Florida Southern College
Student Handbook
2019-2020
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Concerning the Student Handbook information, this edition of the Student Handbook supersedes all others and applies to both new students and students already matriculated.

The College reserves the right to change, modify, revoke, or add to the College’s academic, financial, or student requirements or regulations at any time and without prior notice. Email is the primary method of communication that will be used to reach students; therefore, it is the responsibility of students to check their preferred e-mail on file with the College regularly for any communicated updates. Students can change their preferred email on file with the College by logging into the FSC Portal.

I. Student Handbook Introduction: The Cornerstone

Florida Southern College (“the College”) seeks to create a community of scholars who hold one another accountable of 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.

Florida Southern College’s goal of producing good citizens who make a lasting impact on their communities is advanced by the quality of campus life in the college community. Through shared values and communal expectations, Florida Southern College engenders a specific atmosphere where students can study, socialize, rest 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, a Florida Southern Scholar…

- will practice personal and academic integrity and excellence of character and expect the same from others.
- will respect the dignity, value, and worth of all persons while learning from the differences in people, ideas, and opinions.
- will respect the rights and property of others.
- will demonstrate concern for others, their feelings, and our collegiate need for conditions that promote personal growth and academic success.
- 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, 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 graduation from the College. Students are responsible for knowing College Policies and updates.

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

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

Changes in College Policies may be enacted, amended, or changed at any time by the College Administration. College Policies will be reviewed annually under the direction of the Vice President (VP) of Student Life or designee.

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

The Vice President 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 Assistant Dean of Student Development for Accountability, Education and Compliance or designee (“Asst. Dean”). Any and all questions regarding the interpretation of College Policies as they apply to students may be submitted to the Assistant Dean 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 foster good citizenship, healthy life choices, respect for self and others, personal responsibility and accountability, and protects the rights, freedom, and safety of members of the College community.

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

The Division of Student Development at Florida Southern 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 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, backgrounds, beliefs, and identities.

**A Commitment to Citizenship**
Students will understand their roles and responsibilities within local and global communities and will 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.

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

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

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

Attendance at the College is a privilege and not a right. Students applying for admission do so voluntarily and are free to withdraw, subject only to fulfilling their financial obligations to the College.
By applying for and accepting admission to the College, each student agrees to be bound by the rules, policies, procedures, and administrative regulations of the College as they exist at the time of admission, and as they may be revised during the student’s enrollment.

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

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

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

Examples of such College Policies are that the College:

- Prohibits the use and possession of alcoholic beverages by all students on campus;
- Prohibits the use or possession of illegal drugs and the misuse of prescription and other drugs;

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

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

1. Expression

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

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

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

3. Association and Assembly

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

4. Speakers and Topics

Members of the College community may assemble and select speakers for Student Organization meetings and sponsored events with approval from the Center for Student Involvement. Additionally, students and student organizations may discuss issues of their choice. No speaker shall be invited or topic discussed that is detrimental to College operations, or endangers property.

5. Status of a Private Citizen

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

6. Academic Freedom

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

7. Discrimination

Florida Southern College is committed to administer all educational and employment activities in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age
Discrimination Act of 1975, and the Florida Civil Rights Act of 1992, and thereby does not discriminate based on race, creed, color, gender, marital status, religion, age, disability, sexual orientation, national origin, political opinions or affiliations, genetic information, veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act, and any other protected category. This policy applies to Florida Southern College faculty, employees, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and 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.

If you are a student who has experienced sexual discrimination, or know of such a student, please contact any of the following to report:

- Campus Safety Office (863) 680-4305
- Katherine Pawlak in Human Resources for issues involving staff or faculty (863) 680-3964
- Amanda Blount, Assistant Dean of Student Development for Accountability, Education, and Compliance at (863) 680-6221, or Maggie Merryday, Assistant Director of Accountability, Education and Compliance at (863) 680-6216.

Amanda Blount and Maggie Merryday’s offices are located on the second floor of the Carlisle Rogers Building, 111 Lake Hollingsworth Dr., Lakeland, FL 33801, or to the “Just Ask” email address at: fscjustask@flsouthern.edu.

8. Persons with Disabilities

Florida Southern College and Student Disability Services are committed to providing access and inclusion for students with documented disabilities to courses, facilities (including Residence Halls), and programs. Categories of disabilities could include, but would not be limited to, chronic health diagnoses, learning disabilities, and mental health conditions. If you anticipate or experience barriers to your college experience due to the impact of a disability, please notify the Office of Student Disability Services to discuss the eligibility process for establishing accommodations.

You can reach Dr. Marcie Pospichal, Coordinator of Student Disability Services, at Rogers Building Room 120, telephone (863) 680-4197, fax (863) 680-4195 or e-mail at disabilityservices@flsouthern.edu.

For more information on disability accommodations and access, please visit our website at http://www.flsouthern.edu/campus-resources/student-disability-services.aspx.

Grievance Process

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

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

Each Vice President, 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 his or her area and adding information about the report to the college database. These records will be maintained for a minimum of five years.

If you are not sure which College Officer to contact to file a grievance, please contact Katherine Pawlak, Assistant Vice President of Operations and Director of Human Resources, kpawlak@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 our goal is to produce good citizens who will make a lasting impact on their communities, we live together in a community of scholars who hold one another accountable to the high ideals, vision, and mission of the College. The following 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.

A. Section 1: 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 possesses or uses 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 means) that is intentional and repeated, or meant done in humor, that 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. Exhibits behavior of any kind, on-campus or off-campus, which imperils or jeopardizes the health and safety of any person or persons.
k. Knowingly, and with or without consent, intentionally hazes another person.
l. Hosts or participates in gambling activities on-campus or in campus residential facilities outside of approved campus events.
m. Present when or allow activities that violate college policies to occur in their presence, campus residential facility room, or vehicle on college property.
n. Exhibits conduct unbecoming of a College student.

B. Section 2: 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 or damages 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 or destroys the property of another person or the College.
e. Obtains the property owned of 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.
g. Knowingly, and without consent or authorization, misuses or misappropriates services provided by the College.
h. Exhibits conduct unbecoming a College student.

C. Section 3: 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, keys or identification 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 an authorized College official.
g. Improperly represents the College or another person in the College community.
h. Intentionally obstructs the operation and functions of the College.
i. Violates other published College policies including but not limited to Information Technology Services policies, Community Living policies, and Center for Student Involvement policies.

j. Exhibits conduct unbecoming a College student.

D. Section 4: Related to Welfare, Health, or Safety
(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 or controlled substances (including misuse of prescription medication). Marijuana, including medical marijuana and CBD products, 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 College student.

E. Section 5: Related to the Student Accountability 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 accountability process or proceeding.

b. Attempts to influence the impartiality of any member of an accountability body prior to, or during, the course of an accountability proceeding.

C. Knowingly falsifies, distorts, or misrepresents information before an accountability body.
d. Disrupts or interferes with the orderly conduct of an accountability proceeding.
e. Knowingly institutes an accountability proceeding without proper cause.
f. Violates the terms of any accountability sanction imposed in accordance with this code.
g. Retaliates against another student or college official involved in carrying out the Student Accountability Process.
h. Exhibits conduct unbecoming a College student.

F. Section 6: Related to Violations of Criminal Law

Students are viewed by the larger community as representatives of Florida Southern College; therefore, students must understand that their behavior reflects the College. While the College treats students as private citizens, there are instances in which the College reserves the right to address students’ off-campus behavior. Off-campus behavior includes but is not limited to violation of Federal, State, Local laws and city ordinance; 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 sanctions assigned by the College up to Suspension or Expulsion from the College independent from the Student Accountability process.

III. Student Accountability Process

A. Introduction

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

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

A student’s past behavior, acknowledgment of recent behavior, and attitude may be taken into consideration when determining the appropriate sanction for the violation. Sanctions may be assigned individually or in combination with other sanctions. Failure to comply with sanction requirements shall be considered a violation and shall result in more severe accountability action and a student accountability hold/judicial hold placed on the student’s account. Sanctions are in effect from the time of notification, either in person or in writing, whichever comes first.
The following sanctions may be imposed upon any student 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 accountability file. The files are located in the Division of Student Development. Students may receive written warnings in conjunction with other sanctions including, but not limited to, educational programs and/or activities.
- **Apology** is a written or oral apology to a person or group.
- **Online Educational Courses** may be assigned to be completed to specifications within a specific period of time. These are a set of online conduct courses for both alcohol and drug-related offences.
- **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 their 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.
  o A student accountability hold may be placed on any student’s grades, records, or registration if he or she has not complied with a sanction or requirement.
  o A diploma hold may be placed on any graduating senior who has an unresolved accountability 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 G - Student Accountability List of Standard Fines and/or Fees for Policy Violations
- **Behavior Contract** – is a written agreement between the College and a student found to be in violation of institutional policy that may be imposed at the discretion of the Office of Accountability, Education, and Compliance. The agreement outlines behaviors/conditions that must be observed for a student to remain on campus and avoid potential suspension and/or expulsion.
- **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 VP of Student Life through the Office of Accountability, Education and Compliance 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 sanctions.

• **Deactivation** is defined as a Student Organization losing all privileges including College recognition for a specified period of time.

• **Disaffiliation** is defined as the College severing the relationship with the student by not allowing a student to register for classes indefinitely 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 goes on a student’s academic record. **There shall be no refund.**
Disciplinary Withdraw occurs when a student withdraws in order to avoid a disciplinary action that would have resulted in a potential suspension or expulsion from the College. **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.

More than one of the sanctions listed above may be imposed for any single violation. Other than College Expulsion, accountability sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s accountability record which is maintained by the Office of Accountability, Education and Compliance and Division of Student Development 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.

**Notification of Parents and Guardians**

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

The College may make contact in the following ways:

1. Student may be required to notify the Parent or Guardian of the situation and sanctions assigned and have the Parent or Guardian contact the Office of Accountability, Education and Compliance 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, suspension or expulsion sanctions.

**B. Search Process**

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

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

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

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

C. Interim Suspension

In certain circumstances, the VP of Student Life or the Office of Accountability, Education and Compliance or designee may impose a College or campus residential facility suspension prior to a student accountability meeting or until the conclusion of an investigation.

1. Interim Suspension may be imposed to ensure the safety and well-being of members of the College and/or if the student poses a definite threat of, disruption of, or interference with the normal operations of the College.

2. During the Interim Suspension, students shall be denied access to the campus residential facilities and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the VP of Student Life or the Office of Accountability, Education and Compliance or designee may determine to be appropriate.

D. Alcohol Violations

Sanctions

1. Individuals

   If a student is found to be in violation of the College’s policy regarding alcohol, minimum sanctions may include, but are not limited to:
a. Parental or Guardian notification of the violation. 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. The student may also be required to complete an assessment by a third party provider where any recommendations become requirements to be completed. Students additionally may be placed on social probation and/or be suspended from the College. An assessment and compliance with any recommendations may be required prior to consideration for readmission.

2. Student Organizations

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

a. Any violation: The student organization may be required to complete an alcohol education program and may lose social privileges for a specified period of time. The student organization’s national/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 Accountability, Education, and Compliance has the right to instruct the Center for Student Involvement to terminate the relationship between the organization and Florida Southern College. After a specified period of time, the student organization may re-apply for recognition through the College’s process.

E. Drug/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 and abuse of controlled substances is absolutely at variance with the mission of the College. The College abides by the Drug-Free Schools and Communities Act of 1990. The use, possession, purchase, and/or sale of illicit drugs on campus is 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, 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

Additionally, the possession or manufacturing of any weapons, firearms, explosives, or other dangerous devices are in direct variance with The Cornerstone and, as such, will not be tolerated. Pepper Spray and/or Mace is not permitted in any College-owned buildings. Possession of Pepper Spray and/or Mace is only permitted inside the students’ personal vehicles. All students are expected to abide by local, state, and federal laws along with College Policies.

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

3. Sanctions

1. Individuals

If a student is found to be in violation of the policy regarding drugs, minimum sanctions 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. The student may be required to complete a behavior contract and an educational sanctions 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. The student may also be required to complete an assessment by a third party provider where any recommendations become requirements to be completed. Students additionally may be placed on social probation.
• For any violations that the 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.

2. 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 sanctions will include but are not limited to:
  • The case shall be heard by the Office of Accountability, Education and Compliance. 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 Accountability 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 Accountability 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 accountability action, shall be entitled to certain procedural due process as follows:

A. The student has the right to an unbiased hearing that is based upon evidence presented during the hearing.

B. The student shall be notified, via their preferred email unless otherwise noted, that they have been documented, the date and violation of the documentation, and access to review the documentation during the accountability meeting. Failure to respond
a request to schedule an accountability 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.

C. 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.

1. Procedural rights of students regarding complaints of sexual misconduct can be found in the college’s Non Discrimination and Anti-Harassment Policy.

D. 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.

E. The student may have the opportunity to waive an accountability meeting and the appeal process by taking responsibility for his/her action and accepting a prescribed sanction from the College.

Notwithstanding any of the above, if the health, safety, 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 Accountability Authority

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

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

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

3. Student Accountability Process
When students are allegedly involved in behavior that violates the Student Handbook, they will follow the accountability process explained below:

a. An Incident Report, Safety Report, and/or written statement is used to report the alleged violation.

(1) 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 Accountability, Education and Compliance.

(2) Safety reports, police reports, or any written statements are acceptable.

(3) The Incident Report should be submitted as soon as possible after the event takes place, preferably within 24 hours.

b. The Assistant Dean of Student Development for Accountability, Education and Compliance or designee will determine the level at which the student accountability meeting will take place. This determination will be made based upon the seriousness of the situation, the possible sanctions, and the previous accountability record of the student(s).

c. The Assistant Dean of Student Development for Accountability, Education and Compliance or designee may conduct a hearing.

d. Students are contacted via their preferred email, by phone, or may be requested in person to attend a student accountability meeting.

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

(2) The date of incident will be noted.

e. Accountability Meeting Procedures

All meetings are closed and are conducted in private. Neither the College nor students shall bring attorneys to student accountability meetings. Witnesses must have personally observed, have direct knowledge of, or otherwise have relevant knowledge of the incident in question. Character witnesses are not permitted.

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

(2) The complainant and the accused may present witnesses (if applicable). After hearing the incident or Safety Report during the accountability meeting, the accused student determines if he or she has a need to request that the Office of Accountability, Education and Compliance interview relevant witnesses.
The student accountability meeting may be put on hold for up to three days while the staff in the Office of Accountability, Education, and Compliance interviews the witnesses and then the meeting will resume.

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

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

(5) Determination of Responsibility Phase

1) The College’s case may be presented via written reports or through the accountability meeting.

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

3) The accused student will be asked if they have any Witnesses that can support their claim.

   a. Witnesses, if any, for the person or Student Organization being accused will be interviewed by the Office of Accountability, Education, and Compliance 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.

5) After all witnesses have been interviewed, the person conducting the accountability meeting may ask for concluding comments.

6) The student enters an accountability statement of either “Responsible” or “Not Responsible.”
   - A statement of “Responsible” indicates the accused concurs that he or she accepts the responsibility for the alleged violation.
   - A statement of “Not Responsible” means the accused student does not accept responsibility for the alleged violation.

7) The College Student Accountability 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.
   - If found Not Responsible, the process is closed.
- If found Responsible the College Student Accountability body or officer will assign the appropriate sanctions. The student will review the sanctions, and complete the Accountability Meeting Agreement Form.
- If found Inconclusive, there is not sufficient information to reach a decision. If additional information becomes available while the student is enrolled at FSC, then the case may be referred for reconsideration to a College Student Accountability officer. The Assistant Dean of Student Development for Accountability, Education and Compliance or designee determines whether the original officer or body is reconvened, or if the matter is referred to a new officer.

8) The student will receive correspondence via email indicating the outcome of the accountability meeting.

(5) Sanction Completion and Appeals

a) Sanctions are in effect as soon as the student is notified either in person or in writing, whichever comes first.

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

(6) Student Accountability Board (SAB)

Purpose: The Student Accountability Board may be utilized for cases as deemed appropriate by the Assistant Dean or Assistant Director of Accountability, Education and Compliance or Designee.

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

a) The student members shall apply for membership through the Office of Accountability, Education and Compliance. No more than twenty members shall be selected. To be eligible for selection to the Student Accountability Board, a student must:

i. Be in good standing with the College and support the FSC Student Handbook and policies.

ii. Maintain a 2.5 cumulative G.P.A.
b) The non-voting staff members shall be appointed by the Assistant Dean of Student Development for Accountability, Education and Compliance. 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 Accountability Board Chair during meetings.

i. The Chair shall have no vote, except in the case of a tie.

ii. 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.

a) All reports or investigation summaries will be provided as the information from the College regarding the alleged policy violations for consideration.

b) All Student Accountability Board meetings are closed.

c) Student Accountability Board hearings will follow the Accountability Meeting Procedures.

**Appeals**

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

(1) 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.

(2) 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.
(3) Appeal letters should be submitted to the designated appeal officer listed below via email to be forwarded to the appropriate appeal official:

<table>
<thead>
<tr>
<th>Initial Meeting Officer or Board</th>
<th>Appeal Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing Officers</td>
<td>Assistant Dean of Student Development for A.E.C.</td>
</tr>
<tr>
<td>Student Accountability Board</td>
<td>Assistant Dean of Student Development for A.E.C.</td>
</tr>
<tr>
<td>Assistant Director of A.E.C.</td>
<td>Assistant Dean of Student Development for A.E.C.</td>
</tr>
<tr>
<td>Assistant Dean of A.E.C.</td>
<td>Dean of Student Development</td>
</tr>
<tr>
<td>Dean of Student Development</td>
<td>VP of Student Life</td>
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<tr>
<td>VP of Student Life</td>
<td>President</td>
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</tbody>
</table>

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

(4) Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial meeting and for either of the following purposes:

a) The student or Student Organization provides 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.

b). There were procedural irregularities in the original meeting that affected the outcome of the hearing.

(5) A disagreement with the sanction issued is not, in itself, sufficient reason to appeal.

(6) In cases involving appeals by students accused of violating the Student Handbook, the appeal officer may remand the matter back to the original body, reverse, modify, or uphold the previous action.

(7) 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.

(8) A College Official may find it necessary to exercise immediate accountability 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.

(9) 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.

Expungement Policy

Expungement of Accountability Records

During their senior year at FSC or after graduation, students who have completed all sanctions in a timely and satisfactory manner may request to have their non-academic Student Accountability file expunged. To be considered for expungement, students must not have received suspension or expulsion as a sanction. Academic Misconduct policy violations are excluded from this process. The incident must have occurred at least 18 months prior to submitting the request for consideration. Requests are to be submitted to the VP of Student Life and submitted to the Office of Accountability, Education and Compliance. Completed correspondence should include:

- the student’s personal reflections and what they believe they have learned from the incident(s) they were involved in
- detailed steps that have been taken to address the behavior
- how the student believes they have contributed to the FSC and surrounding communities
- any other information the student believes is relevant

In considering expungement, the VP of Student Life may, in her/his sole discretion, confer with others in the College who may have relevant information about subsequent issues, as well as contributions to the community in order to make a determination on the request. The current demeanor of the student, the student’s conduct subsequent to the violation, and the nature of the violation, including the severity of any other person’s damage, injury, or harm will be considered. The VP of Student Life will determine in her/his sole discretion whether the request is granted or denied. No appeal is permitted. An expungement request is discretionary and is not automatically granted; a student submitting a request should provide a thorough explanation of the reasons he or she believes an expungement is warranted. Students should not assume that expungement under this process will eliminate all college records referring to incidents that are expunged from Student Accountability records. The college complies with a variety of laws that require certain incidents be reported to various offices on campus and records be maintained, so while the “Student Accountability” file may be expunged, other records may remain. Examples include, but are not limited to, Campus Safety Reports and disciplinary records reported outside the Office of Accountability, Education and Compliance prior to expungement. Further, if a student is granted an expungement, the student may still need to disclose information regarding their expunged Student Accountability record to a third party, including but not limited to, a potential employer, a professional governing body (ex. a state/jurisdictional Bar or Medical Board), or another college or university through an admissions process. Such disclosure is the student’s responsibility.
IV. Community Living

Campus Residency Requirement

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

As a 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 or guests of a roommate
- Expect that a roommate will respect one’s personal belongings.
- A clean environment in which to live.
- Freely access one’s room and facilities without pressure from a roommate.
- Personal privacy.
- Host guests who respect the rights of the host’s roommate(s) 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 residential community of the College is to enhance the academic environment and provide students with a well-maintained, safe, and positive living experience. Students have the responsibility to maintain an environment that is conducive to study, sleep, and socialization. Many diverse individuals and lifestyles make up the population living in the College residential community. As a result of this shared environment, it is necessary for the College to have policies and procedures in place that serve as standards for resident behavior. These policies are not meant to hinder the student, but to protect individual and community rights.

Our dynamic residential program allows our students to interact with a broad range of people. These interactions help to shape them as individuals. Some of the many advantages to campus residency, and why we believe so deeply in it, are found in big and small occurrences: from the conversations in 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 the
residents of that building or community. 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 FSC).

Students who meet one of these criteria must complete an “Off-Campus Request Form” which is available on the Office of Community Living website. Students who do not meet these criteria will remain residential students. Any student may complete the form, but must await approval BEFORE signing an off-campus lease. Denial of the off-campus housing request means that students are still considered a part of the campus residential community. If approval is given, students must provide an off-campus address. Students who lose the privilege of 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.

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

Each student completes and signs 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 of time when classes are in session.

Students residing in college-owned housing are required to provide proof of required immunizations or a request to be exempted from the immunization requirements. 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 VP 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 VP 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, he/she must withdraw from the institution. In order to obtain college housing all students must ensure that all holds are
removed from their student account before the housing selection process can be finalized. Florida Southern also reserves the right to prohibit any student who is pregnant from residing in a campus residential facility. If a pregnant student is given permission by the VP of Student Life or designee to remain residential, the student must follow guidelines provided by the Office of Community Living. Residency in a campus residential facility is not permitted during the final trimester. It is important that the student make necessary arrangements for housing for the infant prior to delivery. Florida Southern College residential facilities are limited to single-student housing and we will not accommodate infants or children.

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

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

**Overnight Guest Registration**

To protect the interests of the College and to ensure that our student hosts are complying with policies set forth by the College, anytime a non-student guest (whether a prospective student, an athletic recruit, or any other guest) is staying overnight on campus, the Office of Community Living requires that the guest is registered. Guests are only permitted to stay overnight in College-owned housing for three (3) consecutive days in a fourteen (14) day period. This would apply to personal guests of residential students as well as guests coming for Admissions events, athletic events, and other events where a student would stay overnight, as a guest of the College. The Overnight Guest Registration form found on the Community Living Portal of Engage must be completed at least two days in advance of the overnight stay.

**V. Student Involvement**

The Center for Student Involvement has general responsibility for student activities, student organizations and services, and administers the student development program which includes all co-curricular activities with the exception of 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 recognized 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 Accountability proceedings against the Student Organization. Consequently, all College Policies apply to Student
Organizations collectively. Student Organizations may be held responsible when any of the following situations exist or occur:

1. Members of the Student Organization act in concert to violate College Policy.

2. A violation of College Policy arises out of an event sponsored, financed, or endorsed by the Student Organization.

3. A leader of the Student Organization has knowledge of a violation of College Policy before or while it occurs and fails to take preventive or corrective action.

4. A violation of College Policy occurs at an off-campus facility that is leased, rented, or used by the Student Organization.

5. A pattern of individual violations of College Policy has existed without proper or appropriate Student Organization control, remedy, or sanction.

6. Members of the Student Organization attempt to cover up or fail to report violations of College Policy to appropriate College officials. Delivery of written notice to a Student Organization shall be made according to the delivery requirements set forth in the Student Handbook to the president or equivalent head of the Student Organization.

A. Student Organization shall be represented by the president or equivalent head of the Student Organization in any Student Accountability Meeting involving that Student Organization. If the president or equivalent head of the Student Organization is not able to attend the Student Accountability Meeting, the Student Organization may designate one of its members, in writing, to represent it in lieu of the president or equivalent head.

B. Policies and Procedures Student Organizations exist at the College by agreement between the Student Organization and the College through the VP of Student Life and 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 accountability action by the College, which may include withdrawal of the College’s agreement to permit the Student Organization to exist on campus. The College and the Student Government Association will continue to recognize those Student Organizations that serve the educational and general purposes of the College, contribute to the interests of their members, and are consistent with the standards and policies of the College. In order to use the name of the College, College facilities, and to qualify for Student Government Association funding, recognized Student Organizations must function under the general supervision of the Center for Student Involvement and the Student Government Association, and fulfill the following responsibilities:

1. Registration

By the beginning of the fall semester, each Student Organization must register with the Student Government Association. This is done by registering through Engage and by meeting all attendance requirements set forth by the Student Government Association. Student Organizations that do not register will be considered inactive and may not be eligible to sponsor activities or
receive SGA funding, and may be asked to go through the Student Organization recognition process again. New Student Organizations must apply for recognition through Engage. Recognition will be granted in conjunction with the Center for Student Involvement and the Student Government Association. Information about the process may be obtained from the Center for Student Involvement, located in Rogers. The process for recognition includes an initial and a second presentation before Presidents’ Circle through SGA with the following criteria being met: explanation of the Student Organization and how it will contribute to the mission of the College, constitution and bylaws, a list with a minimum of 10 members, a letter of support if the Student Organization is an inter/national Student Organization from the governing Student Organization, and a 2/3 vote of members in attendance at the Senate and Presidents’ Circle meetings at which the petitioning Student Organization is presenting.

2. Records

Each Student Organization is required to complete all necessary documentation through the organization registration process on Engage. Student Organizations that do not follow the procedures for maintaining recognition risk losing recognition. Maintaining status of recognition for Student Organizations includes: all registered Student Organizations must send a representative to meetings of Presidents’ Circle through SGA, keep an updated membership roster including officer positions through Engage, and check their assigned mailbox on a regular basis during the business week.

3. Membership Requirements

Membership and participation in all Student Organizations will be open to all students without regard to race, creed, sex, gender, national origin, religion, political affiliation, age, physical capability, or sexual orientation. 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 (except social fraternities and sororities) are required to have a Florida Southern College faculty or staff advisor registered with the Center for Student Involvement in order to maintain active status. All social fraternities and sororities must have an advisor(s) who must also be registered with the Center for Student Involvement. 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 trainings 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.

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 ten (10) business days prior to the event. All events off campus where alcohol is present must be approved by the Center for Student Involvement. If the submitted event has been approved by the Center for Student Involvement, the event request will be marked as approved and be updated with the reserved location (if applicable). Any changes to the original event request need to be updated through Engage in a timely manner. Failure to do so may result in an incomplete set-up.

VI. STUDENT RECORDS POLICY

A. FERPA

The Family Educational Rights and Privacy Act of 1974 as amended (PL 93-0280), better known as “FERPA”, directs how student education records are maintained. When a student enters college, the below four rights transfer from parents or legal guardians to the student, regardless of the student’s age. At Florida Southern College, access to education records rights transfers from parent/guardian to student on the day of matriculation into the college. For Fall 2019, this transfer of access date is August 17, 2019 and for students who enter FSC in Spring 2020, the transfer of access date is January 6, 2020.

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 FSC’s FERPA compliance officer (please see below). If the college declines to amend the records as requested, the college will advise the students of the steps to appeal that decision.
3. FERPA gives students the right to file a complaint with the college compliance officer or with the Department of Education (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:

   • Florida Southern College officials, including but not limited to administrators, staff (including law enforcement unit and student health center officials), board of trustees, 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
   • Officials at an institution at which a student seeks to enroll
   • Organizations conducting studies for educational and governmental agencies
   • Accrediting agencies
   • Appropriate persons in case of health or safety emergencies
   • Agencies or offices in connection with the student’s application for or receipt of financial aid or in connection with other financial aid records as directed by FERPA
   • Governmental officials, as identified in Public Laws 93.31 & 99.35
• Parents of students who are defined as dependents in the Internal Revenue Code of 1986
• Parents of students (1) younger than 21 years of age or (2) who are dependents for tax purposes regardless of student age for violations of campus alcohol and drug policies
• An appropriate official in response to a court order
• An alleged victim of a crime of violence or a non-forcible sex offense concerning the final results of an investigation
• The general public, if the school determines a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against her/him
• Information the college designates as Directory Information

FERPA and Florida Southern College Public Notice of Directory Information

Florida Southern 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. Examples include:

**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, 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, which can only be released if a student waives her/his right to privacy:**
• Social Security or other Student Identification numbers
• Grades or Grade Point Average (GPA)
• Ethnicity, race, nationality, gender or religion

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 Student Solutions Center on the first floor of the Carlisle Rogers Building, and complete the Request to Withhold Disclosure of Directory Information form. Students 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 Florida Southern College from providing student directory information, including confirming attendance and degrees earned, to
prospective employers and internship sponsors, insurance agencies, and others with whom you may wish to share such notification, so we encourage students to make this decision carefully.

Florida Southern College assumes that a student who fails to specifically 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.

**FERPA and Florida Southern College Education Records Release Authorization**

In compliance with the Federal Family Education Rights and Privacy Act of 1974 as amended (FERPA), the college restricts select third parties from having access to a student’s personally identifiable information (PII) and education record. PII includes, but is not limited to, social security and other identifying numbers. Student education record includes, but is not limited to, grade and attendance reports, billing records, and other official correspondence and information. The restriction of sharing this information applies to, but is not limited to, the student’s parents, guardian, or spouse. This limitation of disclosure does not include directory information.

If a student wishes to grant a third party, such as a parent, access PII or education records, the student must complete and sign an authorization waiver. This waiver will remain in effect unless the student revokes it in writing. Students may change their FERPA waiver at any time by completing the appropriate form at the Student Solutions Center. The college assumes no liability for honoring student instructions about to whom he/she will waive, and will not waive, rights to privacy.

**Note:** Notices of alcohol and drug offense, disaffiliation, suspension, housing probation, or expulsion, as well as if a student withdraws from college, may be forwarded to parent or legal guardian independent of FERPA waiver status. Spouses have no rights to this or other education record information without the written consent of the student.

**FERPA and Deceased Students**

The right to privacy of 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 Florida Southern 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 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 registrar at registrar@flsouthern.edu

FERPA and Florida Southern College Public Relations Information Release

Information considered directory information may be released routinely to certain inquirers and the news media unless the student requests that this information be withheld by completing the Request to Withhold Disclosure of Directory Information form at the Student Solutions Center. Florida Southern does not release anything more than directory information, which is considered public information as described in the Florida Southern College FERPA Policies (above), without seeking a student’s written permission.

Florida Southern College students are frequently featured in news releases, photographs, audiotapes, and videotapes that may be distributed to the media or used in Florida Southern publications, including websites. Students may be photographed, videotaped, or their images may in other ways be captured on campus or at college-related functions. These images and representations, as well as the accomplishments of students, may also be used to promote Florida Southern College. The College has exclusive rights to these images.

FERPA Compliance Inquiries and Grievances

For a complete list of FERPA disclosure exceptions, for further questions, to request to inspect, review, or amend records, to file a FERPA grievance, or for other inquiries about Florida Southern College’s FERPA compliance, please contact the college’s FERPA compliance officer:

Dr. Marcie Pospichal, Carlisle Rogers Bldg., Room 120, 111 Lake Hollingsworth Dr., Lakeland, FL 33801; mpospichal@flsouthern.edu; 863.680.4197.

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

VII. General Information

Address Responsibility

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

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

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 Florida Southern 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.

Identification Cards

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

Lost and Found

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

Motor Vehicle Regulations

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

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

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

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

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

Safety Statistics

The Student Right-to-Know and Campus Security Act of the Higher Education Amendment of 1992 require institutions to publish campus policies and statistics relating to campus safety and security. Anyone with questions regarding this report or any other safety-related matter is welcome to contact the Director of Campus Safety & Security at 863-680-4447. Additional information on these statistics can be found on the U.S. Department of Education’s Office of Post-Secondary Education website at http://ope.ed.gov/security/.

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.

VIII. Anti-Harassment

Statement of Policy

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

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

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

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


IX. Definitions

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

A. College shall mean Florida Southern College.

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

E. College Official shall mean any person employed or retained by the College to perform assigned administrative or professional responsibilities. The term “College Official” shall also include, but not be limited to, Office of Safety and Security, Directors, attorneys for the College, faculty, staff, Guest Services staff, and Office of Community Living staff.
F. **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.

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

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

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

J. **Campus Residential Facility** includes, but is not limited to, any college owned residence hall, apartment building, duplex, house, or multiunit residential buildings in which students are assigned to live.

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

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

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

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

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

P. **Division of Student Development** shall mean the VP of Student Life, the Assistant Dean(s) of Student Development or the administrative staff of the VP of Student Life.

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

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

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

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

V. **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.

X. **Intellectual Property**: For a complete review of the Intellectual Property policy, please visit the following link: [http://www.flsouthern.edu/FSC/media/other/legal-notices/FSC-Intellectual-Property-Policy.pdf](http://www.flsouthern.edu/FSC/media/other/legal-notices/FSC-Intellectual-Property-Policy.pdf)

XI. **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 FSC’s “Just Ask” website ([http://www.flsouthern.edu/policies/just-ask.aspx](http://www.flsouthern.edu/policies/just-ask.aspx)) or visit the following link: [http://www.flsouthern.edu/FSC/media/other/legal-notices/FSC-Anti-Harassment-Anti-Discrimination-Policy.pdf](http://www.flsouthern.edu/FSC/media/other/legal-notices/FSC-Anti-Harassment-Anti-Discrimination-Policy.pdf)

XII. **Appendix B**: Involuntary Withdrawal from the College

**Involuntary Withdrawal from the College**

**Overview**

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

**Interim Suspension**

The SHC, or individual members of the SHC, may recommend to the VP of Student Life or designee implementing an Interim Suspension for up to one week upon a student’s behavior rising to the level of significant community disruption, if a Mandatory Assessment is pending, or if the student has failed to comply with other Clearance Procedures within the allotted period. The college may extend the Interim Suspension to allow a student to complete Clearance
Procedures. Students under Interim Suspension for any reason are temporarily 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 a meeting or hearing related to his/her situation. This interim period allows time for a student to receive the needed appropriate intervention, and for all parties to consider an evaluation of readiness to return to the college. The student must complete the Clearance Procedures listed below, as directed by the SHC or other college official, before returning. Failure to do so may result in the SHC recommending that a student withdraw. Students who are under Interim Suspension will be notified verbally or in writing and will have the opportunity to address the basis for the decision by contacting the Student Solutions Center (telephone: 863-680-4900). Faculty will be notified of student absence from class (but not the cause of absence) with the intention that the student will be able to continue to make appropriate and adequate academic progress.

Voluntary Withdrawal

Students may seek a Voluntary Withdrawal when their behavioral, physical, or mental health situations interfere with optimal college performance including successful engagement in, or completion of, academic course work; when the safety of the community is in question; or when the demands of college life are interfering with the ability to recover from or adjust to a significant challenge. Students interested in pursuing a Voluntary Withdrawal may wish to discuss this option with providers at the Student Health Center (telephone: 863-690-4292), the Counseling Center (telephone: 863-680-6236), or they may independently initiate the process through the Student Solutions Center (telephone: 863-680-4900). Upon deciding to voluntarily withdraw, students will initiate the necessary paperwork at the Student Solutions Center. They will obtain signatures from several offices and receive their final signature from the VP of Student Life or designee. Residential students will be required to move out of their room within 24 hours of withdrawing unless additional time is approved by the VP of Student Life or designee. Those who voluntarily withdraw 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 a meeting or hearing related to his/her situation, unless specific permission is granted to do so by the VP of Student Life or designee. Students who opt for a Voluntary Withdrawal will undergo the appropriate Clearance Procedures (see below) in order to be reinstated as a student of the college. Students may be requested to provide current documentation from an appropriate outside consultant. Examples of such “consultants” include physicians, mental health providers, and non-relatives who, because of their professional credentials and knowledge of the student, can provide recommendations about student readiness to return to college. This will provide the assurance the student is fully prepared to successfully resume all college activities and for the college to provide reasonable accommodations to foster student return. There is a form the college may require to be completed by the student’s consulting information provider. An outside evaluator’s recommendation is not a binding one for the college. Students who voluntarily withdraw and cannot return in time to regain academic standing in that semester will receive Ws on their transcripts.

Involuntary Withdrawal

In rare circumstances the SHC, or individual members of the SHC, may recommend that a student be involuntarily withdrawn. Students who are involuntarily withdrawn for any reason are not allowed to participate in any college activities, attend classes, reside in or visit campus
residential facilities, and may not be on campus except to attend a meeting or hearing related to his/her situation. Examples of situations that might result in an Involuntary Withdrawal include, but are not limited to: A student poses a “direct threat” risk to the health or safety of others; a student has an uncontrolled contagious disease or infection; a student fails to complete the required steps during an Interim Suspension or associated Clearance Procedures; a student engages in behaviors that disrupt the college or interfere with FSC’s educational mission; a student is not “otherwise qualified” to continue as a student at FSC. In most cases, these situations can be handled by identifying and implementing reasonable accommodations that reduce or eliminate threat, up to and including voluntary withdrawals; however, if the college and student are unable to identify actions that will address risk, or if the student is unwilling to adopt reasonable accommodations, the SHC or its designee(s) may recommend to the VP of Student Life or designee to involuntarily withdraw a student. The SHC, or its designee(s), will recommend appropriate conditions needed to return to Florida Southern College. Like students who voluntarily withdraw from FSC, Involuntary Withdrawal students will undergo the appropriate Clearance Procedures in order to be reinstated. Students who are involuntarily withdrawn and cannot return in time to regain academic standing in that semester will receive W’s on their transcripts unless the final date for withdrawing from classes has passed; in these instances students would most often receive failing grades.

Clearance Procedures: Preliminary Review

If a student is involuntarily hospitalized for any reason, their student ID and/or College-owned residential facility keys will be kept with Campus Safety until the student is cleared to return to campus. Upon return to campus, the student is required to go directly to the Office of Campus Safety and Security to notify of their return to campus and/or to retrieve their Student ID and/or keys. The Dean of Student Development and/or Designees reserves the right to approve or deny a student clearance to return to campus following an involuntary hospitalization.

Except for cases of a Public Health Emergency, a member of the SHC or other college official (e.g., the Director of Campus Safety and Security) may conduct a Preliminary Review. The official and the student will discuss the student’s situation and challenges, examine the college’s concerns, and make an initial determination about the student’s readiness to continue college activities and support mechanisms, resources, and conditions that may support this outcome. Ideally, a Preliminary Review adequately supports a positive final outcome. Sometimes as part of the Preliminary Review, or if concerns about a student’s readiness to resume college life persist after the Preliminary Review, the additional Clearance Procedures in this section may be utilized.

Determining if there is a “Direct Threat”

A “Direct Threat” exists when a student’s conduct “poses a significant risk to the health or safety of others (with a) high probability of substantial harm”. A Direct Threat results in behaviors or situations that violate the Cornerstone Values and Student Handbook of the college that cannot be acceptably reduced or eliminated by providing reasonable accommodations, auxiliary aids, or services. Students who, through conversations and observations of specific behaviors, are identified as posing a Direct Threat may be supported in taking a Voluntary Withdrawal or may undergo Interim Suspension, Involuntary Withdrawal, or another form of separation from the
college. To determine if a student poses a Direct Threat to others, the following criteria established by the Office of Civil Rights are used:

- Using individualized and objective assessment based on reasonable professional judgment and relying on the most current information (this underlies “Mandatory Assessment”, below)
- Evaluating the nature, duration, and severity of the risk
- Evaluating the probability that a potentially threatening injury to others will occur
- Determining whether reasonable accommodations will sufficiently reduce the risk

At Florida Southern College, these criteria are applied on a case-by-case basis within the context of an individual student’s circumstances, considering both mitigating and aggravating circumstances. Separation of the relationship between the student and the college will only be recommended in the absence of other opportunities to accommodate or resolve a situation. If the college is concerned that the student poses a Direct Threat to others, a Mandatory Assessment (see below) may be required. Thus, the student may be obliged to seek proper evaluation from a licensed provider. A student may decline to undertake a Mandatory Assessment but, because this is an issue of a potential Direct Threat, doing so may result in the college imposing an Interim Suspension, Involuntary Medical Withdrawal, or other action deemed prudent and appropriate by the college until such a determination can be made. 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 a meeting or hearing related to his/her situation.

**Determining if a Student is Currently “Otherwise Qualified” to Continue**

The inability to meet essential requirements of a student in good academic, residential, or social standing can render a student, for an unforeseen period of time, as not currently qualified to remain a student at Florida Southern College. Such essential requirements include the ability to participate in Engaged Learning in and outside the classroom, maintaining adequate academic grades and progress, the ability to abide by the college’s Cornerstone Values or Student Handbook, and the absence of behaviors that interfere with community safety. Based on conversations with the student, the SHC or other college official(s) will strive to determine a student’s qualifications to continue as an active community member. The consequence of this determination may result in: directing students to appropriate support resources; identifying other reasonable and effective accommodations to enhance a student’s ability to be “qualified”; Interim Suspension; helping the student move forward on an Voluntarily Withdrawal; or Involuntary Withdrawal.

**Mandatory Assessment**

A student may need to complete a Mandatory Assessment if the student has been placed on Interim Suspension; the student has voluntarily medically withdrawn from the college and wishes to be reinstated; the student has undergone an Involuntary Withdrawal and wishes to be reinstated; the student has been voluntarily or involuntary Baker Acted; if after a Preliminary Review the college is concerned the student may pose a Direct Threat to others and needs professional judgment or additional information to assist in this determination; if after a
Preliminary Review the college deems the student not “otherwise qualified” to continue as a student; under other conditions as determined by the college. These Mandatory Assessment steps are designed to ensure the student’s optimal performance in the college community, including that the student is not a Direct Threat to others, that a health emergency no longer exists, that effective accommodations and a plan for sustained and appropriate success is in place, and/or that the student is otherwise qualified to resume studies and community living. \textit{Note: Depending on the situation, students may complete these procedures on different timelines. Some students may complete these steps within days of the Preliminary Review, Interim Suspension, or Withdrawal while others may wait several months before pursuing a return to the college.}

The student must be assessed by an appropriate outside individual, whose opinions will be advisory to the college. The professional consultant, who is selected by the student, must be a licensed provider that could reasonably be seen as having adequate knowledge, authority, and training to make such an evaluation under other conditions. The college reserves the right to evaluate the appropriateness of the consultant. Further, all providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern (e.g., an eating disorder or substance abuse specialist). To make an accurate evaluation, the outside consultant may require access to information held by the college related to the events that led to the leave. This typically would involve the student signing a release allowing the college (e.g., the Student Health Center, Counseling Center, Division of Student Development, or Student Solutions Center) to share information regarding relevant incidents or concerns and, if applicable, recent healthcare records. The student will be responsible for any cost incurred by the evaluation. The outside professional must provide directly to the college an assessment of current functioning of the student and provide written recommendations, through the submission of the medical break evaluation form, regarding a) Given the precipitating events, the student’s readiness to return to the academic and co-curricular demands of college life; b) The student’s readiness to live in the on-campus residential community; c) Ongoing service, resource, testing, or treatment needs; d) Any conditions or restrictions that the college should impose; and e) The student’s readiness to return to competitive sports, if the student is a collegiate athlete. The college may require a form to be completed by the student’s professional consultant. An outside evaluator’s recommendation is not a binding one for the college.

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

After the Mandatory Assessment results and documentation have been provided to the college, the student shall connect with the VP of Student Life or other approved college official. Together, they will review Assessment results, associated documentation, and the student’s own perception regarding readiness to return, and needs and plans for support or treatment will be discussed. Additionally, the college representative will consider how the outside evaluator’s recommendations fit with the realities of student life at Florida Southern College and services that are available on campus or in the community. The Vice President of Student Life or other college official will thus consider a number of factors about the student’s ability to return to Florida Southern College, including the outside evaluator’s recommendation and the results of the student’s meeting with the SHC representative, if applicable. \textit{Note: Neither a Voluntary nor}
an involuntary withdrawal is considered to be a punitive action; however, any withdrawal becomes a part of a student’s institutional record.

**Interim Student Housing**

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

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

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

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

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

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

**Appeal**

A student may appeal the outcomes of any of the above processes by submitting an appeal letter to VP of Student Life, Dr. Susan Freeman, Carlisle Rogers Building, 111 Lake Hollingsworth Dr, Lakeland, FL 33801, telephone: (863) 680-4206 to be forwarded to the appropriate appeal official.

**XIII. 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 student members of the Florida Southern College community are required to have proper documentation regarding required vaccinations on file with the Student Health Center. Students may seek exemption from meeting the immunization requirement only for medical or religious purposes with completion of the Immunization

When the College suspects there is a threat of an infectious disease we can take action to inform our community to help keep them 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
- 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)
- 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 knowledge of an outbreak of infectious disease or a cluster of unexplained illness on campus, infectious or non-infectious, should 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
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 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.

2. The SHC (when after-hours the VP 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 VP 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 VP 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 applicable, such as a confirmed MRSA infection, the residential student will be relocated to a new residential space (if available), as a temporary measure, with private bathroom facilities. Student will remain in this location until the infection is controlled and negative test result is produced. Additionally, the roommate(s) of a student diagnosed with MRSA will also be relocated for a period of 24 to 48 hours while the room and any shared bathroom spaces are disinfected.

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.

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.

**Medical Emergencies and First Aid**

If serious injury or illness occurs on campus, ensure your own safety first. Then immediately dial 911 (9-911 from campus phone). Give your name and be prepared to describe the nature and severity of the medical problem and the campus location of the victim. If possible, then call Campus Safety (ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone) with the same information.

In case of serious injury or illness, Red Cross-trained personnel should quickly perform the following steps while waiting for the arrival of trained medical personnel:

a. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.

b. Ask victim, “Are you okay?” and “What is wrong?”

c. Check breathing and give artificial respiration if necessary.

d. Control serious bleeding by direct pressure on the wound.

e. Continue to assist the victim until help arrives.

f. Look for emergency medical I.D., question witness (es), and give all information to responding medical personnel.
i. In case of minor injury or illness, if necessary, provide first aid care or recommend the person be seen at a medical facility. If treating a wound at the scene, it is desirable to use sterile first aid supplies. If these are not available, use clean material to treat the wound.

ii. Once the victim is safe, notify Campus Safety that an emergency medical situation has occurred (ext. 3555 from a campus telephone/863-680-4125 from off-campus or personal telephone).

iii. The College maintains a list of persons trained in first aid and CPR on the College Portal. The list can be accessed through the following tabs: Employee Info College Policies. Section labeled “Safety”. Training is available to anyone through the local American Heart Association/Citizen CPR, Inc.

**MRSA Policy**

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

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

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

- Students with MRSA will be required to visit the SHC for a re-examination by the SHC nurse practitioner. If the infection is worsening or spreading, or if any difficulty is encountered with containing wound drainage, students should contact the SHC immediately. The Student Health Center Director/Nurse Practitioner will provide students diagnosed with MRSA proper disposal equipment and instructions to properly dispose of old dressings, Band-Aids, etc.

- Students with MRSA may attend class and participate in the life of the College; however, the wound(s) must be covered at all times with the dressing provided at the SHC. Additionally, the wound(s) should be covered by clothing, where applicable, if it may contact surfaces to which other members of the College community may be exposed. For example, if the infection is located on the back of the leg, make sure that clothing does not allow the bandage to make contact with a chair that other people will use. There is no reason not to attend class and participate in group meals and activities as long as the wound is covered, fluids are contained,
and good hygiene practices are observed.

Students with MRSA will not be allowed to participate in athletic activities, including intramural sports, which may result in physical contact. Additionally, a student with an active infection is not allowed to utilize the training room facilities or the Nina B. Hollis Wellness Center, including weight-lifting equipment, exercise equipment, the locker room, pool, or shower facilities, until he/she has been released by a physician to do so. All students that participate in Athletics must be evaluated by the ARNP before resuming to sports.

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

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

BEST PRACTICE (more info) www.cdc.gov/mrsa/index.htm

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

To alleviate the potential for the spread of the MRSA bacteria, students should avoid sharing personal items (e.g., towels, washcloths, bar soaps, razors, ointments). Wash soiled linens and clothing in hot water and regular laundry detergent and dry on the hot cycle until fully dry. If clothing and linen have been grossly contaminated with wound drainage or body fluids, laundry should be transported in a sealed plastic bag. The SHC will answer any questions about proper hygiene and disposal of contaminated items.
XIV. Appendix D: Social Media Policy

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

Definitions

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

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

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

Policy

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

Unless specifically instructed by an Officer of the College, students are not authorized and therefore restricted to speak on behalf of the College.

The creation of any external Internet websites or social media sites that represent the College shall be subject to advance review by the offices of Human Resources, External Relations and Advancement. All access information such as user ID and passwords must be approved and maintained by the Information Services (IS) department and only the IS department has the authority to change user ID and passwords. The maintenance and operation of any such sites must be performed pursuant to all conditions specified in this policy. In addition, the College shall have the right to continually monitor such external sources that represent the College.
Sites sponsored by recognized student organizations in connection with specific activities must be authorized by the VP of Student Life for the relevant location.

Representation of student personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. Students may not use the Florida Southern College name or logo to promote any opinion, product, cause, or political candidate. Students may not impersonate another student or College employee.

While we encourage online collaboration, below is a set of guidelines for appropriate online conduct to avoid the misuse of this communication medium whether on or off campus:

- **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 Accountability, Education and Compliance.

- **Logos and Trademarks:** Social media communications may not include the use of any College logos, trademarks, or proprietary graphics without the prior written consent of the College’s Marketing and Communications department.
o **Respect for Copyrights:** Students must recognize and respect others’ intellectual property rights, including copyrights and trademarks.

Students are cautioned that they should have no expectation of privacy while using the Internet. All students should be aware that the College monitors social media sites.

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

**Reporting Violations**

The College requests and strongly urges students to report any violations or possible or perceived violations to the Office of Accountability, Education and Compliance. Violations include any discussion of proprietary information and any unlawful activity related to blogging or social networking. If a student sees unfavorable opinions, negative comments or criticism about themselves or the College, do not try to have the post removed or send a written reply that will escalate the situation. Forward this information to the Office of Accountability, Education and Compliance.

**Discipline for Violations**

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

**Additional Resources**

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

The Cornerstone
Student Grievance Procedures
Student Handbook
Non-Discrimination and Anti-Harassment Policy Including Sexual Discrimination, Harassment, Misconduct and Violence
XV. Appendix E: Student Accountability List of Standard Fines and/or Fees for Policy Violations

The following violations will receive an accountability sanction but will not result in an Accountability Meeting unless there is at least one prior violation of similar policies. 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:

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 an Accountability Meeting being required on all repeat violations. First time violations of the alcohol policy may not result in an Accountability Meeting but typically result in an accountability sanction.

2. Alcohol includes Joint Responsibility
   a. First Offense: Written Warning
   b. Second Offense: $75 fee for Alcohol Education Course plus any additional sanctions assigned
   c. Third Offense: $150 Fine plus parental notification and any additional sanctions
assigned, or $75.00 Fine with Parental Notification and a Cornerstone Reflection Paper.

d. Fourth Offense: $300 Fine plus any additional sanctions assigned and suspension likely.

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

4. Pets
   a. First Offense: $150 cleaning fee plus any additional sanctions assigned.
   b. Second Offense: $300 Fine plus any additional sanctions assigned.
   c. Third Offense: $500 Fine plus any additional sanctions assigned.

5. Roofs, Ledges and Balconies
   a. First Offense: $1,000 Fine plus any additional sanctions assigned.

6. Smoking
   a. First Offense: $50 Fine plus any additional sanctions assigned.
   b. Second Offense: $150 Fine plus any additional sanctions assigned.
   c. Third Offense: $300 Fine plus any additional sanctions assigned.
   d. Fourth Offense: $500 Fine plus any additional sanctions assigned.

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

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

9. Passport Program
   a. Incomplete Passport Program
      i. $25 fine per missing program.

Individual & Community Damage Billing

Damage to property, whether College property or property belonging to other persons, is prohibited. Students are responsible for restitution for damages incurred to personal property or to property, facilities, or grounds owned by the College. Residents of 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 in close proximity to the damage will be assessed fees for the damages if no one resident or group of residents accepts responsibility. Each time an incident occurs, a Resident Advisor, Community Living or Facilities Maintenance staff member will document it.

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

**Individual Damage Billing**: Individual damage billing refers to damages to an individual 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 damages that may occur in common areas. It is our hope that students will create a sense of ownership of and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur. Instead of requiring a damage deposit from each resident, we choose to bill the students for individual incidents. Depending on the building and the physical configuration, as well as the nature of the incident, our staff will determine whether the incident should be shared by all members of the building or by members of a particular floor, wing, or section.

**Examples of Damage Billing Incidents**

- Any damage that goes beyond the normal, expected wear and tear of items.
- Excessive cleaning
- Bodily fluids (blood, urine, mucous, feces, and vomit) in the halls, bathrooms, or other common areas
- Broken exit signs
- Broken windows or glass
- Inverted or incorrectly assembled beds
- Broken lounge furniture
- Damage to carpet and upholstery
- Food or trash left in sinks or water fountains
- Trash or trash bags not properly disposed (i.e. pizza boxes or room trash found in the halls, stairwell, or bathroom/lounge trash can)
- Fire extinguishers and smoke detectors that are missing or have been tampered with (greater sanctions will be given to persons found
responsible)
- Removal of any College furniture from its designated location
- Holes in walls
- Sprinkler head discharges due to causes other than fire
- Graffiti

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