2.0 are **strongly** encouraged to show proof of academic success achieved elsewhere. A written plan of how academic success will be achieved at Florida Southern College must be submitted. A review of the request to return, academic history, and classes and grade point average from another college or colleges are then reviewed by the Dean of Student Success and may be used for consideration for re-admittance academically. Consideration for readmission is subject to evaluation of additional criteria. There is no guarantee that a student will be readmitted to FSC or a specific academic program.

The degree requirements listed in the catalog in effect when readmission is approved shall be applicable to those readmitted that semester. Re-admitted students should consult the catalog for changes in requirements.

APPENDIX C

INFECTIOUS DISEASE

Living and learning in a small community can expose students, employees, and guests to various infectious diseases. For this reason, all undergraduate student members of the College community are required to have proper documentation regarding required vaccinations on file with the Student Health Center. Graduate students should check with their Dean regarding immunization requirements, as they may vary. Students may seek exemption from meeting the immunization requirement only for medical or religious purposes with completion of the *Immunization Exemption Release and Indemnity Agreement* form available from the Student Health Center and online at <https://www.flsouthern.edu/campus-offices/student-health-center/home.aspx>. Graduate students should check with their program Dean regarding

When the College suspects there is a threat of an infectious disease it can take action to inform our community to help keep it safe. Among the most serious diseases are:

- Bacterial Meningitis (meningococcal disease)
- Diseases of the gut causing vomiting & diarrhea (related to food & water)
- Influenza and upper respiratory viral infections such as COVID-19 or other coronaviruses.
- Tuberculosis
- Chickenpox and other vaccine preventable diseases (e.g., measles, whooping cough)
- MRSA (methicillin-resistant *Staphylococcus aureus*)
- Infections caused by mosquitoes and ticks (e.g., mosquito borne such as West Nile Virus)
- Streptococcal infections (scarlet fever, strep throat, rheumatic fever)
- Variola viruses (e.g. smallpox, monkeypox)
- Newly emerging infectious diseases
- Less serious but common: Sexually transmitted diseases; mononucleosis

Campus Reporting

Reporting of cases of infectious diseases and related conditions has been, and remains, a vital step in controlling and preventing the spread of communicable diseases. Any person who has been diagnosed with an infectious disease or who has knowledge of infectious disease(s) or a cluster of unexplained illness on campus, infectious or non-infectious, must promptly report the information to Campus Safety at (863) 680-4125.

Advise the person who is ill to seek medical care. If the person is a student, advise the student to seek medical care at the Student Health Center. If College personnel, the employee should seek medical care at their primary care physician's office. If the above medical facilities are closed, some additional options include:

- Lakeland Regional Health – Walk-In Clinics, Monday – Friday, 8 am – 8 pm; Saturday – Sunday, 8 am – 5 pm; (863) 284-5000
 - Lake Miriam Campus, 4710 South Florida Avenue, Lakeland, FL 33813
 - Gateway Walk-In Campus, 2815 Lakeland Hills Blvd, Lakeland, FL 33805
- Lakeland Regional Medical Center, 1324 Lakeland Hills Blvd. 33804, (863) 687-1100, 24 hours/day, 7 days/week
- Night Owl Urgent Care, 3242 South Florida Avenue 33803, (863) 644-7337, 10 a.m. – 10 p.m., 7 days/week
- Watson Clinic Urgent Care at Main, 1600 Lakeland Hills Blvd. 33805, (863) 680-7271
- Watson Clinic Express Care at Lakeland Highlands, 2300 E. County Road 540A, 33813, (863) 393-9472

Infectious Disease Response Plan

The Student Health Center works in collaboration with the Vice President of Student Life to coordinate campus

responses to potential infectious disease outbreaks.

Generally, the response plan is as follows:

1. Reports of student potential illness should be made to the Student Health Center at (863) 680-4292. Operating hours are Monday – Friday, 8am to 5pm. Reporting sources include: The Student Health Center (SHC); Florida Department of Health; student, staff, faculty; or other individual or entity.
 - After-Hours: when the SHC is closed, reports should be made to Campus Safety at (863) 680-4125
 - Reports of employee potential illness should be made to the office of Human Resources at HR@flsouthern.edu or (863)680-5079.
2. The SHC (when after-hours the Vice President of Student Life along with Safety) quickly gathers information about the ill individual (while respecting the privacy of medical information) and any others who were in close contact.
3. The SHC notifies the Vice President of Student Life and, if applicable, the Florida Department of Health in Polk County. (Epidemiology Unit at (863) 519-8300 or (863) 413-2620 for the nurse on call during nights, weekends, and holidays).
4. The Vice President of Student Life contacts the Campus Safety Director, the College’s President, and others needing to know. Drafting a campus-wide notification alert may be necessary and can be done in conjunction with the Florida Department of Health in Polk County. General goals include transparency, protection of privacy, alerting people to protective actions, and reassurance to those not at high risk. Most notifications will bring media attention that can further assist with messaging. There might also be campus-wide notification, including reassurance to those who are not at high-risk of infection.
5. The Student Health Center, working in partnership with the Florida Department of Health in Polk County, identifies those at high-risk of infection (typically those in prolonged close, versus casual, contact) and notifies them of “next steps” to be taken.
6. When a student tests positive for an infectious, communicable disease (such as COVID-19 or monkeypox) the student will need to isolate away from campus for the period of time as designated by College administration. For residential students, this means the student must go home, go to a friend's home, hotel or other location not on College property. Students should have a plan in place before arriving on campus to start the semester. Naturally, employees isolate at home.
7. Using appropriate protective practices, properly trained custodians of the Facilities Maintenance department conduct a thorough cleaning and disinfection of residence halls, classrooms, offices, and the examination room of the Student Health Center.

To view student responsibilities under the College’s **MRSA Policy** please visit **Appendix C of the *Student Handbook*** found here: <https://www.flsouthern.edu/campus-offices/student-accountability/student-accountability-home.aspx>. Additionally, student athletes should refer to **Appendix F: Communicable Disease and Skin Infection of the *Athletic Training Services Procedure Manual*** for more information.

Note, the Student Health Center is operated by Lakeland Regional Health (LRH) personnel. LRH will make proper notification to the Florida Department of Health when infection is confirmed and when there is a State reporting requirement.

APPENDIX D

SOCIAL MEDIA POLICY

The growing popularity of social media has fundamentally changed the way we communicate as individuals and as a community. Florida Southern College recognizes and embraces the power of social media, and the opportunity these tools provide to communicate with the FSC community, including students, faculty, staff, parents, alumni and other interested parties.

As responsible members of the Florida Southern College community, all students are expected to use all forms of social media lawfully and with respect for others. The same standards will be applied to communication utilizing social media as are applied to other methods of interaction (verbal, written, etc.).

Additionally, 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 interacting with College-affiliated social networking properties, as well as personal social networking activities.

Definitions

Social Networking: Includes all types of posting on the Internet including, but not limited to social networking sites (such as Facebook®, Instagram®, Twitter®, SnapChat®, TikTok®, and LinkedIn®); bulletin boards and chat rooms; micro-blogging, Twitter®; and the posting of videos 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 and other online journals and diaries,, wikis, tweets, podcasts, photo sharing networks, online virtual communities, user-generated videos, message boards, cloud computing, and other emerging technologies.

College-maintained social channels: 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.

Purpose

The policy (1) provides guidance concerning the use of social media through the College's network, systems or equipment and/or the use of social media to represent or discuss matters related to Florida Southern College and/or members of the Florida Southern College community; and (2) sets forth rules for the administration of student-maintained FSC-related social media sites.

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.

When posting to any College-maintained social channel, communicating with members of the FSC community, or discussing the College on any site, even through your personal account or using your own phone, computer, or other device without using the College network or equipment:'

- Obey the Terms of Service of any social media site or platform in which you participate.
- Carefully consider the accuracy, clarity, length, and tone of your comments before posting them.

Because some viewers may interpret postings by a FSC student as reflective of the opinions of the College, posts on social media sites should protect the College's institutional voice by remaining professional in tone and in good taste. Remember, your posts may last forever.

- The creation of any external Internet websites or social media sites that represent the College shall be subject to advance review by the offices of Human Resources, and Marketing and Communications. All access information such as user ID and passwords must be approved and maintained by the Information Technology Services (ITS) department and only the ITS 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 VP of Student Life for the relevant location.
- Students are not authorized and therefore restricted to speak on behalf of the College, unless specifically instructed by an Officer of the College.
- Representation of student personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. Students may not use the College's name or logo to promote any opinion, product, cause, or political candidate. Students may not impersonate another student or College employee.
- Whenever appropriate, share content directly from FSC's social media channels rather than duplicating it. When content is directly shared, it is linked back to College social media accounts. This facilitates the College's efforts to analyze social media traffic and engagement (e.g. "likes", comments, and shares). In addition, posts originating from Florida Southern College will have the appropriate links attached to bring the viewer back to the website or coordinating landing page.

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: |

- **Student Handbook:** All students are expected to adhere to the College's Student Handbook and related policies.
- **Friending:** Any student may reject a friend request from any other student or College employee without fear of repercussion.
- **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.
- **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.
- **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 Conduct.

- **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.
- **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.

College-maintained channels: : While we encourage feedback and community conversations, we want this space to be a positive one. All posts need to follow the College's guidelines: * Be Kind and Courteous. We're all in this together to create a welcoming environment. * No Profanity, Hate Speech or Bullying. Make sure everyone feels safe. * No Promotions or Spam. Posts outside of these parameters are subject to deletion.

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.

APPENDIX E
STUDENT CONDUCT LIST OF STANDARD FINES
AND/OR FEES FOR POLICY VIOLATIONS

The following violations will receive a conduct outcome but will not result in a Conduct Meeting unless there is at least one prior violation of similar policies. Full-time graduate students who are not subsequently enrolled in an undergraduate program may be exempt from these fines and/or fees in certain situations. First time violations typically result in a Written Warning, while second violations typically result in the corresponding fine being applied directly to the student account. Some of these outcomes may not apply to graduate students:

1. Fire Safety
 - a. Candles/Incense
 - i. Written Warning
 - ii. \$50 fine per occurrence
 - b. Live Christmas Tree
 - i. Written Warning
 - ii. \$50 fine per occurrence
 - c. Unapproved Lights/Lighting (i.e. Halogen lights, rope lights, string lights, Christmas lights, lava lamps, etc.)
 - i. Written Warning
 - ii. \$50 fine per occurrence
 - d. Unapproved Appliances (i.e. anything with an open coil, hot plates, etc.)
 - i. Written Warning
 - ii. \$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 a Conduct Meeting being required on all repeat violations. First time violations of the alcohol policy may not result in a Conduct Meeting but typically result in a conduct outcome.

1. Alcohol includes Joint Responsibility
 - a. First Offense: Written Warning
 - b. Second Offense: \$75 fee for Alcohol Education Course plus any additional outcomes assigned
 - c. Third Offense: \$150 Fine plus parental notification and any additional outcomes assigned, or \$75.00 Fine with Parental Notification and a Cornerstone Reflection Paper
 - d. Fourth Offense: \$300 Fine plus any additional outcomes assigned and suspension likely

2. Drugs includes Joint Responsibility
 - a. First Offense: If not suspended, a \$75 fee for Drug Education Course plus any additional outcomes assigned.

3. Animals
 - a. First Offense: \$150 cleaning fee plus any additional outcomes assigned
 - b. Second Offense: \$300 Fine plus any additional outcomes assigned
 - c. Third Offense: \$500 Fine plus any additional outcomes assigned

4. Roofs, Ledges and Balconies
 - a. First Offense: \$1,000 Fine plus any additional outcomes assigned

5. Smoking
 - a. First Offense: \$50 Fine plus any additional outcomes assigned
 - b. Second Offense: \$150 Fine plus any additional outcomes assigned
 - c. Third Offense: \$300 Fine plus any additional outcomes assigned
 - d. Fourth Offense: \$500 Fine plus any additional outcomes assigned

6. Theft
 - a. Stolen/Unapproved Signs (i.e. street signs, work site items, construction zone items, orange caution cones, etc.)
 - i. \$50 fine per occurrence, restitution if necessary, and Cornerstone Reflection Paper.

7. Water Dome
 - a. The only time it is acceptable for students to swim and/or wade in the Water Dome is during an official College sponsored event (i.e., Water Dome Splash).
 - b. First Offense: \$5,000 Fine plus any additional outcomes assigned

8. Tunnels
 - a. It is not permitted for students to be in the tunnels underneath campus. A first-time violation would result in a Cornerstone reflection paper and possible loss of social privileges and leadership positions on-campus (along with any other outcomes assigned)

Individual & Community Damage Billing

Damage to property, whether College property or property belonging to other persons, is prohibited. Students are responsible for restitution for damage incurred to personal property or to property, facilities, or grounds owned by the College. Residents of campus residential facility 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’s account.

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 near 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 members 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 campus residential facility 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 campus residential facilities are part of a larger community on campus. Therefore, residents of campus residential facilities 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 damage 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.

The College does not collect damage deposits from residents. Instead, the College will bill a student for fees for individual incidents. Depending on the building and the physical configuration, and the incident, College staff will determine the incident should be shared by all members of the building or 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 outcomes 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 repair. Charges for facilities repairs will be added to the students' accounts.

APPENDIX F
Florida Southern College
Minor Student Agreement

The purpose of this Agreement is to make certain all minor students (i.e., students under the age of 18) and their parents/guardians have a clear understanding of all aspects of a minor student living on campus at Florida Southern College (“College”). It is important for all parties to have a shared understanding of how the College views the presence of minor students in student housing and how staff will approach certain issues, should they arise. As such, this Agreement must be signed and returned to the College before the minor student will be allowed to live on campus.

First, it is the College’s expectation that both the student and the student’s parent/guardian understand the College will not be assuming the role of substitute parents to minor students nor will they monitor minor students’ behavior on campus or in housing or differently than they would those of students aged 18 and older.

Secondly, it is the College’s expectation that the student and the student’s parent/guardian have discussed the realities and potential risks of living away from home and that they have determined the student has the maturity to live on campus at the College. The College also expects that the student is empowered and capable of making day-to-day academic and lifestyle decisions and choices on his/her own. At the College, students are expected to operate as a part of the community living environment. This is extremely important because the student will be held individually accountable for his/her actions. Parental presence and involvement in the student’s living environment, including physical presence beyond what is permissible for guests, communications with Housing and/or Community Living staff, and/or participating in resolution of conflicts with other students, may demonstrate that the student is not able to operate independently within the community living environment and may result in the student being removed from College housing.

Finally, privacy laws, including the Family Educational Rights Privacy Act (FERPA), prohibit the College, with limited exceptions, from communicating with third parties, including a parent/guardian, about a student without first receiving the student’s written consent to do so.

From the College’s perspective, the expectations discussed above translate into the following operational guidelines for the staff working with minor students living in the on-campus housing.

he staff will expect to hear directly from the student when there is an issue or concern which the student believes should be resolved. If the student is sharing information with a parent/guardian which the parent/guardian believes the staff should know about, the parent/guardian should encourage the student to inform the staff as opposed to calling the staff to attempt to speak on behalf of the student. Again, if the student cannot speak for himself/herself, the student is likely not mature enough to live in a college residential environment.

The student will be expected to inform the staff if he/she sees or knows of behavior, which violates College Policies.

Community Living will not expect older students to modify their behavior solely because there are minor students living on-campus. Minor students should expect to be exposed to activities in which adult students are likely to engage and subject matter which adult students may talk about, and/or post/view/download/display in their rooms.

Use of alcohol and illegal drugs (including illegal use of prescription drugs) is prohibited at the College. The College also takes seriously the laws and dangers pertaining to under-age drinking and illegal/inappropriate use of drugs and will take appropriate action in accordance with its policies, which can include contacting appropriate law enforcement.

By signing below, the parent/guardian acknowledges that all of the above has been discussed with the minor student and further acknowledges that the parent/guardian understands that the minor student will be surrounded by students who are 18 years and older who may reasonably believe the minor student to be of a similar age as they are and that the College does not supervise and is not responsible for the minor student's decisions. The signature of the parent/guardian below is agreement to accept and assume the risk of the minor student living in College housing facilities, and hereby releases and holds harmless the College and their respective employees, Trustees, representatives, and agents (collectively Releasees) from any and all loss, damage or injury, known or unknown, foreseen or unforeseen, which may be sustained by the minor student, arising out of or in connection with the student living in College housing facilities.

By signing below, the parent/guardian further expressly agrees that this document and the Release contained herein, is intended to be as broad and as inclusive as the laws of the State of Florida will allow, and that if any portion thereof is held to be invalid, it is agreed that the balance shall, notwithstanding the invalid portion, continue in full force and effect.

THE PARENT/GUARDIAN ACKNOWLEDGES THAT HE/SHE AND THE STUDENT HAVE READ THIS AGREEMENT AND, BY SIGNING IT BELOW, AGREES TO BE BOUND BY IT, AND AGREES THAT IT IS THE PARENT/GUARDIAN'S INTENTION TO RELEASE THE RELEASEES FROM ANY AND ALL LIABILITY ARISING FROM HIS/HER MINOR CHILD'S RESIDENCE IN HOUSING AT THE COLLEGE,

Parent/Guardian Signature Date

Student Signature Date

Parent/Guardian Name Printed

Student Name Printed

APPENDIX G

Florida Southern College Animals on Campus

SERVICE ANIMALS

This policy speaks to the presence of service animals on campus, as defined by the Department of Justice, under the Americans with Disabilities Act. Those wishing to have other animals on campus should contact the Student Disability Services Office for information about restrictions, or for referral to other offices on campus.

The Americans with Disabilities Act (ADA) defines service animals as “dogs that are individually trained to do work or perform tasks for people with disabilities.” Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or tasks a dog has been trained to provide must be directly related to the person’s disability. A service dog can be any breed or size. It might wear specialized equipment such as a backpack, harness, or special collar or leash, but this is not a legal requirement. If a dog meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program.

The ADA further states that “dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.”

The ADA allows service animals accompanying persons with disabilities to be anywhere that is open to the public on College premises. College premises shall mean any land and/or facility owned, leased, rented and/or occupied by Florida Southern College. There may be individual exceptions in places where the presence of the service animal may compromise safety or a sterile environment and/or interfere with the fundamental nature of the activities being conducted in which the service animal would be not permitted.

VOLUNTARY REGISTRATION OF SERVICE ANIMALS WHILE ON CAMPUS

For those individuals who are enrolled in courses who would like to voluntarily register their service animal with FSC, please contact Student Disability Services at (863) 680-4900 (Carlisle Rogers Building). As stated, this is voluntary, but may aid one in accessing the College premises. Registration is not available for visitors to campus.

INQUIRIES

The individual’s disability may not be visible. When it is not obvious what service an animal provides and the owner has chosen not to voluntarily register their service animal with Student Disability Services, only limited inquiries are allowed. College personnel may ask two questions in determining the validity of the presence of the animal: (1) is the dog a service animal required because of your disability, and (2) what work or task has the dog been trained to perform? College personnel cannot ask about the person’s disability,

require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

SERVICE ANIMAL POLICY & AGREEMENT

GENERAL RESPONSIBILITIES & REQUIREMENTS OF THE SERVICE ANIMAL AND OWNER

- The animal cannot pose a direct threat to the health and safety of persons while on the College's premises. Local ordinances regarding animals apply to service animals, including requirements for immunization, licensing, noise, restraint, and at-large animals.
- The owner must be in full control of the animal at all times. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- The owner is responsible for cleaning up the animal's waste and fluids and disposing of such in outside trash containers only. Waste disposal via College plumbing is prohibited. The owner should always carry equipment sufficient to clean up and properly dispose of the animal's waste and fluids. Owners who are not physically able to pick up and dispose of the animal's waste and fluids are responsible for making all necessary arrangements for assistance. The College is not responsible for these services. Additionally, the animal is not to be bathed or its cage/crate, or bedding cleaned using College Housing or College facilities.
- The owner is liable for damage caused by the animal.
- The owner is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.
- The owner may not ask anyone else to care for the service animal.
- The owner may not be apart from the service animal greater than 8 hours.

EXCLUSIONS

A service animal may be excluded from any authorized area and its owner may be subject to disciplinary action if, including, but not limited to:

- The service animal displays aggressive or disruptive behavior or noises and effective action is not taken to control it; unless said noise/behavior(s) are part of the needed disability service to the owner;
- The service animal is not housebroken;
- The service animal poses a direct threat to the health and safety of others; The service animal is not in good health, well-groomed, or cared for;
- The service animal infringes inappropriately into other's personal space;
- The owner intentionally uses the service animal to block identified fire/emergency exits.

REMOVAL OF A SERVICE ANIMAL

The College will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the

animal will be done in consultation with the Associate Vice President for Student Support and may be appealed to the Florida Southern College's ADA/Section 504 Coordinator following the procedure set forth in Paragraph 5 of the FSC Housing Reasonable Accommodation Policy. The Owner will be afforded all rights of due process and appeal as outlined in that process.

NOTE: In the event that restriction or removal of a service animal is determined to be necessary, every effort will be made to assure that the individual still has access to the programs, services, or activities of the College without the animal.

SERVICE ANIMAL POLICY & AGREEMENT

Sufficient notice of the intent of an individual with a disability planning to have a service animal in College housing must be given to Student Disability Services at (863) 680-4900 (Carlisle Rogers Building) so that appropriate arrangements regarding placement, roommates, etc. can be made. Service Animals residing in College housing are subject to the FSC Service Animal Policy. Registration is not available for visitors to campus.

A. MAJOR VIOLATIONS

Major violations may result in immediate removal of the animal. These could include: animal lunging, growling, or biting; failing to maintain dominion and control over the animal; excessive barking, not being housebroken, or evidence of mistreatment or abuse of the animal. This includes abandoning the animal to the care of another for 24 or more hours.

School Breaks and Holidays - The Service Animal Owner is expected to keep the animal with them during college breaks and holidays, including Spring, Summer, and Winter breaks.

B. MINOR VIOLATIONS

The first verified occurrence of a minor violation, such as whining or flea and pest infestation, will result in a meeting with the Office of Student Conduct. If the event is verified, this will result in a "Failure to Comply" charge against the Owner. The Owner must supply a written agreement to remain in compliance with the College's Service Animal Policy & Agreement including a plan for preventing this, or any other, violation. The student will be placed on probation with the condition that a second verified incident may result in the animal's removal from campus.

C. STUDENT CONDUCT TIMETABLE

A student notified by the Office of Student Conduct of a Service Animal violation will receive email notification to set up a Conduct meeting, generally within 48 hours or at the college's direction.

The college reserves the right, in its discretion, to modify Service Animal sanctions, including fines or other reasonable determinations.

REASSESSMENT OF ANIMAL STANDING AS A SERVICE ANIMAL

By definition, Service Animals are medically necessary to provide trained work or tasks to mitigate the Owner's disability symptoms. If the Owner leaves the Service Animal on campus for 24 hours or longer, the college may reassess the animal's medical necessity and standing as a bona fide Service Animal.

If the animal is dismissed from the College, or is determined to have lost standing as a Service Animal, the animal becomes a "pet". Pets are not permitted at the College and consequences associated with a pet violation may be implemented.

Should the Service Animal be removed from the premises for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract.

STUDENT COMPLAINT PROCEDURE

Complaints arising under this policy shall be handled under the provisions of <https://www.flsouthern.edu/getmedia/d33a3c34-c995-49ab-a776-ce4a7e716068/FSC-Disability-Grievance-Procedures.pdf>

The College reserves the right to modify this policy as needed. For additional information concerning the use of a service animal or other accommodations and services, please contact Student Disability Services at (863) 680-4900 (Rogers Building) or visit the SDS website at <https://www.flsouthern.edu/campus-offices/student-disability-services/home.aspx>

STATEMENT OF ACKNOWLEDGEMENT

By my signature below, I verify that I have read, understand and will abide by the requirements outlined here and I agree to provide the additional information required so my Service Animal/Service Animal in Training may be on campus and safely accompany me anywhere that is open to the public on the College premises.

I have read and understand the Service Animal Policy, and I agree to abide by the requirements applicable to Service Animals/Service Animals in Training. I understand that if I fail to meet the requirements set forth in the Policy, FSC has the right to remove the Animal, and I will be nonetheless required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.

I furthermore give permission to the Student Disability Services office to disclose to others impacted by the presence of my Service Animal/Service Animal in Training (e.g., Residence Life staff, faculty, potential and/or actual roommate(s)/neighbor(s)) that I will be accompanied by an Animal. I understand that this information will be shared with the intent of preparing for the presence of the Service Animal/Service Animal in Training resolving any potential issues associated with the presence of the Animal.

I further recognize that the presence of the Service Animal/Service Animal in Training may be noticed by

others visiting or residing in College housing and agree that staff may acknowledge the presence of the Animal, and explain that under federal and state law Service Animal/Service Animals in Training are permitted for persons with disabilities.

Name _____

Signature _____

Date _____

SERVICE ANIMAL CHECKLIST

REQUIRED DOCUMENTATION FOR ANIMAL APPROVAL

Before an animal will be approved to reside on campus, Student Disability Services must evaluate the following up-to-date documentation:

- Current examination records from a licensed veterinarian
- Record of rabies vaccine
- Proof of flea or other relevant pest control
- License certificate and tags - Usually through Polk County Sheriff's Office
- Full body photo of the animal
- Proof of ownership by student or family/guardian
- Emergency contact: the name, address, phone number, and alternate phone number for an emergency contact. This party cannot reside on campus and must be close enough to take over the care of the animal within 12 hours, in case of an emergency (e.g. hospitalization, quarantine, etc.) or a student's departure from campus.
- Signed Service Animal Policy
- Photo of required crate or kennel

ESA POLICY & AGREEMENT

Florida Southern College (FSC) recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of "Emotional Support Animals" under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. FSC is committed to allowing Emotional Support Animals necessary to provide individuals with disabilities an equal opportunity to access College housing. This Policy explains the specific requirements applicable to an individual's use of an Emotional Support Animal in College housing. FSC reserves the right to amend this Policy as circumstances require. This policy applies solely to "Emotional Support Animals" which may be necessary in College housing. It does not apply to "Service Animals" as defined by the ADAAA.

Although it is the policy of FSC that individuals are generally prohibited from having animals of any type in College housing, FSC will consider a request by an individual with a disability for reasonable medical accommodation from this prohibition to allow an Emotional Support Animal that is necessary and reasonable because of a disability. However, no Emotional Support Animal may be kept in College housing at any time prior to the individual receiving approval as a reasonable

medical accommodation pursuant to this Policy.

I. DEFINITIONS

A. EMOTIONAL SUPPORT ANIMAL

"Emotional Support Animals" are a category of animals that may work, provide aid, or perform physical tasks for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered Service Animals under the ADA and FSC's Service Animal Policy. Some Emotional Support Animals are professionally trained, but in other cases Emotional Support Animals provide the necessary support to individuals with disabilities without any formal training or certification. It is important to note that animals that may be needed because of a disability may be identified by various names. For example, an individual may identify the animal as a companion animal, therapy animal, or assistance animal.

The question in determining if an Emotional Support Animal will be allowed in College housing is whether or not the Emotional Support Animal is necessary because of the individual's disability to afford the individual an equal opportunity to access College housing and its presence in College housing is reasonable. However, even if the individual with a disability establishes necessity for an Emotional Support Animal and it is allowed in College housing, an Emotional Support Animal is not permitted in other areas of the College (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).

B. OWNER

The "Owner" is the individual who has requested the accommodation and has received approval to bring an Emotional Support Animal into College housing.

C. STUDENT DISABILITY SERVICES OFFICE

The Student Disability Services office (SDS) collaborates with individuals, faculty, and staff to ensure that individuals with disabilities have equal access to all FSC programs and activities.

II. PROCEDURES FOR REQUESTING EMOTIONAL SUPPORT ANIMALS IN COLLEGE HOUSING

The procedure for requesting Emotional Support Animals follows the general procedures set forth in the FSC Housing Reasonable Accommodation Policy and the requirements set forth below. However, to the extent the requirements and procedures in this Policy conflict with the FSC Housing Reasonable Accommodation Policy, this Policy shall control.

III. CRITERIA FOR DETERMINING IF PRESENCE OF THE EMOTIONAL SUPPORT ANIMAL IS REASONABLE

A. College housing is unique in several aspects including the mandatory assignment of roommates

for many individuals and the mandate that individuals must share a room or suite in certain residence halls. To ensure that the presence of Emotional Support Animals is not an undue administrative burden or fundamental alteration of College housing, FSC reserves the right to assign an individual with an Emotional Support Animal to a single room without a roommate.

B. However, for all requests for Emotional Support Animals, Student Disability Services shall nonetheless consult with Residence Life in deciding on a case-by-case basis of whether the presence of an Emotional Support Animal is reasonable. A request for an Emotional Support Animal may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters College housing policies; and/or (3) poses a direct threat to the health and safety of others or would cause substantial damage to the property of others, including College property.

C. FSC may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with Emotional Support Animals:

1. The size of the animal is too large for available assigned housing space;
2. The animal's presence would force another individual from individual housing (e.g. serious allergies);
3. The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
4. The animal is not housebroken or is unable to live with others in a reasonable manner;
5. The animal's vaccinations are not up-to-date;
6. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others; or
7. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

FSC will not limit room assignments for individuals with Emotional Support Animals to any particular building or buildings because the individual needs an Emotional Support Animal because of a disability.

ESA POLICY & AGREEMENT

IV. ACCESS TO COLLEGE FACILITIES BY EMOTIONAL SUPPORT ANIMALS

A. EMOTIONAL SUPPORT ANIMALS

An Emotional Support Animal must be contained within the Owner's privately assigned individual living accommodations (e.g., room, suite, apartment) except to the extent the individual is taking the animal out for natural relief. When an Emotional Support Animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. Emotional Support Animals are not allowed in any College facilities other than College residence halls (e.g. dormitories, suites, apartments, etc.) to which the individual is assigned.

B. DOMINION AND CONTROL

Notwithstanding the restrictions set forth herein, the Emotional Support Animal must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. The animal must be harnessed, leashed, or tethered. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from College housing.

V. OWNER'S RESPONSIBILITIES FOR EMOTIONAL SUPPORT ANIMAL

If the College grants an Owner's request to live with an Emotional Support Animal, the Owner is solely responsible for the custody and care of the Emotional Support Animal and must meet the following requirements:

A. GENERAL RESPONSIBILITIES & REQUIREMENTS OF THE ESA AND OWNER

The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The College reserves the right to request documentation showing that the animal has been licensed.

The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by FSC. The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Emotional Support Animal and/or discipline for the responsible individual.

FSC will not ask for or require an individual with a disability to pay a fee or surcharge for an approved Emotional Support Animal.

An individual with a disability may be charged for any damage caused by his or her Emotional Support Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the College's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a College-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The College shall have the right to bill the Owner's account for unmet obligations under this provision.

The Owner must fully cooperate with College personnel with regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).

Emotional Support Animals may not be left overnight in College Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from their residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the

Emotional Support Animal is contained (crated or kenneled), as appropriate, when the Owner is not present during the day while attending classes or other activities.

The Owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.

The animal is allowed in College housing only as long as it is necessary because of the Owner's disability. The Owner must notify the Student Disability Services office in writing if the Emotional Support Animal is no longer needed or is no longer in residence. To replace an Emotional Support Animal, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures in this Policy and the FSC Housing Reasonable Accommodation Policy when requesting a different animal.

FSC personnel shall not be required to provide care or food for any Emotional Support Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

The individual must complete the Consent Waiver Form for Student Disability Services to disclose information regarding the request for and presence of the Emotional Support Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

VI. REMOVAL OF EMOTIONAL SUPPORT ANIMAL

The College may require the individual to remove the animal from College housing if:

1. the animal poses a direct threat to the health or safety of others or causes substantial damage to the property of others;
2. the animal's presence results in a fundamental alteration of a College program;
3. the Owner does not comply with the Owner's Responsibilities set forth above; or
4. the animal or its presence creates an unmanageable disturbance or interference with the College community.

The College will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Associate Vice President for Student Support and maybe appealed to the Florida Southern College's ADA/Section 504 Coordinator following the procedure set forth in Paragraph 5 of the FSC Housing Reasonable Accommodation Policy. The Owner will be afforded all rights of due process and appeal as outlined in that process.

A. MAJOR VIOLATIONS

Major violations may result in immediate removal of the animal. These could include: animal lunging, growling, or biting; failing to maintain dominion and control over the animal; excessive barking, not being housebroken, or evidence of mistreatment or abuse of the animal. This includes abandoning the animal to the care of another for 24 or more hours.

School Breaks and Holidays: The ESA Owner is expected to keep the animal with them during college breaks and holidays, including Spring, Summer, and Winter breaks.

B. MINOR VIOLATIONS

Minor violations: The first verified occurrence of a minor violation, such as whining or flea and pest infestation, will result in a meeting with the Office of Student Conduct. If the event is verified, this will result in a “Failure to Comply” charge against the Owner. The Owner must supply a written agreement to remain in compliance with the College’s ESA Policy & Agreement including a plan for preventing this, or any other, violation. The student will be placed on probation with the condition that a second verified incident may result in the animal’s removal from campus.

C. STUDENT CONDUCT TIMETABLE

A student notified by the Office of Student Conduct of an ESA violation will receive email notification to set up a Conduct meeting, generally within 48 hours or at the college’s direction.

The college reserves the right, in its discretion, to modify ESA sanctions, including fines or other reasonable determinations.

D. REASSESSMENT OF ANIMAL STANDING AS AN ESA

By definition, Emotional Support Animals are medically necessary to mitigate the Owner’s disability symptoms. If the Owner leaves the Emotional Support Animal on campus for 24 hours or longer, either without care or under the care of a College community member, the college may reassess the animal’s medical necessity and standing as a bona fide ESA.

If the animal is dismissed from the College, or is determined to have lost standing as an ESA, the animal becomes a “pet”. Pets are not permitted at the College and consequences associated with a pet violation may be implemented.

Should the Emotional Support Animal be removed from the premises for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract. **VII. NON-RETALIATION PROVISION**

FSC will not retaliate against any person because that individual has requested or received a reasonable accommodation in College housing, including a request for an Emotional Support Animal.

ACKNOWLEDGEMENT AND RELEASE OF INFORMATION CONSENT FORM

By my signature below, I verify that I have read, understand and will abide by the requirements outlined here and I agree to provide the additional information required to complete my request for a medical accommodation under the College's Emotional Support Animal Policy for College Housing.

I have read and understand the Emotional Support Animal Policy and Agreement and I agree to abide by the requirements applicable to Emotional Support Animals. I understand that if I fail to meet the requirements set forth in the Policy, FSC has the right to remove the Emotional Support Animal and I will be nonetheless required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.

I furthermore give permission to the Student Disability Services office to disclose to others impacted by the presence of my Emotional Support Animal (e.g., Residence Life staff, potential and/or actual roommate(s)/neighbor(s)) that I will be living with an animal as a medical accommodation. I understand that this information will be shared with the intent of preparing for the presence of the Emotional Support Animal and/or resolving any potential issues associated with the presence of the Emotional Support Animal.

I further recognize that the presence of the Emotional Support Animal may be noticed by others visiting or residing in College Housing and agree that staff may acknowledge the presence of the animal, and explain that under certain circumstances Emotional Support Animals are permitted for persons with disabilities.

Name (Print)

Date

ESA CHECKLIST

REQUIRED DOCUMENTATION FOR ANIMAL APPROVAL

Before an animal will be approved to reside on campus, Student Disability Services must evaluate the following up-to-date documentation:

- Current examination records from a licensed veterinarian Record of rabies vaccine (applies to dogs and cats only) Proof of flea or other relevant pest control
- License certificate and tags - Usually through Polk County Sheriff's Office (applies to dogs and cats only) Full body photo of the animal
- Proof of ownership by student or family/guardian
- Emergency contact: the name, address, phone number, and alternate phone number for an emergency contact. This party cannot reside on campus and must be close enough to take over the care of the animal within 12 hours, in case of an emergency (e.g. hospitalization, quarantine, etc.) or a student's departure from campus.
- Signed ESA Policy
- Photo of required crate or kennel

