



Student  
Handbook

**2024-2025**

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## I. INTRODUCTION

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

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

By enrolling in Florida Southern College, each student acknowledges and agrees to be bound by the terms and conditions set forth in this Handbook, as well as any other policies, rules, or regulations of the College. A student’s period of enrollment begins at the point of matriculation to the College and ends upon separation or graduation from the College. The student further agrees to comply with all such provisions and understands that adherence to these guidelines is a condition of continued enrollment. Students are responsible for knowing and complying with all College policies and updates to those policies. The College reserves the right to enforce compliance with these terms, and any violation may result in disciplinary action, up to and including dismissal from the College.

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

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

Student Conduct meetings are an educational process designed to resolve matters concerning student conduct within the framework of students’ rights and responsibilities pursuant to College policies. The College strives to provide a fair, equitable, and educational process for all students. However, Student Conduct Proceedings are not a legal process. Accordingly, legal counsel may not be allowed in certain Student Conduct Proceedings.

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

[Office of Community Living](#)  
[The Student Engagement Handbook](#)  
[Athletics Department](#)  
[Student Travel](#)  
[Just Ask Policies](#)  
[Student Disability Services](#)  
[Student Government Association](#)  
[FERPA](#)

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

## II. THE CORNERSTONE

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

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

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

- **Tenet I:** will practice personal and academic integrity and excellence of character and expect the same from others.
- **Tenet II:** will respect the dignity, value, and worth of all persons while learning from the differences in other students' backgrounds, heritage, ideas, thoughts, and opinions.
- **Tenet III:** will respect the rights and property of others.
- **Tenet IV:** will demonstrate concern for others, their feelings, and our collegiate need for conditions that promote personal growth and academic success.
- **Tenet V:** will contribute to the rich heritage left by those who have preceded us and work to leave the College a better place for those who follow.

The College expects its students to conduct themselves as responsible citizens and to comply with all College policies, as well as State and Federal Laws. Conduct that is unbecoming to a college student; that adversely affects the College community, mission, or reputation; or that violates College policies may subject a student-to-student conduct proceedings by the College, regardless of whether such conduct occurs on College premises or during academic breaks.

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

## III. STUDENT LEARNING OUTCOMES

The Office of Student Life at the College is committed to modeling the mission and Cornerstone Tenets of the College while helping shape the development of our students beyond the classroom. Through their educational experience, it is the intention of the Office of Student Life that students will meet the following learning outcomes:

- **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 guide their daily lives.
- **An Ability to Apply Critical Thought:** Students will make effective decisions grounded in careful,

objective analysis of information, experiences, and ideas.

- **An Ability to Develop and Sustain Meaningful Relationships:** Students will develop skills to establish and sustain healthy, meaningful interpersonal relationships.
- **A Value and Respect for Differences:** Students will recognize, respect, and value diverse experiences, ideas, cultures, heritage, backgrounds, identities, and beliefs, including but not limited to, religious, political, and other belief systems.
- **A Commitment to Citizenship:** Students will understand their roles and responsibilities within local and global communities and develop leadership skills that aid in their commitment to becoming engaged citizens with the ability to be a voice for positive change.
- **A Pursuit of Lifelong Learning:** Students will develop an intellectual curiosity and desire for continual learning both within and beyond formal education.

## IV. COLLEGE POLICIES & STATEMENTS

### A. COLLEGE STUDENT RELATIONS

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

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

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

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

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

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

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

Examples of such College policies are that the College:

- Prohibits the use and possession of alcoholic beverages by all students on campus.

- Prohibits the use or possession of illegal drugs and the misuse of prescription and other drugs.

## B. FREE SPEECH AND FREE EXPRESSION

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

## C. PRESS

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

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

## D. ASSOCIATION AND ASSEMBLY

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

## E. SPEAKERS AND EVENTS

College facilities are primarily used for the official and regular purposes and functioning of the College in order that it may fulfill its educational mission. As such, College facilities are primarily used for academic purposes and on-campus student activities. However, from time to time, students or student organizations may wish to invite guest speakers or organizations not affiliated with the College to the campus or to College owned facilities for a speaking engagement or event. All such invitations must be approved in advance by the College before any invitation is extended and must meet the guidelines set forth herein. Additionally, as a private educational institution, the College has the absolute right to approve or disapprove the use of its facilities or activities on its campus for any reason, including but not limited to reasons that the College deems not consistent with the educational purposes of the College, or which are deemed inconsistent with the Judeo-Christian principles on which the College was founded.

All requests for approval must be submitted in writing to the Vice President of Student Affairs and shall accurately identify the individual or group proposed to be invited and provide an explicit description of the use or event and provide the expected number of attendees or participants.

If a request to invite an individual or group is tentatively approved, the College may require the execution of use agreements, rental agreements and other similar agreements prepared by the College. Approval shall not be final until all agreements required by the College are executed and any required monies or security deposits paid.

The use of College facilities shall not interfere with, or disrupt in any way, College educational activities, business and/or normal College functions or activities. The determination as to whether the requested use or



event interferes with or may interfere with the operations of the College shall be at the sole discretion of the College.

The use of College facilities shall not impact campus safety or security or require coordination with or the involvement of local law enforcement agencies. All determinations regarding impact on campus safety and security shall be made by the College in its sole discretion.

The College shall not allow the use of College facilities or the holding of events that might have the potential to be disruptive, confrontational, or which might incite violence. Additionally, the College shall not allow a use or event that has the potential of bringing protestors onto the College campus to disrupt the event because they might be opposed to said event. The determination of whether the use or event might have such potential shall be in the sole discretion of the College.

Any use of College facilities must:

- Not impede in any way student education, academic activities, scheduled College events, College functions, residences or the faculty/staff work environment.
- Be safe for participants and the College community and not generate any security issues; and
- Preserve the integrity and aesthetics of the College's property and campus.

The College shall not allow the use of College facilities or events that might tend to reflect negatively on the College's reputation in the community or which would conflict with the College's Judeo-Christian principles on which the College was founded.

No individual or organization shall be allowed to use College facilities in a manner which might be detrimental to College operations, endangers life or College property, or in the sole opinion of the College, is ethically or morally inappropriate.

Depending on the nature of the use or event, the College shall have the right to request evidence of general liability or other insurance at a level deemed necessary by the College.

The allowed one-time or multiple use by an organization shall not establish any right for subsequent use by that organization, a similar organization, or a competing organization.

The College shall at all times have the right to restrict any individual or organization, even if approved for use or event, from displaying signs or banners on College property which in the sole determination of the College, would be inappropriate.

Even after approval, the College shall have the right to reassign, limit, or cancel the use of College facilities or events in its sole discretion based on:

- Lack of available space.
- Conduct of a culpable or reprehensible nature by the individual or organization after the approval.
- Approval which was based on deceit or misrepresentation in the approval process.
- Anticipated violation of College policies; or
- Other circumstances deemed necessary in the best interests of the College.

Any request relating to a political candidate or political organization for use of College facilities or for a political event shall, in addition to these guidelines, be governed by applicable IRS Regulations pertaining to 501(c)(3) organizations and must require specific consultation with the College General Counsel prior to approval. Additionally, if a candidate or organization is granted permission for an event, all event-related materials must include wording approved by the College. This wording shall make clear that hosting the event at the College does not imply that the College endorses the political candidate or political organization.

While not specifically enumerated herein, there may be other reasons why the College might deny a speaker,

or the use of its facilities, and the College reserves said right to deny any use if the College deems said use would be in any way detrimental to the College. Additionally, the College reserves the right to make exceptions to any of the above guidelines if the College determines said exception(s) is in the best interest of the College.

## F. STUDENT-LED ACTIVISM AND DEMONSTRATIONS

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

For the context of this policy, a Demonstration is defined as “a public meeting or march against something or expressing views on a political issue.”

The following guidelines apply to student demonstrations:

- Demonstrations must be planned in advance and approved through the Event Request process on Engage. To facilitate “spontaneous” activism, the fourteen-day in advance event request rule for demonstrations will be suspended. Instead, demonstration Event Requests must be submitted at least 3 business days prior to the demonstration.
- Demonstrations may only be held in the Rogers Courtyard.
- Only current FSC students are allowed to participate in or organize a demonstration on campus. No outside individuals, groups, or organizations will be permitted to demonstrate on-campus or participate in student-led demonstrations.
- Any handouts or printed materials related to the demonstration must be approved by the Center for Student Involvement through the Marketing Approval Form on Engage.
- Demonstrations may not disrupt the educational or business activities of the College.
- Demonstrators may not block walking paths, golf cart paths, parking lots, or roads.
- Demonstrations must follow amplified sound policies and may not use amplified sound to such a level that it disrupts educational activities or other events and programs sanctioned by the College.
- Demonstrations may not disrupt other scheduled events and activities taking place on campus.

## G. NON-DISCRIMINATION AND ANTI-HARASSMENT

Florida Southern College is committed to administering all educational and employment activities in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Florida Civil Rights Act of 1992, and share a common belief that every individual should be able to work and study in an environment free from discrimination, harassment or intimidation based on race, creed, color, national origin, gender, gender identity, sex, sexual orientation, marital status, pregnancy, religion, age, disability, political opinions or affiliations, genetic information, veteran or military status as protected under the Vietnam Era Veterans’ Readjustment Assistance Act, and any other protected category under applicable local, state, or federal law. Discrimination and Harassment are illegal and in direct conflict with the mission of the College. It exposes the College and the individuals involved to liability under the law. Accordingly, the College prohibits any physical, written, or spoken conduct that violates the prohibitions on harassment set forth in the policy.

This policy applies to Florida Southern College faculty, employees, students, visitors, applicants, and

contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and College policies, procedures, and processes. The College ascribes to equal opportunity practices and admits all of its students to the rights, privileges, programs, and activities generally accorded or available to students and employees at the College. Any student who has experienced sexual discrimination, or knows of such a student, should contact any of the following to report:

- Campus Safety Office (863) 680-4305.
- Assistant Vice President of Operations and Director of Human Resources for issues involving staff or faculty (863) 680- 3964
- Director of Student Conduct at (863) 680-6221
- The College’s designated Chief Diversity Officer at (863) 680-6250.

The Director of Student Conduct’s office is located on the second floor of the Carlisle Rogers Building, 111 Lake Hollingsworth Dr., Lakeland, FL 33801, or to the “Just Ask” email address at: [fscjustask@flsouthern.edu](mailto:fscjustask@flsouthern.edu). For a complete overview of the College’s Policy on College’s Policy on Non-Discrimination and Anti-Harassment and the College’s Policy on Sexual Misconduct and Sexual Harassment, please visit Appendix A and the Office of Human Resources, <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-human-resources/equal-opportunity-diversity-and-inclusion>.

## H. HAZING

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

Students are prohibited from the following:

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

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

## I. HATE CRIMES AND HATE SPEECH

Tenet 2 of The Cornerstone states that Florida Southern College scholars will respect the dignity, value, and worth of all persons while learning from the differences in other students’ backgrounds, heritage, ideas, thoughts, and opinions. Hate Crimes under Florida law relates to crimes where the commission of said crimes evidence prejudice based on the race, color, ancestry, ethnicity, religion, sexual orientation, national origin, homeless states, or advanced age or disability of the victim. Hate Speech may also evidence prejudice based on the same factors as are set forth under the laws related to Hate Crimes. While Hate Speech would not be prosecuted as a crime, Hate Speech directed at an individual or group of individuals is contrary to the College’s Cornerstone principles and a campus environment in which all students can exercise their right to participate meaningfully in campus life without being subject to discrimination or harassment. Therefore, students who are found responsible through the Student Conduct process for participating in acts that rise to the level of Hate Speech will be subject to formal disciplinary outcomes assigned by the College up to Suspension or Expulsion from the College: <https://www.fdle.state.fl.us/FSAC/Crime-Data/Hate-Crimes.aspx>

However, it is not Hate Speech to espouse a religious belief or political viewpoint, or an opinion on any subject that another person might strongly disagree with or find offensive or which that person does not wish to hear, as long as that viewpoint or opinion is expressed with civility and is not in a manner as to cause

harassment, intimidation, or otherwise violate a policy of the College. Students should be free to express opinions that others might strongly disagree with or even find offensive or ugly, but when that speech crosses the line into targeted harassment or threats or creates a pervasively hostile environment, said speech may, on a case-by-case basis, be termed Hate Speech and as such may violate the College's policies relating to harassment.

## J. SYMBOLS OF HATE OR OPPRESSION

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

## K. PERSONS WITH DISABILITIES

Florida Southern College welcomes all students seeking to further their education. Accordingly, the College adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008 (ADAAA) in prohibiting discrimination against any otherwise qualified student with a disability. The College and Office of Student Disability Services are committed to providing access and inclusion for students with documented disabilities to courses, facilities (including Residence Halls), and programs. Additionally, under appropriate circumstances for residential students, Florida Southern College complies with the Fair Housing Amendments Act of 1988 and is informed by recently published HUD guidance (2020). The College engages in an interactive process with students and appropriate case-by-case accommodations, such as extended time for tests, may be provided for students with documentation of a protected disability.

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

Disability documentation must be relevant—that is, it should reflect the student's current diagnosis, list the requested accommodations, and describe the functional impacts of the disability and how the accommodations will address the effects of the disability on major life activities in the college setting. We cannot assure timely approval unless all requested materials are received by the stated deadlines on the website, which are no fewer than 2 months prior to move-in. Detailed policy documents and forms including but not limited to, Emotional Support Animal (ESA) policies, Service Animal Policies, Roommate Bill of Rights, Residential Accommodation policies, etc., are available on the Student Disability Services website or by emailing [disabilityservices@flsouthern.edu](mailto:disabilityservices@flsouthern.edu). Students are encouraged to fully review these policies. The College has an internal grievance procedure for prompt and equitable resolution of challenges to the accommodations provided. A student who wishes to appeal an accommodations decision in a current semester may make that appeal in writing to the Vice President of Student Affairs at [disabilityservices@flsouthern.edu](mailto:disabilityservices@flsouthern.edu). Accommodations cannot be made retroactively. Students with documented disabilities are encouraged to utilize academic resources generally available to all Florida Southern College students, including peer tutoring, The Writing Center, study skills resources, and support assistance from their faculty advisor, instructors, and staff. The professionals of Student Disability Services are available to guide students to needed resources.

Class attendance, participation in engaged learning activities, and timely completion of course assignments are essential college requirements and generally are not waived to accommodate disabilities. Failure to meet essential requirements of a course or degree program could result in a lowered course grade. Since each course and class experience is unique, students must meet collaboratively with their instructors to determine how reasonable accommodations can be implemented in each class. Students with disabilities requesting accommodations should carefully review our student disability services policies and forms, available on the website or via email and contact the Office of Student Disability Services, Florida Southern College, Carlisle Rogers Bldg., 111 Lake Hollingsworth Drive, Lakeland, FL 33801-5698; 863.680.4900; [disabilityservices@flsouthern.edu](mailto:disabilityservices@flsouthern.edu).

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

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

## L. INTELLECTUAL PROPERTY

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

## M. FERPA (THE FAMILY RIGHTS AND PRIVACY ACT)

See Appendix G for information on The Family Rights and Privacy Act of 1973, which directs how student records are maintained.

## N. GRIEVANCE PROCESS

The College is committed to open communication, the exchange of ideas and values, and treating all members of the College community equitably in response to their personal and professional concerns. Recognizing that, at times, a student may wish to initiate an inquiry, a student grievance procedure is in place to ensure that reports are promptly addressed, and resolutions are reached in a just and impartial manner. Through the Grievance Process, each student is given the opportunity to bring problems to the attention of the College Administration with the assurance that each will be given fair treatment. As such, any currently enrolled student at the College may file a grievance in writing to the appropriate Vice President, Assistant Vice President (AVP), Associate Vice President (AVP), or designee.

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

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

The College will consider all grievances and comments fairly and will not engage in retaliatory action

against any student who submits such information. Any person who retaliates against an individual filing a complaint or concern will be in violation of this non-retaliation policy and will be subject to disciplinary action.

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

## **V. STUDENT CODE OF CONDUCT**

The College's culture and foundation recognizes that higher education encompasses more than academic activities in the classroom. Because the College's goal is to produce good citizens who will make a lasting impact on their communities, we live together in a diverse community of scholars who hold one another accountable to the high ideals, vision, and mission of the College. The Student Code of Conduct at Florida Southern College establishes clear expectations for student behavior and serves to maintain an environment conducive to academic success, personal growth, and the well-being of the campus community. All students are expected to conduct themselves in a manner that reflects the values and principles of the College. As such, adherence to the Student Code of Conduct requires a commitment to upholding the values outlined in the Florida Southern College Cornerstone, which emphasizes respect, integrity, and responsibility. These guiding principles are central to fostering a positive and respectful campus environment for all, and they are the communal expectations that define the standard of behavior and form a basis for our campus life.

### **A. VIOLATIONS**

Violations of the Student Code of Conduct are considered serious and may result in disciplinary action. 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.

#### **i. Persons**

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

- a. Commits academic dishonesty, cheats, plagiarizes, or commits any other violations of academic integrity.
- b. Commits an act of dishonesty, including giving false information, falsifying documents, and with or without permission possessing or using the Student ID or College-owned residential facility keys of another student.
- c. Intentionally or knowingly and without authority or consent limits or restricts the freedom of a person.
- d. Threatens, intimidates, coerces, or uses physical force in a manner that causes a person to be fearful of physical harm or threatens or endangers the health or safety of a person.
- e. Bullying – defined as behavior (including written, visual, electronic, or oral) that is intentional and repeated, or meant in humor, that reasonably results in the intimidation, injury, or distress of another individual physically, mentally, or socially.
- f. Physically abuses or injures another person.
- g. Intentionally slanders or libels another person.

- h. Obstructs or interferes with another person's civil rights.
- i. Commits sexual misconduct or discrimination towards another person.
- j. Engages in any form of sex trafficking, including engaging in or soliciting sexual activity for profit or compensation.
- k. Exhibits behavior of any kind, commits any act, or makes any communication, on-campus or off-campus which imperils or jeopardizes the health and safety of any person or persons, or which causes damage to the property of another or to the property of the College.
- l. Knowingly, and with or without consent, intentionally hazes another person.
- m. Hosts or participates in gambling activities on-campus or in campus residential facilities.
- n. Present when or allows activities that violate College policies to occur in their presence, campus residential facility room, or vehicle on College property.
- o. Possessing an unapproved animal on College property.
- p. Exhibits conduct unbecoming a student at the College.

## **ii. Property**

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

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

## **iii. Operation of the College**

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

- a. Forges, alters, takes possession, duplicates, or uses documents, records, another individual's keys or identification of another individual without consent or authorization.
- b. Falsifies information or records submitted to a College official or office.
- c. Fails to comply with the directions of a College official acting in the performance of his or her duties and authority.
- d. Fails to evacuate during a fire drill.
- e. Refuses to respond to a legitimate request from a College official.
- f. Fails to present College identification upon request by a College official.
- g. Improperly represents the College or another person in the College community.
- h. Publishes or broadcasts opinions or information on behalf of the College, or which may be positioned to appear as if they are on behalf of the College, without having gained prior approval from the Office of Marketing and Public Relations.

- i. Intentionally obstructs the operation and functions of the College.
- j. Violates other published College policies including but not limited to Information Technology Services policies, Community Living policies, and Center for Student Involvement policies.
- k. Shares forwards or otherwise disseminates false or misleading information including College policies, activities, and actions. Students who violate this standard will be held responsible as if they were the author of the misinformation
- l. Exhibits conduct unbecoming a student at the College.

#### **iv. Welfare, Health, Or Safety**

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

- a. Uses, possesses, distributes, sells, is under the influence or in the presence of narcotics, hallucinogens, dangerous drugs, recreational drugs, or controlled substances (including misuse of prescription medication). Marijuana, including medical marijuana and CBD products (that contain THC), even if prescribed by a licensed physician, is prohibited on the College campus and will be considered an illegal drug.
- b. Possesses, consumes, dispenses, or is in the presence of alcoholic beverages on campus or in campus residential facilities, or exhibits effects of off-campus alcohol use that results in a disruption to the College community or that requires intervention from members of the College's full-time or paraprofessional staff upon return to campus.
- c. Possesses 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 at doing so by an official of the College.
- g. Abuses, misuses, removes, or damages fire or safety equipment.
- h. Uses or displays abusive, obscene or inappropriate language, behavior, or materials.
- i. Uses cigarettes, vaporizers, electronic cigarettes or any device that emits smoke or vapor inside any College building.
- j. Accesses without the proper consent or supervision the roof of any College building.
- k. Exhibits conduct unbecoming a student at the College.

#### **v. Student Conduct Process**

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

- a. Attempts to intimidate, coerce, or influence a person by any means in an effort to discourage or prevent his/her participation in or access to any conduct process or



- proceeding.
- b. Attempts to influence the impartiality of any member of a conduct body prior to, or during, the course of a conduct proceeding.
  - c. Knowingly falsifies, distorts, or misrepresents information before a conduct body.
  - d. Disrupts or interferes with the orderly conduct of conduct proceedings.
  - e. Knowingly institutes a conduct proceeding without proper cause.
  - f. Violates the terms of any conduct sanction imposed in accordance with this code.
  - g. Retaliates against another student or College official involved in carrying out the Student Conduct Process.
  - h. Exhibits conduct unbecoming a student at the College.

## B. VIOLATIONS OF CRIMINAL LAW

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

## C. MEDICAL AMNESTY POLICY

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

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

Amnesty applies to:

- Students who seek assistance or emergency medical treatment on their own behalf.
- Students who seek assistance or emergency medical treatment on behalf of another student.
- Students in need of assistance.

- Students who are victims of crimes. We encourage students who are victims of crimes (including but not limited to physical or sexual assault, theft, vandalism) to contact [FSC Just Ask](#), [Campus Safety](#), and/or local authorities to get help.

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

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

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

## VI. STUDENT CONDUCT PROCESS

### A. INTRODUCTION

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

The student conduct process is an educational process designed to resolve matters concerning student conduct within the framework of student's rights and responsibilities pursuant to College Policies. Through this process, it is our goal to educate students about making healthy choices and how their actions affect the community.

The College strives to provide a fair, equitable, and educational process for all students. However, student conduct proceedings are not a legal process. Accordingly, it is not appropriate for legal counsel to represent a student in a student conduct proceeding, and, therefore, legal counsel is not permitted, except in Title IX proceedings.

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

### B. POSSIBLE OUTCOMES

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

- **Written Warning** is a written reprimand for violation of a College policy. A written warning

becomes a part of a student's conduct file in the Office of Student Conduct. Students may receive written warnings in conjunction with other outcomes including, but not limited to, educational programs and/or activities.

- **Apology** is a written or oral apology to a person or group.
- **Online Educational Courses** may be assigned to be completed to specifications within a specific period of time. These are a set of online sanction courses for both alcohol and drug-related violations.
- **Restitution** is compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement. Restitution must occur prior to the close of the term in which the offense occurred.
- **Campus and/or Community Referral** is a required recommendation to internal and/or external resources, which can serve as support and/or educational experiences. Examples include but are not limited to the Counseling Center, Peace River Center, Tri-County Human Services, etc.
- **Reflection/Research Papers** may be assigned related to the incident. Topics may include, but are not limited to: The Cornerstone, general reflection, impact on others, impact on future, research of university policies and local, state, or federal laws, and interviews.
- **Holds** are issued when a student or Student Organization has failed to perform according to indebtedness to the College. The College may invalidate the student's I.D. card, withhold transcripts or grades, and revoke permission to register. For Student Organizations, this may include the inability to register for events, ability to receive funding, or participate in College, chapter, or other affiliation functions.
  - a) A student conduct/judicial hold may be placed on any student's grades, records, or registration if he or she has not complied with a sanction or requirement.
  - b) A diploma hold may be placed on any graduating senior who has an unresolved conduct or indebtedness issue. Housing will not be assigned to any student with a hold pending.
- **Fines/Service Fees** shall be determined by the meeting officer or staff involved in consideration of the seriousness of the infraction. Fines/ Service Fees are assessed to a student's account and paid through the Business Office. See Appendix E - Student Conduct List of Standard Fines and/or Fees for Policy Violations.
- **Loss of Privileges** is the denial of specified privileges (including, but not limited to, housing and parking) for a designated period of time.
- **Exclusion** for a definite or indefinite period of time from all or a portion of College premises, property, buildings, or residence areas as specified in the sanction.
- **Removal from Campus Residential Facilities** may be for no less than the remainder of the semester or for an indefinite period of time. **There shall be no refund.** 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, 3<sup>rd</sup> 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 that are a part of an academic requirement. In most cases, students or Student Organizations who violate College policies while on social probation will be suspended or deactivated from the College. Students or Student Organizations may receive social probation in conjunction with other outcomes.

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

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

## C. NOTIFICATION OF PARENTS AND GUARDIANS

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

College may make contact in the following ways:

- a. Students may be required to notify the Parent or Guardian of the situation and outcomes assigned and have the Parent or Guardian contact the Office of Student Conduct for confirmation. This may occur during the sanctioning meeting or as follow-up correspondence.
- b. Parent or Guardian may be mailed a copy of the sanction letter for alcohol and drug offenses.
- c. Parent or Guardian may be mailed a copy of disaffiliation, campus residential facility probation, and suspension or expulsion outcomes.

## D. SEARCH PROCESS

By exercising the privilege of enrolling in the College, all students consent to the following and the College reserves the right to access and/or search, including by the use of K9 Narcotics and Bomb Detection Dogs, a student's campus residential room, College-owned housing, residential facility room/suite/chapter room, student's vehicle and/or possessions on College property for the purposes of inspection, inventory, custodial service, compliance with College policies, and to ensure the welfare and safety of individuals and groups on campus.

The Vice President of Student Affairs, Dean of Students, the Director of Campus Safety and Security, Assistant Dean of Student Support, or the Director of Student Conduct or designee shall have the authority to authorize any of the enumerated acts set forth above. Any search set forth above shall be conducted by a Student Life official, Campus Resource Officer (through the Lakeland Police Department), the Director of Campus Safety and Security, or their designated representatives. The student may, at the discretion of the College, be outside the residential facility (in the immediate area, but not inside).

All searches shall be conducted by at least two individuals unless there is an immediate issue involving the safety and well-being of the College community. In an emergency situation or in the case where there is a perceived threat of a serious nature to the safety and well-being of the College community, the College reserves the right to act in a reasonable manner to counter the said threat, even if said action is not in strict compliance with the above guidelines.

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

## E. GENERAL PRINCIPLES

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.

### i. **Applicable Situations**

All student conduct issues, except those outlined below, will adhere to the general principles of the student conduct process and all procedural rights outlined below.

Exceptions: The following situations adhere to unique campus policies and thus are not subject to the general student conduct principles:

- **Violations of the FSC Honor Code:** Cases that fall under the jurisdiction of the Honor Code shall follow those stated processes outlined in the Academic Catalog.
- **Sexual Misconduct, Sexual Harassment, & Title IX:** The procedural rights of students regarding complaints of sexual misconduct can be found in the College's [Policy on Sexual Misconduct and Sexual Harassment](#).
- **Non-Discrimination & Anti-Harassment:** The procedural rights of students regarding complaints of discrimination and/or harassment can be found in the College's [Policy on Non-Discrimination and Anti-Harassment](#).
- **Violations of Criminal Law:** If a student is charged with or convicted of a crime while regularly enrolled in the College, the College reserves the right to take immediate action where the student will be subject to formal disciplinary outcomes assigned by the College up to Suspension or Expulsion from the College independent from the Student Conduct process.
- **Involuntary Withdrawal Situations:** In select circumstances, the College, through direction of the President or Vice President of Student Affairs or College President, may be required to immediately act unilaterally in order to protect the health and safety of the student or other members of the College community through the assignment of an involuntary withdrawal. More information can be found in the Appendix.

The Vice President of Student Affairs, President, or their designee holds the final authority to determine the eligibility of the exceptions above, including but not limited to administering an involuntary withdrawal or formal disciplinary outcome following violations of criminal law.

## ii. Student Procedural Rights

A student alleged to have violated the College's Student Handbook or any other College policy subjecting them to conduct action is entitled to certain procedural due process as outlined below, barring a few exceptions. For all situations that are applicable to the student conduct process and do not fall into an exception category, the following procedural rights apply:

- a. The student has the right to an unbiased hearing that is based on the evidence presented. A hearing may take the form of a meeting with a conduct officer or the Student Accountability Board.
- b. The student shall be notified, via their Florida Southern College email address unless otherwise noted, that they have been documented, the date and violation of the documentation, and access to review the documentation during the conduct meeting. Failure to respond to a request to schedule a conduct meeting or attend a scheduled meeting will result in a determination being made in the student's absence and loss of the ability to appeal the determination.
- 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.
- 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 withdraw to avoid disciplinary action and elects to exercise that option.

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

### **iii. Student Conduct Authority**

The Vice President of Student Affairs, President, or their specifically stated designee holds the final authority to administer and uphold all student sanctions, including but not limited to administering an involuntary withdrawal or formal disciplinary outcome following violations of criminal law, suspension, and expulsion. All decisions are based on considerations of due process, health, safety, and the well-being of the campus community.

The Director of Student Conduct, or their designee, shall determine the composition of student conduct bodies and may determine which student conduct board or hearing officers shall be authorized to hear cases. student conduct program and procedural rules for the conduct of meetings that are consistent with provisions of the Code of Conduct. The college reserves the right to hire a third-party to investigate reported violations of the Student Handbook.

Unless specifically deferred by the Vice President of Student Affairs or designee, all outcomes shall go into effect as soon as the student is notified either in person or in writing, whichever occurs first.

### **iv. Student Conduct Process**

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

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

### **v. Student Accountability Board (SAB)**

- Purpose: The Board may be utilized for cases as deemed appropriate by the Director of Student Conduct
- Membership: The Board pool shall be composed of no more than twenty students and at least one non-voting staff member.
- The student members shall apply for membership through the Office of Student Conduct.

No more than twenty members shall be selected. To be eligible for selection on the Board, a student must:

- Be in good standing with the College and support the College's Student Handbook and policies.
- Maintain a 2.5 cumulative G.P.A.

The non-voting staff members shall be appointed by the Director of Student Conduct. No more than two members shall be appointed.

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

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

## F. PROCESS

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

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

### v. Conduct Meeting Procedures

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

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

### vi. Determination of Responsibility Phase

- a. The College's case may be presented via written reports or through the conduct meeting.
- b. The accused student or Student Organization will then state their case.



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

## **vii. Specific Sanctions: Alcohol Policy Violations**

The possession, consumption, or distribution of alcoholic beverages is strictly prohibited on the campus of Florida Southern College, including all campus residential facilities. Students are also prohibited from being in the presence of alcohol on campus or in campus residential facilities. Furthermore, any off-campus alcohol use that results in disruptive behavior upon return to campus or requires intervention from full-time or paraprofessional College staff is a violation of this policy.

### **a. Outcomes- Individuals**

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

- i. Parental or Guardian notification of the violation.
- ii. 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.
- iii. The student may also be required to complete an assessment by a third-party provider where any recommendations become requirements to be completed.
- iv. Students additionally may be placed on social probation and/or be suspended from the College. An assessment and compliance with any recommendations may be

required prior to consideration for readmission.

b. **Outcomes- Student Organizations**

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

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

**viii. Specific Sanctions: Drug Policy Violations**

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

The use, possession, purchase, and/or sale of illicit drugs is strictly prohibited; as such, the on-campus or off-campus use, possession, distribution, being under the influence or in the presence of, the sale of illegal drugs or drug paraphernalia, or unauthorized prescription drugs, or the misuse of any type of drug or hallucinogenic agent by individuals or organizations is prohibited and is considered a serious offense. This includes the non-prescribed inhalation, or ingestion of a substance that will alter, or give the appearance of altering a student's mental state. Marijuana, including medical marijuana and CBD products (that contain THC), even if prescribed by a licensed physician, is prohibited on the College campus and will be considered an illegal drug.

The College does not condone the use of illicit drugs and prohibits the use or possession of drugs on campus or off campus. Public display of posters, t-shirts, or any other advertisement encouraging the use of said drugs is prohibited. Drug paraphernalia includes any item or device which can be used to ingest or smoke an illegal substance. The State of Florida defines "drug paraphernalia" as any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, transporting, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the law. Examples include, but are not limited to, Hookah, Water Pipes, Vape Pens, Juul and/or Juul Pods, etc.

a. **Outcomes- Individuals**

If a student is found to be in violation of the College's policy regarding drugs, minimum

outcomes may include, but are not limited to:

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

b. Outcomes-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 sanction will most often result in suspension for the individual and/or the organization.

**ix. Specific Sanctions: Weapons/Explosives Policy Violations**

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

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

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

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

a. Outcomes- Individuals

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

- i. Parental or Guardian notification of the violation (undergraduate students).
- ii. The student may be required to complete a behavior contract and an educational course that includes a service fee. The fee covers the cost of the course and funds an education fund that hosts proactive education events on campus.

- iii. The student may also be required to complete an assessment by a third-party provider where any recommendations become requirements to be completed.
- iv. Students may be placed on social probation.
- v. For instances involving weapons and/or explosives, it is common for the VP of Student Affairs or designee to suspend and/or expel. When responsibility is clear and convincing, or admitted, the VP of Student Affairs or designee may impose College suspension/expulsion without further proceedings. Parents or guardians may receive a copy of the sanction letter or may be notified verbally.

b. Outcomes- Student Organizations

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

x. **Outcome Completion and Appeals**

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

After the meeting, the student or Student Organization may appeal the decision of the conduct board, officer, or College designee within three business days, if applicable. Involuntary Withdrawals are not appealable.

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

- a. Appeals must be clearly and concisely written and must state clearly what the student or Student Organization is appealing, their rationale for appealing to the outcome, and meet the required criteria for appeal listed below.
- b. A student who wishes to appeal an accommodations decision in a current semester may make that appeal in writing to the Vice President of Student Affairs at [disabilityservices@flsouthern.edu](mailto:disabilityservices@flsouthern.edu). Accommodations cannot be made retroactively.
- c. 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.
- d. Appeal letters should be submitted to the designated appeal officer listed below via email to be forwarded to the appropriate appeal official:

<i><b>Initial Meeting Officer or Board</b></i>	<i><b>Appeal Officer</b></i>
Hearing Officer or Community Director	Director of Student Conduct
Student Conduct Board	Director of Student Conduct
Director of Student Conduct	Assistant Dean of Student Support
Assistant Dean of Student Support	Dean of Students
Assistant Dean for Student Disability Services	Vice President of Student Affairs
Dean of Students	Vice President of Student Affairs

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

- e. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial meeting and for either of the following purposes:
  - i. The student or Student Organization provides new information that significantly alters the finding, which was not available at the time of the original meeting and can explain why said information was not made available in a timely manner.
  - ii. There were procedural irregularities in the original meeting that affected the outcome of the hearing.
- f. A disagreement with the sanction issued is not, in itself, sufficient reason to appeal.
- g. 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.
- h. 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.
- i. A College Official may find it necessary to exercise immediate conduct action under unusual circumstances. Such a case may be appealed to the VP of Student Affairs or designee. In this case, the “new information” requirement is waived.
- j. If a student decides to select the self-acceptance process and thus accepts responsibility for the violation in question, the student waives the right to an appeal.

## **VII. CAMPUS RESIDENCY POLICIES**

### **A. INTRODUCTION**

The purpose of the College’s residential community is to enhance the academic environment and provide students with a well-maintained, safe, and positive living experience. Students are responsible for maintaining an environment conducive to study, sleep, and socialization. As a campus residential facility community member, the following are the rights a student can expect and has both a responsibility for and the right to:

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

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

Every day we strive to create a community that is conducive to student growth and development. The programs offered in the campus residential facilities are designed for that building or community's residents. The programs evolve to meet student needs at each stage of their educational journey.

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.

For complete community living policies, please visit the Community Living website or <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-community-living/forms-and-handbooks>

## B. RESIDENCY REQUIREMENT (UNDERGRADUATE STUDENTS)

From the Trustees to the professional staff in Student Life, 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." It is for these reasons that the College has a four-year residency requirement for all full-time undergraduate students, with few exceptions. All of the following are ineligible for residency, unless specific approval has been provided by the Vice President of Student Affairs or their designee:

- students under the age of 17,
- graduate students,
- part-time students,
- dependent children of residential students,
- students who will begin enrollment at FSC at age 24 or older.

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

Additional details regarding exceptions can be found in the Community Living policies.

## C. MINOR STUDENT AGREEMENT

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

# VIII. STUDENT LIFE & ACTIVITIES

The Center for Student Involvement has general responsibility for student activities and Student Organizations and administers student involvement opportunities which include all co-curricular activities *except* intercollegiate sports, campus ministries, and wellness programming, including intramural sports. All student social events and organized co-curricular activities must be registered with the Center for Student Involvement (CSI). Events must be sponsored by registered Student Organizations unless special arrangements for sponsorship are made with the appropriate Center for Student Involvement staff member. All fundraisers (car washes, raffles, etc.) and sales by vendors (sportswear sales, Greek composite sales, etc.) must be authorized by the appropriate Center for Student Involvement staff member. College guidelines for registering, scheduling, advertising, and conducting all such activities and events are to be followed. The College reserves the right to cancel an activity or event when there are reasonable grounds to believe that the activity or event will be detrimental to College operation or will endanger persons or property or if proper procedure is not followed.

## A. RESPONSIBILITIES OF STUDENT ORGANIZATIONS

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

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

## B. FRATERNITIES AND SORORITIES

There are six national fraternities and six national sororities at Florida Southern College. Both fraternities and sororities recruit transfer and returning students during the fall semester, and first year students are eligible for recruitment in the spring semester. The national fraternities are Alpha Gamma Rho, Lambda Chi Alpha, Pi Kappa Phi, Sigma Alpha Epsilon, Sigma Chi, and Theta Chi. The national sororities are Alpha Chi Omega, Alpha Delta Pi, Gamma Phi Beta, Kappa Delta, Zeta Tau Alpha, and Delta Delta Delta. Each national fraternity is represented in the Interfraternity Council. Each national sorority is represented in the Panhellenic Council. To be eligible for any aspect of Greek life, from recruitment to initiation, the College requires students to earn a cumulative grade point average of at least a 2.5, to be currently carrying at least 12 hours, and to be free from academic or social probation. Eligibility must be certified by the registrar and approved by the Center for Student Involvement or

designee.

## C, HONORARY SOCIETIES, PROFESSIONAL ORGANIZATIONS, AND CLUBS

There are many local and national honorary organizations established to recognize outstanding students for leadership, service, and academic achievements. Each organization maintains scholastic standards. A full list of organizations may be found on the Engage Platform.

## D, POLICIES & PROCEDURES

Student Organizations exist at the College by agreement between the Student Organization and the College through the Vice President of Student Affairs are subject to the rules and approval of the College. The policies governing constitutions, bylaws, rules, and regulations of these Student Organizations must not conflict with the rules, regulations, and mission of the College nor all state and federal laws. Student misconduct within such Student Organizations may subject both the members and the Student Organization to conduct action by the College, which may include withdrawal of the College's agreement to permit the Student Organization to exist on campus. The College 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 all responsibilities outlined in the Student Organization Handbook.

## E.ATHLETICS

Florida Southern's athletics department offers 20 NCAA Division II intercollegiate sports. Florida Southern College is a member of the eleven-school Sunshine State Conference. Men's sports offered at Florida Southern College are baseball, basketball, cross country, golf, lacrosse, soccer, swimming, tennis, and indoor and outdoor track. Women's sports offered are basketball, cross country, golf, lacrosse, soccer, softball, swimming, tennis, indoor and outdoor track, volleyball, and beach volleyball. Members of the SSC are Barry (Miami Shores), Eckerd (St. Petersburg), Embry-Riddle (Daytona Beach), Florida Tech (Melbourne), Lynn (Boca Raton), Nova Southeastern (Ft. Lauderdale), Palm Beach Atlantic (West Palm Beach), Rollins (Winter Park, Saint Leo, and Tampa). Moccasin teams have won 30 NCAA Championships (13 in men's golf, 9 in baseball, 4 in women's golf, 2 in men's basketball, 1 in softball, and 1 in women's lacrosse), making the athletics program one of the most successful in the country in Division II. In addition, Florida Southern College teams have captured 22 NCAA runner-up finishes, won 204 Sunshine State Conference regular season and post-season championships, with over 1,100 All-Americans, including over 300 student-athletes who have been named to the Academic All-America or various All-American Scholar-Athlete teams. Florida Southern College also offers several club sports including men and women's water skiing, eSports (League of Legends, Overwatch, Hearthstone, and Rocket League), equestrian, and cheerleading. Most Florida Southern College student-athletes are recruited and receive some type of financial aid. However, walk-ons are welcome to try out for any sport. Florida Southern College students are entitled to attend all home regular season athletic events free of charge with proper ID.

## F. CAREER SERVICES



The Peter Golocko Office of Career Services is dedicated to promoting the professional development of all Florida Southern students and alumni. Career advisors are available to support, guide, and mentor students throughout the career development process and will guide students in approaching their academic experience in a strategic, intentional, and goal-directed manner. Career Services offers individualized appointments to students and a variety of resources, events, courses, and programs aimed at helping students develop essential professional skills including resume writing, interviewing, networking, and creating a portfolio/LinkedIn profile to aid in the job/internship search and graduate school application process.

## G. CONVOCATION

The Faith and Life Convocation Series brings the college community together on a regular basis for outstanding presentations and programs. Florida Southern College believes that an educational institution based on the liberal arts should expose students to a broad range of issues - religious, aesthetic, moral, as well as intellectual. It is one of the many ways in which the College is committed to providing educational excellence. When scheduled, Convocation is on a Wednesday morning between 10:50 a.m. and 12:00 p.m. in Branscomb Auditorium.

## H. PASSPORT PROGRAM

A primary way that students are encouraged to extend learning beyond the walls of the classroom environment is through involvement in the College's Passport Program. The Passport Program is an incentive-based involvement curriculum for full-time, undergraduate, day student.

### **How Does Passport Work?**

Each event that satisfies one of the six categories for Passport will be worth 10 Passport Points. Students can accumulate points by checking into events using their Event Pass through the Corq App, supported by the Engage platform. Students are responsible for ensuring they swipe or check in at events to receive Passport Points. Points will be tracked through the Engage platform by the Center for Student Involvement. Once students have earned a certain number of points, they will receive prizes for meeting that benchmark.

## I. STUDENT SOLUTIONS

The Office of Student Solutions as students are assisted during their Florida Southern journey. Student Solutions is committed to students find their home at FSC. We believe that FSC is truly "The Wright Place to Be" and Student Solutions helps students find that connection. Whether that's joining one of the many clubs or organizations, connecting better within their academic department, finding resources which can help them be a better student overcoming a hurdle or just having fun, Student Solutions, located in the Rogers Building, knows the campus partners that can make it happen. Through intentional collaborations with campus partners in areas such as student success, campus ministries, athletics, community living, career services, student engagement, tailored solutions and strategic interventions are developed to assist first-year students in achieving their full potential.

## J. NINA B. HOLLIS WELLNESS CENTER

The Nina B. Hollis Wellness Center at Florida Southern College in Lakeland, Florida, serves as a comprehensive hub for fitness, wellness, and recreation. It offers a variety of facilities and programs

designed to promote holistic well-being among students, faculty, staff, and alumni.

#### **Facilities:**

- **Fitness Areas:** The center features a state-of-the-art fitness room equipped with computerized treadmills, cycles, elliptical machines, rowing machines, free weights, and more.
- **Aquatics:** An eight-lane, 25-yard competition pool with an attached recreational shallow end is available, offering amenities like water basketball and equipment for water volleyball and water polo. The pool is open year-round and heated for winter use.
- **Gymnasium:** The HWC Gymnasium provides full-size basketball and volleyball courts, accommodating both pick-up games and intramural teams.
- **Aerobics Room:** The James K. Sikes Aerobics Room, equipped with a special wood spring floor, hosts classes such as Zumba, Pilates, Total Body Conditioning, and Yoga
- **Climbing Wall:** A 22-foot climbing wall is available for those seeking an adventurous fitness challenge.
- **Waterfront Activities:** Located on the picturesque Lake Hollingsworth, the center offers kayaking and paddleboarding opportunities, along with activities like fishing, bird watching, picnicking, biking, and access to a three-mile paved walking path.

#### **Memberships:**

Memberships to the Wellness Center are available to current students, faculty, staff, and alumni, with various options tailored to individual needs. Benefits include access to all facilities, group exercise classes, indoor cycling sessions, court sports, personal training, and wellness information sessions. Faculty and staff can also enjoy free family memberships.

For more information or specific inquiries, you can contact the Wellness Center at 863.680.6290 or visit them at 111 Lake Hollingsworth Drive, Lakeland, FL 33801.

## **K. STUDENT HEALTH CENTER**

Florida Southern College, in partnership with Lakeland Regional Health, provides comprehensive healthcare services to support the well-being of students. Here's a summary of the key services offered:

1. **Primary Care:**
  - Routine medical care for minor illnesses, injuries, and health concerns.
  - Physical exams, immunizations, and screenings.
2. **Medical Referrals:**
  - If more specialized medical care is needed, the Student Health Center provides referrals to local healthcare providers or specialists.
3. **Pharmacy Services:**
  - While the center may not operate a full pharmacy, it may provide some over-the-counter medications and wellness-related items.
4. **Health Insurance:**
  - The center can assist with navigating student health insurance and help students understand their coverage.
5. **Free Services:** Clinic visits with a ARNP and a MA, ice packs, braces or splints, crutches are available for loan, and minor dressing supplies(band aids, gauze, and tape)
6. **Emergency and Urgent Care:**
  - For more serious health concerns, the Health Center is a point of contact for urgent care and emergency medical guidance, although students may be referred to local hospitals or urgent care centers if necessary.

**Location and Contact Information:**

- The Student Health Center is located on the Florida Southern College campus in the Thrift Building.
- For appointments or inquiries, students can contact the Health Center directly. They can be reached at 863.680.4292
- Website: <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-student-health>

**L. FLORIDA SOUTHERN COLLEGE COUNSELING CENTER**

The Counseling Center provides mental health services and support for students to help them navigate personal, academic, and emotional challenges. The goal of the Counseling Center is to promote mental well-being, resilience, and personal growth. Here's an overview of the services offered:

1. **Individual Counseling:**
  - Confidential one-on-one counseling sessions to address issues like stress, anxiety, depression, relationship difficulties, academic pressures, and life transitions.
2. **Group Counseling:**
  - The center offers group therapy sessions, where students can discuss common concerns and learn from peers in a supportive environment.
  - Groups may focus on specific topics like stress management, adjustment to college life, and mindfulness.
3. **Crisis Intervention:**
  - The Counseling Center provides immediate support for students experiencing a crisis, whether emotional, psychological, or situational.
4. **Wellness and Mental Health Education:**
  - Workshops and events are offered on mental health topics, self-care, coping strategies, and building resilience.
5. **Referral Services:**
  - If a student requires specialized care or long-term therapy, the Counseling Center can provide referrals to off-campus mental health professionals or facilities.
  - They also assist students in navigating community resources for ongoing support.
6. **Confidentiality:**
  - The Counseling Center maintains strict confidentiality, ensuring that everything discussed in counseling sessions remains private, except in cases where safety is at risk.

**How to Access Services:**

- **Appointments:** Students can schedule individual or group counseling sessions by contacting the Counseling Center directly. Some walk-in services may be available depending on availability.
- **Emergency Situations:** In the case of an urgent mental health crisis, students can seek immediate support from the center or the campus's emergency services.

**Location and Contact Information:**

- The **FSC Counseling Center** is located on the first floor of the Thrift Alumni Building and can be reached at 863-680-6216.
- Their website is: <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-counseling-services>

**IX. GENERAL INFORMATION**

## A. ADDRESS RESPONSIBILITY

Each student shall be responsible for notifying the Registrar's Office (undergraduate and graduate students) and the Office of Student Life (undergraduate students) of a change of permanent home address and local address.

## B. BICYCLES

Bicycles must be parked or stored in areas specifically designated for this purpose. Bicycles may be stored inside residence hall rooms or inside College-owned apartments and houses, but not in lobbies, chapter rooms, stairwells or other public or semi-public spaces inside the residence halls. Bicycles are provided by the College for students' recreational use and may be checked out at the Wellness Center. Gas-powered bikes, scooters, or vehicles are not permitted inside any College residential facility. All bicycles on-campus must be registered with the Office of Campus Safety and Security. All bicycles must be removed from campus property at the end of the spring semester unless the student is enrolled in summer courses or a summer residential student. If the student is residing on-campus during the summer, it is a requirement to notify Campus Safety of the location of the bicycle. All other bicycles left at the conclusion of the spring semester will be donated to local charities.

## C. FINANCIAL REFUND

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

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

The refund policies for evening and graduate programs are covered in their respective program guides.

## D. IDENTIFICATION CARDS

During orientation a student is issued a nontransferable coded picture identification card (I.D. Card) which is used primarily to gain access to the student's residence and campus buildings. . This card must be presented when requested by a member of the Safety staff, Community Living staff, the Guest Services staff, or other College official. The I.D. Card will serve as a meal ticket for students and a ticket to all campus events. There is a \$15.00 replacement charge for the first lost or willfully damaged I.D. Card. Each subsequent card is a \$25.00 fee. Replacement I.D. Cards may be obtained at the Office of Safety and Security 24/7. Alteration or misuse of an I.D. Card is a violation of College regulations. When a student withdraws from the College, the student must surrender the I.D. card to the Office of Campus Safety and Security. A student who fails to produce a valid I.D. card upon the request of a College official may be subject to the student conduct process.

## E. LOST AND FOUND

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

## F. MOTOR VEHICLE REGULATIONS

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

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

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

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

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

## G. SAFETY STATISTICS

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

Secondary Education website at <http://ope.ed.gov/security/>. A copy of the College's Annual Safety Report (ASR) may be found [here](#).

## H. SELF-ADMINISTRATION OF MEDICINE

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

## I. FLORIDA SOUTHERN COLLEGE EMAIL

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

## J. READMISSION FOR FORMER TRADITIONAL UNDERGRADUATE STUDENTS

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

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

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

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

## **X. DEFINITIONS**

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

- A. *College* shall mean Florida Southern College.
- B. *College Administration* shall mean any and all persons employed by the College who hold the title of “President,” “Provost,” “Vice President,” “Associate Vice President” “Dean,” “Associate Dean,” “Assistant Dean,” or “Director.”
- C. *College Official* shall mean any person employed or retained by the College to perform assigned administrative or professional responsibilities. The term “College Official” shall also include, but not be limited to, Office of Safety and Security, Directors, attorneys for the College, faculty, staff, Guest Services staff, and Office of Community Living staff.
- D. *College policy or policies* shall mean all rules or regulations of the College, including but not limited to this College Student Code of Conduct, the Academic Catalog, and other College Publications.
- E. *College Premises* shall include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.
- F. *College Publication* shall mean any written or electronic document containing any statement or directive promulgated by the College regarding prohibited, permitted, or required actions. College Publications include, but are not limited to, this Student Handbook, the College website, and the Academic Catalog.
- G. *Day* shall mean any regular business day of the College and does not include weekends, College holidays, or any day on which the College is not open to conduct regular business.
- H. *Campus Residential Facility* includes, but is not limited to, any College owned residence hall, apartment building, duplex, house, or multi-unit residential buildings in which students are assigned to live.
- I. *Faculty Member* shall mean any person hired by the College to conduct classroom activities as defined by the chief academic officer.
- J. *Identification Card* shall mean the official identification card issued to each student by the College.
- K. *May* is used in the permissive sense.
- L. *Member of the College Community* shall include any person who is a student, faculty member, staff, College Official, or any other person employed by the College. A person’s status in a particular situation shall be determined by the appropriate College Administration.
- M. *Notice* shall mean written notice and shall include e-mail transmissions.
- N. *Office of Student Life* shall mean the Vice President of Student Affairs, the Dean of Students, or the administrative staff of the Vice President of Student Affairs.
- O. *Publish* shall mean the posting of information on the College website or the delivery of written information to all College students.
- P. *Resident* shall mean any person living in a facility operated by the Office of Community Living.
- Q. *Shall* is used in the imperative sense.
- R. *Student* shall include all persons who are enrolled in programs or courses at the College, sponsored by the College, or co-sponsored by the College on either a full-time or a part-time basis.
- S. *Student Conduct proceeding* shall mean any meeting, conference, or hearing conducted by the College to determine whether a student or Student Organization is responsible for a violation of College policy and whether to impose outcomes against a student or Student Organization for

violation of College policy.

- T. *Student Organization* shall mean a Student Organization officially recognized by the College for social, academic, or service functions. This term includes, but is not limited to, Greek Fraternities and Sororities. Groups of students, bound by a common purpose unrecognized by the College are not considered Student Organizations, but are bound to College policies.
- U. *Good Social Standing*: A student is considered to be in good social standing at Florida Southern College unless one or more of the following conditions exists:
  - a. The student has existing conduct outcomes or probation.
  - b. The student presents a significant risk to self, others, or campus property.
  - c. The student has lost leadership roles by failing to attain good academic, social, or professional standing in the previous or current semesters.
  - d. The student would not be welcome to remain at or return to Florida Southern College without restrictions. In some cases, institutional, local, state, or national agents or agencies may have the right to modify these requirements.

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

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



## **APPENDIX B**

### **COLLEGE-INITIATED INVOLUNTARY WITHDRAWAL FROM THE COLLEGE**

#### **Overview**

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

#### **Introduction**

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

#### **College-Initiated Emergency Suspension or Leave of Absence**

##### Emergency Suspension

The College has the right to suspend a student at any time if a student’s behavior rises to the level of significant community disruption or if it appears that a student poses a threat to the health and safety of the student or other members of the College community. Students under Emergency Suspension are, during the period of their suspension, not allowed to participate in any College activities, attend

classes, reside in or visit campus residential facilities, and may not be on campus except to attend meetings or hearings related to the student's situation. This period of suspension is intended to allow time for a student to obtain needed resources or interventions, and for all parties to consider an evaluation of the student's readiness to return to the College. The student must complete any College mandated assessments or clearance procedures before returning. Failure to do so may result in the recommendation that a student withdraw (voluntarily or through a College-initiated process).

### Leave of Absence

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

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

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

### **Determining "Direct Threat"**

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

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

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

In the event that the student refuses or fails to complete a Mandatory Assessment, the College may impose an Emergency Suspension, a College-Initiated Leave of Absence, or other action deemed prudent and appropriate by the College, including but not limited to expulsion from the College. Pending clearance, a student may not be allowed to participate in any College activities, attend classes, reside in or visit campus residential facilities, and may not be on campus except to attend meetings or hearings related to his/her situation.

### **Clearance Procedures**

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

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

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

### **Mandatory Assessment**

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

1. been placed on College-Initiated Emergency Suspension;
2. taken a Self-Initiated Voluntary Leave of Absence and wishes to be reinstated;
3. has undergone a College Initiated Leave of Absence and wishes to be reinstated; or
4. under other circumstances as determined by the College.

These Mandatory Assessment steps are designed to ensure the student's optimal performance in the College community, including that the student is not a direct threat to others, that a health emergency no longer exists, that effective accommodations and a plan for success is in place, and/or that the student is otherwise qualified to resume studies and community living.

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

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

1. The College shall have the right to evaluate the appropriateness of any consultant selected by the student.

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

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

### **College Decision Making Process**

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

### **Emergency Situations**

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

### **Readmission for former traditional undergraduate students**

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

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

no guarantee that a student will be readmitted to FSC or a specific academic program.

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

## APPENDIX C

### INFECTIOUS DISEASE

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

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

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

### **Campus Reporting**

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

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

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

- Watson Clinic Express Care at Lakeland Highlands, 2300 E. County Road 540A, 33813, (863) 393-9472

### **Infectious Disease Response Plan**

The Student Health Center works in collaboration with the Vice President of Student Affairs to coordinate campus responses to potential infectious disease outbreaks.

Generally, the response plan is as follows:

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

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

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

there is a State reporting requirement.



## APPENDIX D

### SOCIAL MEDIA POLICY

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

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

Additionally, it is the right and duty of the College to protect itself from unauthorized disclosure of information. The College's social networking policy for students includes rules and guidelines for interacting with College-affiliated social networking properties, as well as personal social networking activities.

### DEFINITIONS

**Social Networking:** Includes all types of posting on the Internet including, but not limited to social networking sites (such as Facebook®, Instagram®, Twitter®, SnapChat®, TikTok®, and LinkedIn®); bulletin boards and chat rooms; micro-blogging, Twitter®; and the posting of videos on YouTube®, and similar media sites.

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

**College-maintained social channels:** An external social media site owned, operated, or controlled by the College, including content that is housed on an outside-party social media site at the College's direction.

### Purpose

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

### POLICY

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

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

- Obey the Terms of Service of any social media site or platform on which you participate.
- Carefully consider the accuracy, clarity, length, and tone of your comments before posting them. Because some viewers may interpret postings by a FSC student as reflective of the opinions of the College, posts on social media sites should protect the College's institutional voice by remaining professional in tone and in good taste. Remember, your posts may last forever.
- The creation of any external Internet websites or social media sites that represent the College shall be subject to advance review by the offices of Human Resources, and Marketing and Communications. All access information such as user ID and passwords must be approved and maintained by the Information Technology Services (ITS) department and only the ITS department has the authority to change user ID and passwords. The maintenance and operation of any such sites must be performed pursuant to all conditions specified in this policy. In addition, the College shall have the right to continually monitor such external sources that represent the College.
- Sites sponsored by recognized Student Organizations in connection with specific activities must be authorized by the Vice President of Student Affairs for the relevant location.
- Students are not authorized and therefore restricted to speak on behalf of the College, unless specifically instructed by an Officer of the College.
- Representation of student personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. Students may not use the College's name or logo to promote any opinion, product, cause, or political candidate. Students may not impersonate another student or College employee.
- Whenever appropriate, share content directly from FSC's social media channels rather than duplicating it. When content is directly shared, it is linked back to College social media accounts. This facilitates the College's efforts to analyze social media traffic and engagement (e.g. "likes", comments, and shares). In addition, posts originating from Florida Southern College will have the appropriate links attached to bring the viewer back to the website or coordinating landing page.

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

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

- **Harassment:** No student may use the Internet or social networking or social media to harass another student, to discriminate against another student, or otherwise engage in activities that would be a violation of the College's policies regarding harassment and discrimination, including but not limited to sexual harassment.
- **Privacy:** Students should never disclose confidential College information, student records, or personal or contact information concerning past or present members of the College community without proper authorization.
- **Defamation:** Students should not defame or otherwise discredit or disparage the College, its services, its vendors, or its competitors, its students or employees. Students may not make false claims or representations of the College's program or services. Before posting anything on the Internet or engaging in social networking that refers to the College, students should consider whether their posts are damaging to the College's reputation or the reputation of its students and employees. If a student has a College related dispute or complaint, the student should refrain from sharing this via social media outlets and should address the complaint with the Office of Student Conduct.
- **Logos and Trademarks:** Social media communications may not include the use of any College logos, trademarks, or proprietary graphics without the prior written consent of the College's Marketing and Communications department.
- **Respect for Copyrights:** Students must recognize and respect others' intellectual property rights, including copyrights and trademarks.

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

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

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

<p style="text-align: center;"><b>APPENDIX E</b> <b>STUDENT CONDUCT LIST OF STANDARD FINES</b> <b>AND/OR FEES FOR POLICY VIOLATIONS</b></p>
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The following violations will receive a conduct outcome but will not result in a Conduct Meeting unless there is at least one prior violation of similar policies. Full-time graduate students who are not subsequently enrolled in an undergraduate program may be exempt from these fines and/or fees in certain situations. First-time violations typically result in a Written Warning, while second violations typically result in the corresponding fine being applied directly to the student account.

All fines are subject to change and assigned at the discretion of the Vice President of Student Affairs or their designee.

- a) Fire Safety
  - i) Candles/Incense
    - (1) Written Warning
    - (2) \$50 fine per occurrence
  - ii) Live Christmas Tree
    - (1) Written Warning
    - (2) \$50 fine per occurrence
  - iii) Unapproved Lights/Lighting (i.e. Halogen lights, rope lights, string lights, Christmas lights, lava lamps, etc.)
    - (1) Written Warning
    - (2) \$50 fine per occurrence
  - iv) Unapproved Appliances (i.e. anything with an open coil, hot plates, etc.)
    - (1) Written Warning
    - (2) \$50 fine per occurrence
  - v) Failure to Evacuate during a Fire Drill or Emergency Situation
    - (1) \$100 fine per occurrence
  - vi) Tamper with Fire Safety Equipment (i.e. activate pull station, smoke detectors, or fire extinguishers)
    - (1) \$500 fine per occurrence charged to the individual or charged to the building if unable to determine who is responsible.
  - vii) Excessive Trash/Lack of Cleanliness of space
    - (1) \$50 fine for up to two bags of trash collected.
    - (2) \$100 for trash collected between three and four bags.
    - (3) An additional \$25 per bag of trash beyond four bags
    - (4) An additional \$150 cleaning fee assessed for cleaning beyond removal of trash.

The following violations will include fines and/or fees and will result in a Conduct Meeting being required on all repeat violations. First time violations of the alcohol policy may not result in a Conduct Meeting but typically result in a conduct outcome.

- b) Alcohol includes Joint Responsibility
  - i) First Offense: Written Warning
  - ii) Second Offense: \$75 fee for Alcohol Education Course plus any additional outcomes assigned.
  - iii) Third Offense: \$150 Fine plus parental notification and any additional outcomes

assigned, or \$75.00 Fine with Parental Notification and a Cornerstone Reflection Paper  
iv) Fourth Offense: \$300 Fine plus any additional outcomes assigned and suspension likely.

c) Drugs includes Joint Responsibility

i) First Offense: If not suspended, a \$75 fee for Drug Education Course plus any additional outcomes assigned.

d) Animals

i) First Offense: \$250 cleaning fee plus any additional outcomes assigned.

ii) Second Offense: \$400 Fine plus any additional outcomes assigned.

iii) Third Offense: \$600 Fine plus any additional outcomes assigned.

e) Roofs, Ledges and Balconies

i) First Offense: \$1,000 Fine plus any additional outcomes assigned.

f) Smoking

i) First Offense: \$50 Fine plus any additional outcomes assigned.

ii) Second Offense: \$150 Fine plus any additional outcomes assigned.

iii) Third Offense: \$300 Fine plus any additional outcomes assigned.

iv) Fourth Offense: \$500 Fine plus any additional outcomes assigned.

g) Theft

i) Stolen/Unapproved Signs (i.e. street signs, work site items, construction zone items, orange caution cones, etc.)

(1) \$50 fine per occurrence, restitution if necessary, and Cornerstone Reflection Paper.

h) Water Dome Infractions

i) The only time it is acceptable for students to swim and/or wade in the Water Dome is during an official College sponsored event (i.e., Water Dome Splash).

ii) First Offense: \$5,000 Fine plus any additional outcomes assigned.

i) Tunnels

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

## INDIVIDUAL & COMMUNITY DAMAGE BILLING

Damage to property, whether College property or property belonging to other persons, is prohibited. Students are responsible for restitution for damage incurred to personal property or to property, facilities, or grounds owned by the College. Residents of campus residential facility rooms will be held responsible for damage to the room or furnishings. Any damage by a student to college property will be charged to the student's account.

## WHAT IS DAMAGE BILLING?

Damage billing is used to address all vandalism in public areas. These areas include lobbies, hallways, social and student lounges, recreation rooms, bathrooms, kitchens, and elevators. When

public areas are vandalized or College property is damaged, a group of students, a floor, or a building where students live near the damage will be assessed fees for the damages if no one resident or group of residents accepts responsibility. Each time an incident occurs, a Resident Advisor, Community Living or Facilities Maintenance staff members will document it.

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

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

**Community Damage Billing:** The philosophy behind community damage billing is that all residents in campus residential facilities are part of a larger community on campus. Therefore, residents of campus residential facilities are not only responsible for their personal accommodations, but also the community areas they share with fellow residents. One unfortunate aspect of this responsibility is damage that may occur in common areas. It is our hope that students will create a sense of ownership of and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur.

The College does not collect damage deposits from residents. Instead, the College will bill a student for fees for individual incidents. Depending on the building and the physical configuration, and the incident, College staff will determine the incident should be shared by all members of the building or members of a particular floor, wing, or section.

## EXAMPLES OF DAMAGE BILLING INCIDENTS

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

## ESTIMATED FACILITIES REPAIR COSTS

The determination of who will be charged for facilities repairs is directly related to the area where

the damage occurs. For example, if the damage occurs in a particular hallway or bathroom the students on 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 depending on the incident and the severity and costs of repair. Charges for facilities repairs will be added to the students' accounts.

<p style="text-align: center;"><b>APPENDIX F</b> <b>FLORIDA SOUTHERN COLLEGE</b> <b>MINOR STUDENT AGREEMENT</b></p>
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The purpose of this Agreement is to make certain all minor students (i.e., students under the age of 18) and their parents/guardians have a clear understanding of all aspects of a minor student living on campus at Florida Southern College (“College”). It is important for all parties to have a shared understanding of how the College views the presence of minor students in student housing and how staff will approach certain issues, should they arise. As such, this Agreement must be signed and returned to the College before the minor student will be allowed to live on campus.

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

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

Finally, privacy laws, including the Family Educational Rights Privacy Act (FERPA), prohibit the College, with limited exceptions, from communicating with third parties, including a parent/guardian, about a student without first receiving the student’s written consent to do so. From the College’s perspective, the expectations discussed above translate into the following operational guidelines for the staff working with minor students living in the on-campus housing.

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

The student will be expected to inform the staff if they see or know of behavior, which violates College Policies.



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

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

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

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

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

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Parent/Guardian Signature Date

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Student Signature Date

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Parent/Guardian Name Printed

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Student Name Printed

<p style="text-align: center;"><b>APPENDIX G</b> <b>FAMILY RIGHTS &amp; PRIVACY ACT OF 1974 (FERPA)</b></p>
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## A. FERPA INTRODUCTION

The Family Rights and Privacy Act of 1974 as amended (PL 93-0280), better known as “FERPA”, c  
When a student enters college, FERPA rights transfer from parents or legal guardians to the student, regardless of the student’s age. The College defines that a student “enters college” on the date of matriculation into the College. For Fall 2024, that date is August 17, 2024. For Spring 2025, the transfer of access date is January 4, 2025. Thus, parents/guardians hold FERPA rights during the Admission process but, at the point of matriculation, rights to all education records (even rights to access to that prior information) are transferred to the student. The four student FERPA rights include:

1. FERPA provides opportunities for students to inspect and review their education records within 45 days of a written “request for access” identifying the records of interest to FSC’s FERPA Compliance Officer (please see below).
2. FERPA provides paths for students to seek amendment to education records they believe to be inaccurate or misleading. A written request should be made to the College’s FERPA Compliance Officer (please see below).
3. FERPA gives students the right to file a complaint with the College Compliance Officer (please see below).
4. FERPA allows students the right to provide written consent before the College discloses Personally Identifiable Information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent, including:
  - a. College officials, including administrators, supervisors, staff (including law enforcement unit and health center officials), teachers, board of trustees members, contractors, consultants, volunteers, or students working in an official capacity for the College, with “legitimate educational interests”, who require information for the proper performance of their professional responsibilities.
  - b. Officials at an institution at which a student seeks to enroll for purposes of enrollment/transfer.
  - c. Organizations conducting studies or audits for educational and governmental agencies.
  - d. Accrediting agencies.
  - e. Appropriate persons in case of health or safety emergencies.
  - f. Agencies or offices in connection with the student’s application for or receipt of financial aid, as necessary.
  - g. Governmental officials, as identified in Public Laws 93.31 & 99.35.
  - h. Parents of students who are defined as dependents in the Internal Revenue Code of 1986.
  - i. Parents of students (1) younger than 21 years of age or (2) who are dependents for tax purposes regardless of student age for violations of campus alcohol and drug policies.
  - j. An appropriate official in response to a court order
  - k. An alleged victim of a crime of violence or a non-forcible sex offense concerning the

final results of an investigation.

- l. The general public, if the school determines a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation(s) made against the student.
- m. Information the College identifies as Directory Information (with caveat).
- n. For a complete list of exceptions, for further questions, for concerns about College FERPA compliance practices, or to request to inspect, review, or amend records, please contact the College's **FERPA Compliance Officer in the Office of the Registrar, Thad Buckner Building, 111 Lk. Hollingsworth Dr., Lakeland, FL 33801; email: [registrar@flsouthern.edu](mailto:registrar@flsouthern.edu) ; office: (863) 680-4127.**

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

FERPA gives students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: **Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 2020**

## B. FERPA AND FLORIDA SOUTHERN COLLEGE PUBLIC NOTICE OF DIRECTORY INFORMATION

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

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

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

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

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

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

- Ethnicity, race, nationality, gender or religion

## C. EDUCATIONAL RECORDS AND RELEASE AUTHORIZATION

Currently enrolled students may withhold disclosure of **Directory Information** under FERPA. To withhold disclosure of this information, students must present themselves with photo ID to the Office of the Registrar in the Thad Buckner Building and complete the Request to Withhold Disclosure of Directory Information form. A student may complete this form at any time and it will take effect immediately. However, the withholding of Directory Information disclosure will only be effective prospectively: It cannot be applied to actions the College took prior to the Withholding of Disclosure request.

Withholding Disclosure of Directory Information will prevent the College from providing the student's Directory Information, including confirming attendance and degrees earned, to prospective employers and internship sponsors, insurance agencies, and others with whom the student may wish to share such notification.

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

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

## D. FERPA AND DECEASED STUDENTS

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

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

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

## E. FERPA AND FLORIDA SOUTHERN COLLEGE PUBLIC RELATIONS INFORMATION RELEASE

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

