2026-27
STUDENT HANDBOOK
WALK WORTHY

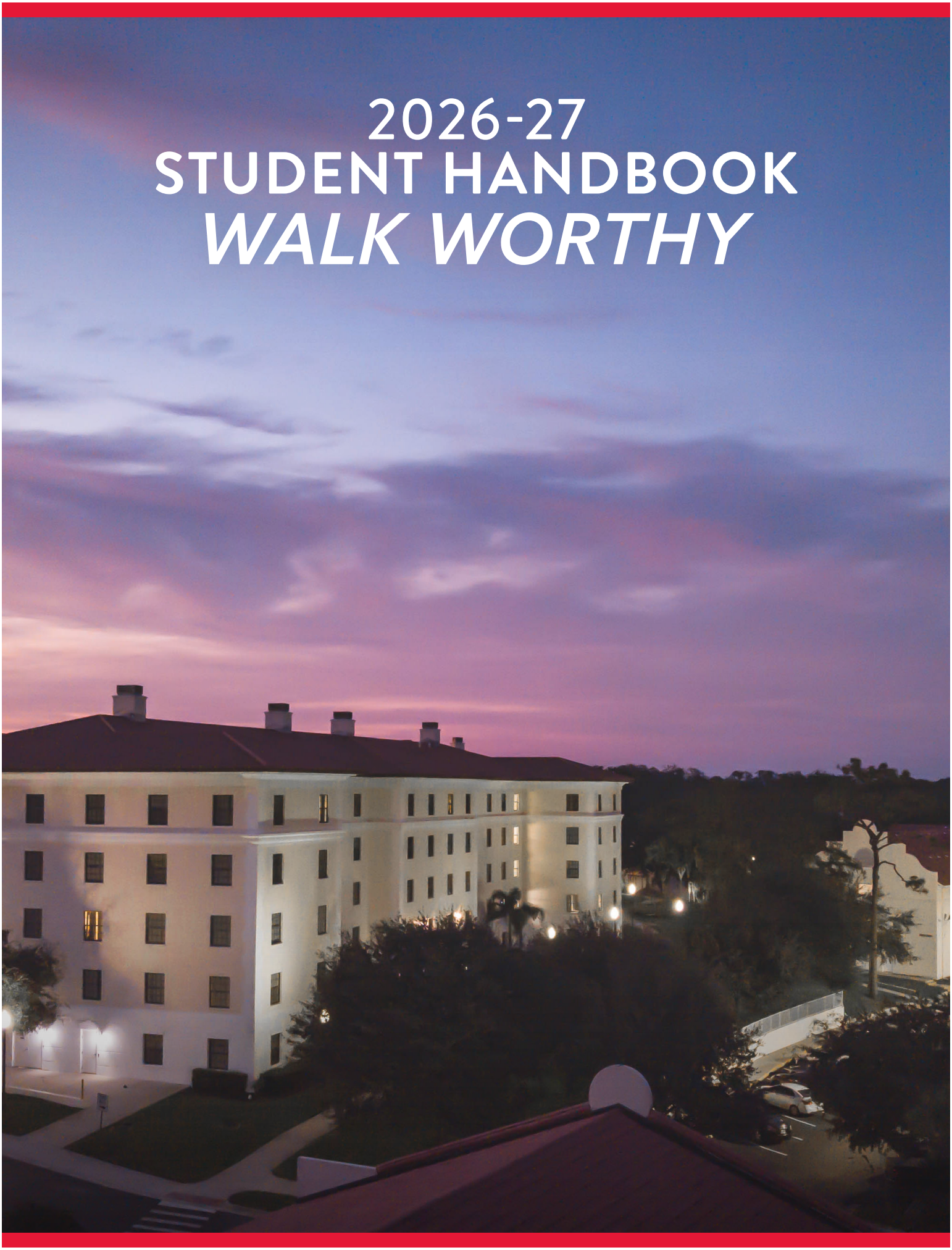


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FLORIDA
COLLEGE

Dear Student,



Please don't read this page. It's not that important. It's only my introduction to what is important, which is the information in this handbook. The Student Handbook provides you with vital information for your time at Florida College, from information about your classes, to guidelines for student conduct, to opportunities for extracurricular activities, and more.

If you are still reading this page, it shows that you don't listen to authority. Didn't I tell you not to read this? Well, at least it shows that you exercise your own judgment when you are told what to do. That is how it must and should be.

It's the same with this Student Handbook. It gives authoritative guidance for how to live at FC as a student. It will be up to you to decide whether you read and live it. There will be consequences to your decision, but you have the choice. By coming and staying at FC, you are committing yourself to the lifestyle and opportunities described in the pages that follow.

If you're still with me on this page, let me offer three insights that are often present in the community covenants that were written and lived by the Puritans (the Bible-centric groups of believers who flourished in England and New England in the 17th and 18th Centuries). These Puritan documents were like community rules for living together, which made commitments like (and often unlike) those described in the FC Student Handbook.

First, the Puritans said that their members should learn about the community's commitments, primarily so that they could teach and support others. You'll be surprised, I think, how often you will want or need to share information in this handbook with your fellow students. Do them a favor, learn what the handbook states. Learning is for teaching.

Second, Christians have long observed that rules bring freedom. Knowing and living inside the boundaries of our college – from curfew, to clothing, to class attendance – will empower you to enjoy and engage fully in the wholesome learning environment that we foster here, without fear, resentment, or guilt. Liberty comes through limits.

Finally, the Puritans taught the Biblical maxim that it's a blessing to give. You'll read in the Handbook about many opportunities to serve and lead at FC. View these as ways to give of your time in study, spirituality, sports, and social life so that, paradoxically, you can receive back the well-being that comes from generosity. You'll get out of it what you put into it.

Please know that my door is always open to you. My hope is that we'll come to know each other well and that you'll share when I can be of help to you.

Sincerely,

Dr. John B. Weaver
President, Florida College



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

As you prepare yourself for the 2026-2027 academic year, please take some time to review the Code of Conduct found in this Handbook. Although it contains some matters that involve human judgment, our Code of Conduct is based on Biblical principles and is designed for the benefit of every student. The same considerations were used in setting our policies and regulations. If you have any questions regarding these rules or if you simply need clarification, please do not hesitate to contact me.

The 2026–27 theme for Florida College is "Walk Worthy", based on Ephesians 4:1, where Paul writes: I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called.

This theme challenges us to live in a way that reflects our identity in Christ. A worthy walk is one that is active and how we live every day. "Walk worthy" reminds us that following Christ is a daily journey of living out our faith with purpose and devotion.

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

Sincerely,

Mike Benson

Mike Benson
Dean of Students

ABOUT FC

A THUMBNAIL SKETCH:

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

Six presidents have served Florida College:

L.R. Wilson (1946–1949)
James R. Cope (1949–1982)
Bob F. Owen (1982–1991)
C.G. "Colly" Caldwell (1991–2009)
H.E. "Buddy" Payne, Jr. (2009–2022)
John B. Weaver (2022-present)

PHILOSOPHY

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

MISSION STATEMENT

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

HONOR CODE

As a member of the Florida College community, I will honor God with integrity in word and conduct and deal rightly and respectfully with others.

PURPOSE

I. Florida College provides higher education with a biblical perspective ...

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

II. Florida College provides an environment for personal godly development ...

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

III. Florida College prepares students for better service to their Creator and humanity ...

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

ACADEMIC LIFE

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

CHATLOS LIBRARY/COFFEY HOUSE

Library Hours (when school is in session):

Monday, Tuesday, Thursday . . . . . 7 a.m. – 11 p.m.
Wednesday . . . . . 7 a.m. – 5 p.m.; 9:30–11 p.m.
Friday . . . . . 7 a.m. – 7 p.m.
Saturday . . . . . 11 a.m. – 7 p.m.
Sunday . . . . . 2 p.m. – 11 p.m.

SERVICES AND POLICIES:

The library catalog is used to search the holdings of the library at library.floridacollege.edu/home. Find the catalog under the Find Books icon.

Up to 20 circulating books may be checked out for a six-week period by using the student ID card. Books may be renewed in-person, by phone at 813-988-5131 x210, or by email at library@floridacollege.edu before it is overdue or if no hold has been placed on it. If the book is overdue, it may be brought into the library for renewal.

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

The library provides a printer with scanning capabilities. A student ID card is required to use the printer. Each student is allotted $18.25 in printing credit (equivalent to 100 black and white copies and 25 copies) each semester. If more printing credit is needed, they may reload their account through their myFC student portal. Scanning is available for free.

Audio equipment is available for listening to CDs, audio cassettes, and LP records.

Research databases, including ebooks, may be accessed while connected to Florida College wifi and most (as designated on the website) are accessible remotely.

Interlibrary loan (ILL) is available for borrowing books and articles from other libraries. Fill out an ILL request form at library.floridacollege.edu/illhome or email wardb@floridacollege.edu.

Special Collections and Florida College Archives materials may only be used in the library. Please ask for assistance regarding these items.

FINES AND LOST ITEMS

Fines are assessed at 25 cents per day for overdue circulating books. Reserve materials are fined 10 cents per hour.

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

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

See a detailed list of library lending policies at library.floridacollege.edu/libraryinfo/policies.

LOCAL LIBRARIES

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

MAKE-UP TESTING

The library facilitates make-up testing for students who do not have approved accommodations, subject to instructor approval. Please check your syllabus for more information.

Students with approved accommodations should make arrangements for testing with the Advising Office.

CLASS ATTENDANCE POLICIES

REQUIRED ATTENDANCE

Class attendance is required with the following exceptions:

- **Personal/unexcused absences** will be allowed in a class according to the number of times the class meets each week. For example, a class that meets three times per week allows the student a total of three personal/unexcused absences.
- **Exceeding the allowed number of personal/unexcused absences** may result in the student's withdrawal from the class.
  - The grade will be "WP" if the student is passing at the time of the withdrawal.
  - The grade will be "WF" if the student is failing at the time of the withdrawal, and the deadline to drop a course being failed without receiving a grade of "WF" has already passed (usually about 2 weeks after midterm exams).
  - Withdrawing from a required Bible class requires a student to discontinue all other classes on those days. In most cases this means the student cannot continue as a student at Florida College.
- **Excused absences** may be given only by the Dean of Students according to the following guidelines.
    - Resident students who are too ill to attend classes or chapel must contact the Dean of Students' office ***before*** the absence from class or chapel in order to be excused. Students should not assume they have been excused



from class until the Dean of Students' office approves their excuse.

- Commuter students must notify the Dean of Students office ***before*** missing class or chapel.
- Commuter students who become ill while at school should contact the Dean of Students' office ***before*** leaving the campus.

◦ ALL requested illness-related class absences must be supported by a verifiable doctor's note (from either an in-person or telehealth appointment). The absence will remain unexcused until the doctor's note is submitted to the Dean's Office. Documentation must be submitted within 24 hours of the absence excuse request. If a verified doctor's note is not received within that timeframe, the absence will remain unexcused..

◦ Absences for other reasons, as described below, will be excused by the Dean of Students according to college policy.

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- **College sanctioned absences** are those excused by the Dean of Students when there are extenuating circumstances such as:
  - ◦ extended illness,
  - ◦ illness or other events in the student's immediate family which necessitates his/her attention,
  - ◦ death in the family, or
  - ◦ official college representation for performances, games, approved workshops, etc.
- Absences for extenuating circumstances should be approved by the Dean of Students ***before*** missing class.
- If possible, students should notify their instructors in advance of anticipated absences and make arrangements to make up missed material.
- **The total number of absences** from each class (personal, excused for illness, and college sanctioned) cannot exceed 20% of the total class meetings (this is equivalent to three weeks' worth of classes) or the student may be withdrawn from the class with the consequences listed above for personal absences. For example, a class that meets three times per week allows the student a total of nine absences. A tenth absence may result in the student being withdrawn from the class.
  - ◦ Appeals for reinstatement after the application of this policy may be made to the Provost/VP of Academics.
  - ◦ Such appeals may be granted in cases of extended illness, injury, or other situations beyond the student's control.

TARDINESS

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

DISMISSAL OF CLASSES

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

CANCELLED CLASSES

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

- Email notification via their Florida College student email accounts.
- Course announcement or message via the Canvas LMS.
- Contact from college administration via the Florida College text notification system.
- Announcements in chapel if time permits.
- Notification of on-campus students by dorm supervisors.
- Notification on **floridacollege.edu**.

COURSE WITHDRAWALS

Withdrawal from a course ("dropping a class") requires the following:

1. Request a change of course form from the registrar.
2. Have the instructor approve by signature.
3. Have the faculty advisor approve by signature.
4. Have the Provost/VP of Academics approve by signature.
5. Have the Dean of Students approve by signature.
6. Meet with the financial aid office to determine impact on financial aid.
7. Have the Athletic Director approve by signature, if an intercollegiate athlete.
8. Return the completed form to the Registrar's office.

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

COURSE CHANGES

A student should check the current catalog for the last date to add a course. A course is not officially added to a student's schedule until the completed change of course form is turned in to the Provost/VP of Academics' office.

DEAD WEEK

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

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

STUDENT EXPECTATIONS IN AN ON-LINE COURSE

While online courses offer schedule flexibility, students must understand that they require as many and often more hours of work than a face-to face class. Students should expect to have more assignments than a face-to-face class. At times it will be necessary to coordinate with other online students to complete projects and assignments from a distance. Students who register for online courses must have self-discipline and strong time management skills. It is necessary for students to dedicate specific times each week to focus on their online course, similar to how they dedicate time to attend face-to-face courses. Students who struggle to stay organized and complete work should consider taking a face-to-face course when available. When registering for an online course, consider how many face-to-face classes are scheduled on the same days as the online course to ensure there is adequate time to complete all online assignments.

LABORATORIES AND PRACTICE ROOMS

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

RECORDING OF LECTURES

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

STUDENT RECORDS

CHANGE OF ADDRESS

The registrar should be notified of all student address changes.

CONFIDENTIALITY OF STUDENT RECORDS

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

In general, students have certain rights with respect to their education records. Parents of dependent students, as defined by the Internal Revenue Service, have the same rights.

1. The right to know the location and types of education records maintained on students by Florida College.
2. The right to prevent disclosure of directory information by requesting nondisclosure at the registrar's office. Directory information includes the student's name, address, campus and permanent telephone numbers, dates of attendance, class, previous institution(s) attended, major field of study,

awards, honors, and degrees conferred including dates. Directory information is generally considered public and shall be released by the college unless the student requests in writing that it not be released.

3. The right to consent in writing to disclosures of personally identifiable information contained in the student's education record. Personally identifiable information includes all information about a student that is not directory information, including but not limited to names of family members, social security numbers and personal characteristics which would make the student's identity easily traceable. The college will not release such without a student's prior written consent.
4. The right to inspect the student's education records and to obtain a copy of the student's education record after 24-hour notice to the Registrar's office.
5. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights
6. The right to obtain a copy of the college's student information policy. Students and parentsmay obtain a copy of this policy from the Registrar's office.

REPORTS TO PARENTS

Parents or guardians receive emailed reports of failed room inspections after the 4th failed inspection. In disciplinary cases involving action by the Rules, Welfare & Disciplinary committee, parents or guardians will usually receive a written notification specifying violations of the codes and the consequent consequences incurred by their student.

COLLEGE CATALOG

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

COLLEGE CODES

CODE OF MORAL CONDUCT

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

Florida College sets a high standard for students' moral behavior. The following code, while man-made, is based on scriptural principles fundamental to individual growth and sound, collective interaction within a community of Christian scholars. As with all policies and procedures in this handbook, this code of conduct may be amended by the appropriate actions of the college faculty and administration.

INDIVIDUAL HONESTY

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

- The students of this college are expected to be fully honest in their individual relationships and communications among themselves, as well as in their interactions with college staff, faculty and administration.
- Honesty is expected in both written and verbal communications. Lying breaks down trust, individually and collectively, and is not tolerated.

ACADEMIC INTEGRITY

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

- Students are expected to uphold academic integrity. Cheating and plagiarism are violations of that standard. Such choices constitute academic theft and are not tolerated.
- Examples of academic theft include: cheating on a test, copying another student's paper or work, copying another author's work without properly quoting, citing and identifying the work as a source, citing false or fabricated sources, or downloading whole (or portions of) papers electronically to be represented as one's own work; In addition, violations of individual classroom AI policies.
- Cell phones and cameras must be turned off and put away during a test.

RESPECT FOR PROPERTY

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

- Students are expected to respect the personal property of others and that of the college. Theft and unauthorized access to property (including, but not limited to, college buildings, dormitory rooms, vehicles, backpacks, and electronic devices—even if they are not locked or otherwise secured) are not tolerated, in compliance with college policy and state law.

PURITY IN RELATIONSHIPS

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

- Students are expected to maintain their moral integrity within personal relationships. Sexual relationships of any type outside of marriage as defined in Scripture (Gen. 2:18–24) are not tolerated.
- Florida College upholds and promotes commitment to the Biblical teaching that gender identity is defined by God in one's birth sex and that sexual activity is reserved for marriage between one man and one woman. Sexual relationships outside marriage and relationships or romantic displays of affection with a member of the same sex are inconsistent with Biblical teaching. The college expects those who choose to be a part of our community to live

within and respect these boundaries and that they will pursue relationships in keeping with this Biblical teaching.

- Students are to refrain from inappropriate physical contact that is sexually sensual in nature, whether on or off campus.
- Visiting the residence hall lobbies of the opposite sex is restricted to posted times. Except for visitation hours in lobbies, students are not allowed to enter a residence hall of the opposite sex without permission of authorized college personnel. Students should not go to (or through) the windows of residence halls occupied by the opposite sex.
- Students may not be alone with a member of the opposite sex in a private place, including a Florida College dormitory room or a place off campus. Staying overnight in the same room (e.g., residence, hotel, dorm room, etc.) with a member of the opposite sex, without permission from the Dean of Students, may result in suspension, whether or not explicit sexual immorality has occurred.
- The college reserves the right to take disciplinary action against any student who personally acts against the principles of Florida College or in a manner contrary or detrimental to its mission or Biblical principles of morality.

PURITY IN BODY

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

- The college is a drug and alcohol-free work and educational environment. The use of alcohol and drugs by students is absolutely prohibited. Students may not engage in drinking, smoking, ingesting, handling, possessing or giving away intoxicants or drugs, including beer, wine, ale, marijuana or hallucinatory agents. In addition, the possession and/or use of drugs not prescribed by a physician, or the possession of drug paraphernalia, is strictly prohibited.

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

- Students may not possess or use tobacco products either on or off campus while enrolled at this college. This regulation includes e-cigarettes and vapor units, even if they are advertised as nicotine-free.
- At the discretion of the Dean of Students, any student may be required to submit to a drug test without a reason being stated. Refusal to submit to a drug test is grounds for immediate suspension.

SOCIAL PURITY

"Do not participate in the unfruitful deeds of darkness, but instead even expose them" (Ephesians 5:11).

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

VERBAL PURITY

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

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

RESPECT FOR OTHERS

"In everything, therefore, treat people the same way you want them to treat you" (Matthew 7:12).

- Harassment of any kind is not acceptable at Florida College. Harassment is defined as any physical or verbal abuse that is offensive to the recipient. Sexual harassment is any physical, verbal, and/or graphic sexual advance, request for sexual favors, or other sexually-oriented conduct which is offensive or objectionable to the recipient. Racial harassment includes racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially offensive symbols. **Appendix B** of the handbook includes a full statement of the Florida College harassment policy.
- Activities that violate the privacy of fellow students, whether consensual or nonconsensual, including taking, sharing, and/or possession of images in a less than fully dressed state or in an otherwise compromising situation, are prohibited and subject to disciplinary action.
- Any student who feels that he or she has been subjected to sexual harassment should report using ones of the avenues specified in Appendix B. Any student who feels that he or she has been subject to toher forms of harassment should report the matter to the Dean of Students.

DRESS CODE

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

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

GENERAL CODE

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

- Clothing should not have logos or messages that are indecent.
- Clothing that has holes with skin showing above the knee is prohibited. Ragged or soiled clothing is also prohibited.
- Shorts must touch the kneecap.
- "Pajama pants" are not appropriate except in one's own residence hall.
- Students are allowed to wear earrings and/or a small nose stud. All other piercings are prohibited.
- Shoes must be worn in all buildings except residence halls.
- Men's hair must be neatly cut or kept above the shoulders, combed and out of the eyes. If bound up, hair must still be kept above the shoulders.
- Males - Beards and mustaches must be neatly trimmed and well-groomed at all times; no make-up is to be worn (unless part of an FC drama production)
- Clothing should include proper undergarments and should not be tight-fitting or revealing. Prohibited clothing includes:
  - Halters, tank tops, or blouses showing the midriff.
  - Backless or low-cut dresses.
  - Low hip-hugger pants.
  - Skirts, dresses or pants that do not touch the kneecap or have holes above the knee.
  - Skirts slit above the kneecap.
  - Leggings, yoga pants, flare pants, etc.
- Special attention must be given to maintaining modesty when visiting local beaches or engaging in water-related activities. Students are still required to wear shorts that touch the kneecap and appropriate shirts at all times.
  They must also take extra precautions to ensure that their clothing does not become see-through or cling closely to the body when wet.

FORMAL OCCASIONS

For specific formal occasions, such as the college's spring banquet, men are expected to dress nicely. Women are expected to avoid dresses that include bare shoulders, or strapless, backless, or low-cut (whether front or back) styles. Clingy, tight-fitting or sheer banquet dresses are also unacceptable. Any attire for men or women is subject to review by appropriate college personnel.

CHAPEL, COLLEGE PROGRAMS & CLASS MEETINGS

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

- Men must wear full-length pants with an appropriate shirt.
- Women may wear dresses, skirts and tops, or pants and tops.
- Shorts are prohibited.
- Sweatpants (fleece/cotton) and sleeveless t-shirts/sleeveless athletic shirts are not permitted during classes and chapel.

SPORTS

Sportswear, whether worn for physical education classes or to compete in intramural events, is expected to meet the college general standards. Shorts must at least touch the kneecap. Sleeveless shirts must not leave a gap or be revealing. Additional rules may be specified by the athletics department.

CATEGORIES OF COLLEGE CODE VIOLATIONS

*Based on the college codes and the principles which undergird it, violations are classified as indicated on the chart below. The portion of the handbook **(pp. 12–18)** focusing on residence hall life provides further details regarding standards of conduct for students. Any violation of law can lead to disciplinary action as deemed appropriate by the Dean of Students.*

CATEGORY I: DEAN'S OFFICE	CATEGORY II: SUBJECT TO RWD COMMITTEE HEARING	CATEGORY III: AUTOMATIC SUSPENSION
Dress code violations	Residence hall violations, including improper sign out, toy guns, insubordination to supervisors.	Use or possession of controlled substances/illegal drugs in any amount, or the possession of drug use paraphernalia
Inappropriate displays of affection	Lying to Florida College personnel, whether in writing or verbally	Use, possession, or being under the influence of alcohol
Disruptive or disrespectful classroom behavior	Academic dishonesty, as defined in this handbook (**pp. 5, 10**)	Sexual relationships outside of the marriage relationship
Use of profanity	Entering or patronizing any place that provides an atmosphere contrary to the ideals of Florida College	Possession of firearms, weapons or explosives
Curfew violations	Absence from campus during the overnight hours (for resident students) without permission	Violence: including hazing, physical or sexual harassment, abuse, fighting
4th failed room/suite inspection	Meeting a member of the opposite sex in a private residence, or in one's residence hall room, without permission (see page 6 for more specific details)	Theft
	Willful damage or destruction of Florida College property	Sexual misconduct, including dating violence, domestic violence, stalking, sexual assault
	Unauthorized entry or possession of keys to any Florida College facility or property other than an assigned residence hall room	
	Gambling	
	Tampering with fire safety equipment or sounding a false alarm	
	Possession of fireworks, pellet or BB guns	
	Excessive unexcused absences from chapel in one semester	
	Tobacco use	
	Any disorderly activity deemed by the Dean of Students to create a hazard for the Florida College community	
	Three category I rule violations	
	Retaliation	
	Bullying	

PLEASE NOTE: At any time, the Dean of Students Office will monitor the video cameras on campus. If a student is found in violation of the Code of Conduct on camera recordings, the student's actions may be grounds for disciplinary action at the Dean's discretion.

CONSEQUENCES FOR VIOLATIONS OF THE COLLEGE CODES

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

In all cases, every effort is made to ensure a fair outcome that allows for the greatest good for all parties involved. Yet, as in all human endeavors, the enforcement of our college codes is susceptible to error. In accepting and acknowledging that obvious reality, an appeals process is found on **p. 10** of this handbook.

STUDENT CRIMINAL CONDUCT

- If students violate federal, state, or city statue, the college will cooperate with the police and may call upon law enforce ment authorities for help in investigating criminal behavior. Students who violate the law are subject to disciplinary action.

CATEGORY I (DEAN'S OFFICE)

- Written notification from the Dean of Students during an official meeting with the student in the Dean's office. An explanation of the rule violated will be made and the student warned against any future occurrence of the behavior.
- Documentation of the violation will be given to the student, sent to the student's parents or guardians, and retained in the student's disciplinary record.
- The following consequences may be warranted for minor violations of the college codes:
  - On-campus service (grounds maintenance, trash pick-up and removal, cleaning or similar duty beneficial to the campus).
  - Restriction to the student's room or to the campus, if a resident student, within parameters set by the Dean.
  - Restriction from campus or off-campus student gatherings, if a non-resident student.
  - Monetary restitution to the college of any expenses created by the infraction.
- For repeated Category I violations of the college code, the following system will be enforced:
  - 1st offense: warning in writing from the Dean of Students (most commonly through email)
  - 2nd offense: meet with the Dean of Students to discuss
  - 3rd offense: meet with the Dean of Students; $50 fine

    (Three category I rule violations equals a category II violation)
  - 4th offense: meet with the Dean of Students; $100 fine
  - 5th offense: subject to suspension

CATEGORY II (RULES, WELFARE & DISCIPLINE COMMITTEE)

- In cases where a student admits to a Category II violation and is willing to accept the disciplinary measures administered by the Dean of Students, the student will not be required to appear before the Rules, Welfare, and Discipline committee to provide an account of his or her conduct.
- At the discretion of the Dean of Students, the disciplinary measures administered may be any of those listed above for Category I violations but may also include disciplinary probation.
- Prior to the administering of any mutually agreed upon disciplinary measures, the dean of students also has the discretion to consult the Rules, Welfare, and Discipline committee for advice about (a) the particulars of the disciplinary case as the Dean of Students currently understands them (b) the precedents established by prior committee decisions and (c) the existence of any mitigating, extenuating, or unusual circumstances.
- It is important to note that this does not constitute a formal hearing of the case by the committee but is merely advisory. In the case of possible Category II violations by (a) relatives of college employees or (b) students in any similar circumstance that might create the perception of favoritism toward or prejudice against the student, the Dean of Students is required to consult with the Rules, Welfare, and Discipline committee and comply with their guidance.
- Once the Dean of Students and the student agree upon a mutually acceptable course of disciplinary action without a hearing before the Rules, Welfare, and Discipline committee, the case may only be reopened to review subsequent evidence or other factors that substantially alter the nature of the case and that were not considered in the previous disciplinary deliberations.
- In all other cases of Category II violations, the Dean of Students will convene the Rules, Welfare, and Discipline committee to hold a formal hearing at which the student will be required to give an account of his or her behavior and will be subject to all possible disciplinary measures, including disciplinary probation or suspension from the college. These include cases in which (a) the student does not admit to a Category II violation (b) the student does not accept the disciplinary measures proposed by the dean of students (c) the Dean of Students chooses not to handle the Category II violation on his own (or must recuse himself) and refers the matter to the Rules, Welfare, and Discipline committee for a formal hearing or (d) the student by his or her own initiative insists on a formal hearing.
- Documentation of the violation will be given to the student, sent to the student's parents or guardians, and retained in the student's disciplinary record.

The nature and role of the committee, and the procedure for hearings, is provided on **p. 10**, an explanation of disciplinary probation is given on **p. 11**, and the appeals process for a Category II case is found on **p. 11**.

CATEGORY III (AUTOMATIC SUSPENSION)

- Immediate suspension of the student if the student admits to the Category III violation or the case meets the 'preponderance of evidence standard' during a hearing before the Rules, Welfare and Discipline committee.
- An appeal for reinstatement will be considered by the Rules, Welfare and Discipline committee, on written request from the student.
- Documentation of the violation will be given to the student, sent to the student's parents or guardians, and retained in the student's disciplinary record.

Procedures involving cases of serious violations, the status of a suspended student, and reinstatement after a suspension are found on **p. 10** of this handbook. The appeals process for a case involving a category III violation is found on **p. 10**.

ACADEMIC DISHONESTY

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

- **Cheating:** The use or attempted use of unauthorized materials, information, or study aids in an academic exercise—including all forms of work submitted for credit.
- **Fabrication:** The falsification or invention of any material in an academic exercise.
- **Facilitation of academic dishonesty:** The assisting or the attempt to assist another student in academic dishonesty.
- **Plagiarism:** The adoption or reproduction of another person's words or ideas without proper acknowledgement or citation.
- **Student Use of AI: Permitted Uses:** In academic courses, students will follow what the course professor deems acceptable and unacceptable. Professors will set forth policies for their own individual courses. Violations of individual classroom AI policies will be handled through the process of "Academic Dishonesty", as outlined in the Student Handbook.
- One or more of the following consequences shall result when academic dishonesty has been determined:
- Requiring an offending student to complete the test or repeat the assignment, and lowering the grade of that test or assignment to as low as "F" or zero credit.
- Lowering the grade for a course to as low as "F" or zero credit.
- Immediate removal from a course with either a "W" or "F" placed permanently on a student's transcript.

The consequences of academic dishonesty, as noted above, shall be determined at the discretion of the professor in consultation with the Dean of Students, with every case of academic dishonesty being recorded in the Dean's office. The Dean may, at his discretion, determine to enforce further consequences for academic dishonesty, including:

- Placing an offending student on disciplinary probation.
- Requiring that an offending student meet the Rules, Welfare and Discipline committee to answer for the student's conduct, thus making the student liable to suspension from the College.

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

THE ROLE OF THE RULES, WELFARE & DISCIPLINE COMMITTEE

The Rules, Welfare and Discipline committee consists of six faculty members, and is chaired by the Dean of Students.
The committee may hear cases involving Category II and III violations of the college codes, as well as reinstatement requests involving Category III violations.

- Any student asked to answer for conduct before the committee will be notified in writing at least 24 hours before the student's expected appearance, unless the student requests a more immediate hearing. The written notification will include a statement of the causes for the hearing and reference to the specific regulations or policy alleged to have been violated.
- The student may request a delay of up to three days to prepare for the hearing, with the understanding that if the student is suspended, the suspension date may be accounted from the time of the infraction of the rules. At the discretion of the Dean of Students, additional time may be granted in extreme cases upon the student's written request.
- Any student appearing before the committee may be accompanied by the student's parent or by a non-legally trained faculty, staff or student of his choice. In each case, the student will be given time before the hearing to request the assistance of parents. The accused student and his or her chosen advisor may consult with one another as long as the Dean of Students judges that it is not disruptive to the hearing. The student may request his or her advisor be allowed to address the committee during the hearing, which may or may not be granted according to whatever terms the Dean of Students establishes, but the advisor must confine his or her comments to the facts of the case. No person who otherwise has a substantial interest in the case, or in a related case as respondent or advisor, may serve as an advisor.

PROCEDURES IN CASES OF CATEGORY III VIOLATIONS (AUTOMATIC SUSPENSION)

- When a student admits to behavior fitting a Category III violation, resulting in the student's automatic suspension, the student may request a meeting with the Rules, Welfare and Discipline committee be arranged as soon as possible to appeal for reinstatement. The student may continue to attend classes until that meeting takes place at the discretion of the Dean of Students.
- A student who denies that his or her behavior fits a Category III violation will be presumed innocent prior to a hearing before the committee. The Dean may offer supportive measures to any students impacted by the alleged Category III violation. Supportive measures may include but are not limited to: altering the housing situation of a student (including the accused), altering work arrangements of student employees, implementing contact limitations, offering adjustments to chapel seating, etc. If, as a result of his hearing before the committee, a student is proven to be in violation, his suspension may be considered retroactive to the time of the offense at the discretion of the committee.

STATUS OF A SUSPENDED STUDENT

- All normal student privileges are withdrawn, including involvement in any events on or off campus reserved specifically for students.
- If a resident, the suspended student is restricted to his/her room with the exception of chapel and meals, as well as any exceptions made by the Dean. If a non-resident, the suspended student is restricted from campus until his/her hearing, with any exceptions made by the Dean.
- When suspended, the student is notified by the Dean if his/her suspension is retroactive to the time of his/her violation.
- If reinstated, the student is responsible for any academic work missed during his/her suspension.

REINSTATEMENT PROCEDURE FOLLOWING SUSPENSION

- Reinstatement following suspension will be considered by the Rules, Welfare and Discipline committee by written request from the student. This request must be made within 24 hours of the suspension.
- A reinstated student is placed on disciplinary probation, the length of which is at the discretion of the Dean and the committee. In all cases involving automatic suspensions, the student is placed on disciplinary probation for the remainder of the semester.
- In cases of suspensions occurring in the final two weeks of the semester, the student's suspension or disciplinary probation is often extended through the following semester.

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

- A student who accumulates three Category I violations of the codes or a single Category II violation (after being placed on disciplinary probation following reinstatement) will be automatically suspended for that semester in which the violation occurred and is ineligible for reinstatement during that semester.
- A student suspended for a second time in a semester, after being reinstated, will not be eligible for reinstatement during that semester.
- A maximum penalty for these violations is continuation of suspension for an additional semester or more, with the loss of all college credit for the semester in which the violation occurred.

CONSEQUENCES OF DISCIPLINARY PROBATION

- Disciplinary probation allows a student to remain in the college if he/she reflects good behavior and strict observance of the college's codes. However, any violation of the college's codes may be grounds for suspension at the Dean's discretion.
- Any student placed on disciplinary probation following suspension may be prohibited from being a member of campus social clubs or officially representing the college in any activity for the duration of the probation.
- Any student placed on disciplinary probation following suspension may be prohibited from being employed in any on-campus job.
- The Dean of Students, in consultation with the Rules, Welfare and Discipline committee, may also place further restrictions on a student's involvement in campus activities.

PROCEDURE WHEN REINSTATEMENT IS DENIED

- If a dependent, a suspended student denied reinstatement for the current semester is expected to immediately communicate with the student's parents or guardians regarding that denial.
- If a resident student, arrangements to leave campus are expected to be promptly made, including turning in student ID card, contacting the business office, checking out with the residence hall supervisor and turning in all keys and fobs.
- For both resident and commuter students, a disciplinary withdrawal form (available in the Dean of Students' office) must be filled out and all arrangements with proper offices completed to the satisfaction of the College in order for a student's transcript to be released to another institution.

APPEALS PROCESS IN DISCIPLINARY CASES

Florida College allows a student to appeal his or her disciplinary action based on one of the following three criteria:

- New information or evidence has emerged that was not available at the time the disciplinary decision was made and this new information or evidence is sufficient to alter the decision;
- The disciplinary procedures set forth in the Student Handbook were not followed and this failure significantly and substantively affected the student's right to receive a fair outcome;
- Bias or conflict of interest by a member of the Rules, Welfare and Discipline committee or by the Dean of Students.

All appeals must be in writing and must specify the grounds for the appeal.

If the appeal involves a decision that was made by the Dean of Students, that appeal must be submitted to the Dean of Students' office within three days of the original notification concerning the disciplinary action. The appeal will then go to the Rules, Welfare and Disciplinary ommittee for their consideration. The committee may choose to grant the appeal, deny the appeal, or hold a disciplinary hearing to consider the case before rendering a decision.

If the appeal involves a decision that was made by the Rules, Welfare and Discipline committee, that appeal must be submitted to the Provost/Vice President of Academics within three days of the original notification concerning the disciplinary action.

The Provost may choose to grant the appeal, deny the appeal, or send the matter back to the Rules, Welfare and Discipline committee for further consideration and/or a new hearing. The decision of the Provost is final.

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

RETALIATION

- Retaliation against any person for reporting a violation of the code of conduct, or cooperating with a case, or begin accused of a violation is strictly prohibited in any form. Any student who is found to have retaliated against a person in violation of this policy may face corrective action up to and including suspension.

BULLYING

- Bullying in any form is inconsistent with the values and mission of the College and will not be tolerated. Bullying includes repeated or severe behavior—whether verbal, physical, written, electronic, or social—that intentionally intimidates, threatens, humiliates, harms, or isolates another individual or group. This includes conduct occurring in person, online, through social media, text messages, or other electronic communication when it negatively impacts the well-being or educational environment of members of the Florida College community. Students who engage in bullying behavior may be subject to disciplinary action through the College's student conduct process.

PROCEDURES IN CASES OF SEXUAL MISCONDUCT

This is a summary of the Florida College policy. See more information in **Appendix B** on this Handbook and the full Florida College Sexual Harassment, Discrimination and Misconduct Policy online: https://floridacollege.edu/title-ix/.

In accordance with Title IX and the Federal Violence Against Women Act (VAWA), Florida College has enacted the following policies for dealing with allegations of sexual misconduct:

- Students who are victims of a sexual assault are encouraged to report the assault to the proper authorities as soon as possible and to seek medical attention immediately. They also are encouraged to contact at least one of the following: 1) the Florida College Title IX Coordinator (TIXC) who will be able to provide supportive measures and will make an initial assessment of the case as it relates to Florida College policy. The contact information is in **Appendix B**, 2) Any Florida College faculty or staff member (student workers not included), who then is required to report to the TIXC or 3). The Florida College confidential reporting resource, who is not required to report a case to the TIXC in most cases. The contact information is in **Appendix B**.
- The TIXC will determine if the alleged misconduct falls under Title IX. If it does, the case will proceed according the TIX policy (see the full policy for more information). If the alleged conduct does not fall under Title IX, the case will move to the Dean of Students.
- The College encourages the reporting of any and all alleged sexual misconduct. The College applies an amnesty policyto all Sexual Misconduct cases. .

The amnesty policy is stated fully in **Appendix B** and in the full Florida College Sexual Harassment, Discrimination and Misconduct Policy online.

- As with all hearings involving disciplinary matters, Florida College uses the "preponderance of evidence" standard to determine whether a violation occurred. The College must follow the grievance procedures for all Sexual Misconduct complaints before imposition of any disciplinary sanctions or other actions that are not supportive measures against the respondent. Disciplinary action for violations of the college codes will be carried out in accordance with the provisions found in the student handbook.
- At the conclusion of the hearing, both the complainant and the respondent will receive a written statement from the TIXC about the decision.
- Throughout this process, the College will strive to protect the privacy and confidentiality of everyone involved. Victims of sexual assault and sexual misconduct are encouraged to report any crime to the police. Should a victim prefer that the details of an incident be kept confidential, they are encouraged to speak with the Florida College anonymous resource and seek professional services to provide for their emotional and medical support.
- Retaliation against any person for submitting a report, cooperating with an investigation or participating in a resolution is strictly prohibited. The full explanation of retaliation is found in the full Florida College Sexual Harassment, Discrimination and Misconduct Policy online.

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Florida College recognizes that artificial intelligence (AI) tools can be beneficial for communication, creativity, organization, and operational efficiency when used responsibly and ethically. All members of the college community are expected to use AI technologies in ways consistent with the mission of the college, the Honor Code, and institutional policies. The misuse of AI or AI-generated content is prohibited, whether consensual or not. Prohibited conduct includes, but is not limited to:

- Creating or distributing/sharing "deepfake" or misleading AI-generated audio, video, images, messages, or other content, intended to deceive or damage reputations.
- Impersonating students, employees, departments, organizations, or the College through AI-generated accounts or communications
- Using AI tools to harass, threaten, embarrass, exploit, cyberbully, or harm others
- Using AI tools for pornographic use or sexually suggestive ends
- Uploading or sharing confidential, private, or sensitive College information with any AI platforms• To a limited degree of personal privacy.
- Presenting AI-generated content as official College communication without authorization
- Academic Dishonesty (see "Academic Dishonesty" section on page 10)

SOCIAL MEDIA PAGES/ACCOUNTS

To protect the integrity and representation of Florida College, students may not create, operate, or represent unofficial social media accounts, pages, groups, or profiles that use the name

"Florida College," "FC," "Falcons," College logos, branding, or other identifying marks in a manner that implies official College sponsorship, endorsement, or representation without prior authorization from the College. This prohibition includes accounts created on social media platforms, messaging applications, or other digital forums. Violations may result in the removal request of the account and/or disciplinary action through the student conduct process.

RESIDENCE HALLS

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

ON-CAMPUS RESIDENCY & PRIVILEGES

RESIDENCY REQUIREMENT

All students under age 21 are required to live in the college's residence halls. Exceptions to this policy are:

- Students living at home with their parents or with relatives approved by the college.
- Students who have upper division social privileges as detailed in the next section.

All resident students must be age 25 or younger and are required to be enrolled in at least 12 hours of coursework each semester, six of which must be at Florida College. Exceptions to this policy are made at the discretion of the Dean of Students.

SOCIAL PRIVILEGES FOR RESIDENT UPPER DIVISION STUDENTS

Specific considerations regarding the college's sign-out and curfew policies are made for resident students who qualify for upper division (UD) social privileges, as described below.

Academically, students reach UD status when they achieve sixty semester hours of college credits, as accepted by the college registrar. However, UD ***social privileges*** are extended when:

- A student is over the age of 21 ***or***
- A student is age 20, with minimum of 60 credit hours.

RESIDENCE HALL LIFE

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

RESIDENCE HALL SUPERVISORS

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

RESIDENT ASSISTANTS

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

ROOMMATE POLICIES

ROOMMATE RIGHTS

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

- To live in a clean unit.
- To have one's personal belongings respected by others.
- To study free from unreasonable interference in one's unit.
- To sleep without undue disturbance from noise, guests of a roommate or similar disruptions.
- To freely access one's unit without pressure from a roommate.
- To expect that guests will respect the rights of the host's roommate and other residents.
- To a limited degree of personal privacy.
- To be free from fear of intimidation and physical harm.
- To accept responsibility for personal and community safety, including keeping track of room keys and student ID cards, refraining from misusing safety equipment, or propping open security doors.

ROOMMATE RESPONSIBILITIES

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

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

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

MAINTAINING A PEACEFUL ENVIRONMENT

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



QUIET HOURS

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

CURFEW

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

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

CONSEQUENCES FOR "BREAKING CURFEW"

Breaking curfew, as noted on **p. 8**, is considered a Category I violation of the college codes.

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

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

- Notifications of all curfew violations are sent to the Dean, with a copy kept by the residence hall supervisor.
- **Three violations of curfew** will result in required meetings with the Dean. The student may be required to answer to the Rules, Welfare and Discipline committee.
- A violation of curfew extending beyond one hour may result in a student being considered absent "without reasonable cause from the campus overnight or for a substantial portion thereof," and qualifies as **violation of Category II** of the college codes.

PERMISSION TO BE ABSENT FROM CAMPUS: SIGN-OUT POLICY

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

- Obtain written permission from parents; the letter must be dated, signed and mailed to the Dean of Students' office. Emails with appropriate contact information for parents are also permitted. Parents may wish to have a letter on file in the office to cover all off-campus visits for the year.
- Permission to visit the parents' home of a student of the opposite sex must be cleared through the Dean of Students office. The request must be accompanied by a letter, phone call or email from the host parents.
- Complete the sign-out form. For weeknights, this form is available in the Dean of Students' office or in the online student portal and requires the Dean's signature. For weekends, this form is available in the residence halls and requires the residence hall supervisor's signature.
- Give form to residence hall supervisor before leaving campus.
- Students who have signed out for the night are not allowed to return to campus before 6 a.m. the next morning.
- Students are not allowed to sign out on banquet night (whether attending the banquet or not), except to their own homes.
- Students are not allowed to sign out during dead week and finals week, except to their own home.
- Failure of resident students to follow this procedure is a Category II violation and will cause the student to be liable to disciplinary action.

CONSEQUENCE FOR VIOLATION OF "SIGN-OUT" POLICY

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

- $50 fine (not interchangable with community service) due within two weeks. A $10 surcharge is applied in the case of a two-week delay.
- Parental contact by the Dean's office.
- Meeting with Dean.
- Student may be required to answer for conduct to the Rules, Welfare and Discipline committee and be **liable to suspension**.

CONSEQUENCE FOR ABSENCE FROM CAMPUS AFTER CURFEW WITHOUT PERMISSION

Any lower division student who leaves campus after curfew without permission, unless extraordinary circumstances are evidenced, commits a Category II violation of the college codes, and leads to the following consequences:

- Minimum of $50 fine or 5 hours community service within two weeks. A $10 surcharge for each day late is applied in the case of a two-week delay, if fined.
- Parental contact by the Dean's office.
- Meeting with Dean.
- Student may be required to answer for conduct to the Rules, Welfare and Discipline committee and be liable to suspension.

EXTENDED CURFEW

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

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

SOCIAL PRIVILEGES FOR UPPER-DIVISION STUDENTS

- Rooms on the top floor of Boswell and some rooms in College Hall are reserved for upper division students.
- These resident students are ***not subject*** to the curfew policy.
- These students are ***not required*** to have permission from their parents to leave campus overnight. However, out of consideration for the residence hall supervisor and resident assistant (and for their own well-being), they must provide written notification of their intentions to the residence hall supervisor or resident assistant or speak with them in person.

ORDERLINESS OF RESIDENCE HALL

The safety, well-being, and experience of every student while attending Florida College will always be of utmost importance. Part of that is the residence halls in which the student resides. Life as a resident student at Florida College is a unique experience, allowing for the growth of the "whole person" as well as providing the basis for lifetime friendships. Enjoyment of life in the residence hall depends largely on the thoughtful consideration residents demonstrate for themselves and others.

The Dean of Students meets with the residence hall supervisors on a regular basis, as well as other residence life staff members (Resident Assistants and dorm monitors) periodically. Residence Halls and the safety of them are a priority when we meet. Our dedicated team of residence life staff members are available around the clock to provide support, guidance, and assistance whenever needed.

ROOM INSPECTION

Student dorm suites (bedroom, bathroom, and common area) are to be kept neat, clean, and open to inspection always. The student is responsible to maintain a clean, healthy environment in his/her dorm suite. Students will be provided with checklists to use when upkeeping their dorm space area. It is also the student's responsibility to report any maintenance request for anything that needs to be repaired or inspected. To report maintenance requests, use the "myFC Student Portal."

The college reserves the right for duly authorized personnel at any time to enter and examine residence hall rooms and contents for purposes of maintenance, inspections, fire prevention and safety, or under the reasonable suspicion of violation of school policies. Computers and electronic devices may also be searched for the same purpose.

The college also reserves the right to call local law enforcement to enter and examine residence hall rooms and contents, as well as vehicles, if there is reasonable suspicion of violation of school policies. Local law enforcement may bring "drug-sniffing dogs" to examine residence hall rooms and contents, as well as vehicles.

COMMON AREAS

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

AIR QUALITY MAINTENANCE

The student should pay special attention to microbial growth (mold/mildew) in the Florida environment. Florida College works with licensed environmental specialists to confirm the safety of our residence halls. However, student cleaning of the dorm space (especially the shower) and keeping the AC set cold enough is vital to avoiding elevated microbial growth levels.

Though the levels are within normal ranges, **they can cause health problems for those with allergies or other respiratory sensitivities**. While the Florida College Maintenance/Facilities Department works diligently to create safe spaces for students and staff, we ask each individual to do his/her part in maintaining an environment where air quality is not a problem, as if the student were living in an apartment building:

•Be aware of your health and report problems to your dorm parent that might be due to air quality problems;

•Keep your dorm space free of mold and mildew, reporting any persistent problems to your dorm parent. In addition, submit a "maintenance request" ticket online in your myFC student portal

•Keep your air conditioning set to where it is cold in the room at 76 degrees or lower.

Here at Florida College, we are committed to ensuring that our residence halls are safe and conducive to living and learning. As has been stated, our residence life staff members, as well as the Dean of Students, are available for any guidance and assistance as needed.

CONSEQUENCES FOR FAILING ROOM INSPECTION

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

All failed inspections result in a $25 fine each time. A fourth failed inspection will also require a meeting with the Dean and will result in a Category I violation.

DAMAGE OR LOSS OF COLLEGE PROPERTY

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

- As a condition of residency, students are responsible for maintaining their assigned room, suite, and any associated common areas in a clean, sanitary, and undamaged condition throughout the term of occupancy. Students will show this with routine room checks conducted by Dorm Monitors, RA's or Dorm Supervisor and fines will be given if checks are not passed..
- Students are expected to return their assigned living space at checkout in substantially the same condition as it was received at move-in, excluding normal wear and tear. Residential students are encouraged to take photographs upon arrival and at departure to document the condition of their room.
- When checking into the student's room at the beginning of each semester, a student should report any damaged items to the supervisor.
- Furniture is to be left in the room ***where it is found***. If furniture or other items in the room are damaged, the student(s) residing in the room ***will be charged*** for the damage.
- At the end of the semester (or year) students are expected to leave their room clean and in the same condition in which they found it, and to check out with the supervisor before leaving the campus.
- Students not checking out properly and ***on time*** will automatically be charged $50 for every 30 minutes they are late.
- Damages occurring in the ***public*** areas of residence halls are charged to the individual or group responsible when that can be determined. When this is not possible, ***all*** residents of the hall or floor will become collectively responsible for the costs involved.

KEYS

Each student is provided a key for his room at no charge. An $8 replacement fee will be assessed for each key lost, and a $25 replacement fee will be assessed for each lost student ID card. Students are not to have duplicate room keys made. If it is determined that the student has an additional key to his own room, or to any other room on campus, that behavior is a **Category II violation** of the college codes, making a student **liable to suspension**.

PAINTING

No student may paint anything in his or her room.

PETS

No pets, other than fish, are allowed in the residence halls.

PICTURES

Permission for attaching pictures and other articles to walls may be obtained from the residence hall supervisor who will explain how these should be mounted. Pictures or posters should be consistent with the principles of the college.

INSURANCE ON PERSONAL BELONGINGS

The college is not responsible for loss or damage to personal property from any cause. Each student is responsible to confirm whether or not the student's belongings are covered by the student's family's homeowner's insurance policy, if held. Renter's insurance may also be privately obtained and is highly encouraged. Personal property should be properly and fully identified.

BICYCLES

Bicycles must be parked or stored in areas specifically designated for this purpose. More information may be given by residence hall supervisors or campus facilities.

END OF SEMESTER PROCEDURES

Students are required to conform to all procedures outlined by the Dean of Students' office at the end of the semester. **All students**, including students with required internships, must vacate the residence halls at the time designated by the Dean of Students, including during scheduled holiday breaks. Exceptions to this policy are made at the Dean's discretion.

- As you clean and clear out your rooms and suites, please quickly move trash, boxes, etc. out of the hallways and stairwells, so that everyone can move freely.
- All trash (EXCEPT food/normal trash) should be put in **outside extra dumpsters** (which will arrive during the last two weeks of the spring semester) as you are packing and moving things out. **No food items may be placed in these extra dumpsters**. Food/normal trash should continue to go into our regular dumpsters.
- NOTE: If you are throwing away big items, such as large furniture items, it's been requested to throw those out sooner rather than later.
- Please do not leave trash on the outside grounds.
- Please do not park or drive on the **grass** as you are loading or preparing to load your vehicle.
- Rooms should be clean, and ready for inspection when you leave, including adhering to the following details:
- Return all furniture to its original position;
- Be sure to empty all drawers and shelves;
- Remove all wall and ceiling art and decorations;
- Replace all closet doors back onto tracks;
- Clean and defrost all refrigerators and return if rented;
- Return any dishes to Henderson Dining Hall.
- Be sure you have properly cleared out of your room by turning in your key and checking out with your residence hall supervisor. No student may clear out of his room after curfew without being given express permission at least 24 hours in advance by the Dean of Students.
- NOTE: If you are returning, you may take your fob with you. However, if you lose it, and need a new one when you return in the fall, you will have to pay for a new fob.
- Reminder: No signing out is allowed during Dead Week and Finals Week, unless it's to your own home. No overnight guests are allowed, as well.

VIOLATION	FINE	OTHER CONSEQUENCES
Quiet hours violation	$5	Determined by residence hall supervisor and/or Dean
Failure to attend residence hall meeting	$5	Determined by residence hall supervisor and/or Dean
Use of non-approved electric appliances	$25	Determined by residence hall supervisor and/or Dean
Throwing objects from windows/balconies	$25	Determined by residence hall supervisor and/or Dean
Throwing water in the building	$5	Clean up
Staying inside during fire drill	$25	Determined by residence hall supervisor and/or Dean
Propping open security doors	$25	Determined by residence hall supervisor and/or Dean
Using an open flame	$50	Liable to suspension
Improper use of fire extinguishers	$40 *(Plus payment for damages)*	Liable to suspension
Sounding false alarm (pulling fire alarm)	$75	Liable to suspension; community service
Climbing on roof of any campus building	$100	Appointment with Dean of Students
Tampering with building electricity	$75	Determined by residence hall supervisor and/or Dean
Failure to check out properly	$50	Determined by residence hall supervisor and/or Dean
Defacing/vandalizing College property	$50 *(Plus payment for damages)*	Appointment with Dean of Students
Removing window screens	$40	Determined by residence hall supervisor and/or Dean
Tampering with/disabling security cameras	$100	Appointment with Dean of Students
Breaking Curfew	$50 *(Plus potential surcharge)*	Appointment with Dean of Students

- Please do not plan to clear out of rooms between midnight on the final Friday and final Saturday morning at 6am. No student will be considered properly cleared out of his room if he/she leaves during that time, unless express permission is given at least 24 hours prior by the Dean of Students.
- All students in a suite are responsible for the cleanliness of the room.

Failure to properly clear out of a room and check out with your residence hall supervisor subjects you to a minimum $50 fine. If your room is not adequately cleared and cleaned, additional fines can be levied by the College and your transcript held until those fines are paid.

Please see p.33 for damage fees

RESIDENCE HALL SAFETY REGULATIONS

WEAPONS AND EXPLOSIVES

Possession of firearms, weapons, or explosives is prohibited. A student may not have any type of these objects in his/her possession, either in his/her own room or in his/her vehicle. Violation of this policy is a Category III violation, resulting in automatic suspension from the college.

FIRE HAZARDS

- The burning of candles or incense or any activity requiring the possession and/or use of matches is strictly forbidden in the residence halls.
- Exits from rooms and buildings should be kept unobstructed at all times. Trash containers should be emptied on a regular basis. Tampering with or any unauthorized use of fire safety equipment is a **Category II** violation of the college codes, making a student **liable to suspension**.
- Electric appliances should not be connected in such a way as to overload extension cords or outlets. Permitted appliances include electric blankets, fans, irons, stereos, televisions and associated electronics, hair dryers, small refrigerators, computers, clocks, desk lamps and shavers.
- Due to fire hazards, appliances not allowed include coffee pots (unless equipped with an automatic shut-off), popcorn poppers, toasters, hot plates, heaters, etc. Violation may result in a ***fine of $25*** and other disciplinary action at the Dean's discretion.
- For the safety and well-being of the campus community, open fires are prohibited anywhere on Florida College property except for College-approved events or activities specifically authorized by College personnel. Prohibited open fires include, but are not limited to, bonfires, fire pits, charcoal or gas grills, campfires, burning of materials, candles with open flames, torches, fireworks, and any unauthorized flame-producing devices. Violations of this policy may result in disciplinary action and/or liability for any damages or safety hazards caused.

HAZING

Hazing in all forms is forbidden. Hazing violations resulting in personal injury or damage to college property will be considered as major offenses and punished appropriately. Hazing is also prohibited by Florida Statute 240.262, which defines it as "any action or situation which recklessly or intentionally endangers the mental

or physical health or safety of a student, for the purpose of initiation or admission into, or affiliation with, any organization operating under the sanction of a university or college." Violation of this policy fits **Category II** of the college codes, making a student **liable to suspension** from the college.

INTIMIDATION OR INVASION OF PRIVACY

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

THE HILLSBOROUGH RIVER

Swimming in the Hillsborough River is prohibited. This policy includes "dunkings," initiations, etc.

FIRE EMERGENCY PROCEDURES

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

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

CLASS	WHEN TO USE	WATER	DRY CHEMICAL
"A"	Wood, cloth, rubbish, etc.	Yes	No
"B"	Oil, gasoline, solvents, paint	No	Yes
"C"	Electrical	No	Yes

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

FIRE EVACUATION ROUTES

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

FIRE EVACUATION PROCEDURES

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

Once alarm is sounded:

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

FIRE DRILLS

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

GENERAL POLICIES FOR RESIDENCE HALLS

FINES FOR VIOLATION OF RESIDENCE HALL POLICIES

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

Students receiving fines must pay them within one week of notice, unless otherwise noted. If a student is unable to pay the fine, arrangements may be made with the residence hall supervisor or the Dean of Students office to perform hours of work as payment. Such work must also be completed within one week. If a student fails to pay the fine or perform the work within the allotted time, the amount of the fine will be increased by $10 and it will be charged to the student's billing account.

GUESTS

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

Guests must be at least 15 years old or a freshman in high school, but not older than 25. Exceptions to this policy are made at the discretion of the Dean of Students.

In female residence halls, upper division females may not be in other female dorms after curfew, without permission from residence hall supervisors and/or the Dean of Students.

Guest are not permitted in the residence halls at the following times:

- The first week of each semester.
- From the beginning of dead week until the end of each semester.
- During FC Bound (unless guest is registered)
- The night before breaks (Thanksgiving, Winter, and Spring)
- During Fall Break (Wednesday through Saturday)
- The night of Fall Banquet and Spring Banquet

ADDITIONAL FC BOUND INFORMATION

1. During any FC Bound event, only registered guests are permitted to be on campus and in the dorms.
2. The week of our events the dorms will not have any other guests permitted to stay in the dorms.
3. Housing for the event is ONLY arranged through the Admissions Office. (Current students shouldn't need to fill out an overnight stay form for guests)

4. Students housing unregistered guests during the event will be reprimanded (fine or community service hours) by the Dean of Students' office.

NON-RESIDENT (COMMUTER/DAY) STUDENTS POLICY

- Non-resident students are obligated to follow the college code at any time they are on the Florida College campus; while dating a resident student; while socializing with resident students on or off campus, or while participating in any school outing. Non-resident students who aid and abet resident students in the violation of any portion of the college code will be subject to the consequences of the violation.
- Non-resident students may only visit residence hall rooms when the occupants are present and with the permission of the residence hall supervisor. These visits are ***always*** at the discretion of the Dean of Students or residence hall supervisor.

FALL BREAK INFORMATION

Fall Break is a break in mid-October to allow students to recharge during the Fall Semester. There are no classes/chapel on the Thursday and Friday of Fall Break. Residential students are permitted to stay in their dorm room during Fall Break. Some guidelines:

- For lower division students:
  - Extended curfew will NOT be granted during Fall Break. Curfew will be midnight Wednesday through Saturday.
  - You must submit a sign-out form to be permitted to leave campus overnight. Once you sign out (whether it's Wednesday, Thursday, Friday, or Saturday nights), do not return to campus until Sunday.
- Overnight guests are NOT permitted during Fall Break (Wednesday through Saturday).

STUDENT LIFE & DEVELOPMENT

In pursuit of the education of the "whole person," this college provides a wide range of organizations and extracurricular activities designed to bring students together in various ways. These organizations and activities serve to open doors for individual development and encourage acceptance of responsibilities.

SPIRITUAL ENRICHMENT

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

REGULAR WORSHIP OF GOD

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

EVENING DEVOTIONS

At various times throughout the week, our students come together for a period of singing, praying and Bible study. These devotional times are organized and conducted by students on a voluntary basis.

CHAPEL ATTENDANCE

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

- **All students** are required to attend this daily assembly. Attendance is kept on record in the Dean of Students' office. Absences from chapel may only be excused by the Dean of Students' office. Unexcused absences result in the following:
  - **Six** unexcused absences in one semester may result in disciplinary probation for the remainder of that semester;
  - **Seven or more** unexcused absences in one semester is a **Category II** violation of the college codes, making a student liable to suspension from the college.
- A student placed on disciplinary probation due to chapel cuts may, during the last six weeks of the semester, have an unexcused chapel absence removed at the discretion of the Dean of Students.

CHAPEL EXPECTATIONS

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

- During these activities, we expect every student to act respectfully.
- Cell phones MUST be put away during the devotion.Students may be counted absent if they are on their device (or if they have earbuds in their ears) during the chapel devotional period.
- Gentlemen, we will ask you to remove your hats during the devotional period.
- No food or drink or open water bottle is allowed in the auditorium during the time convened for chapel.
- If you don't want to worship with us, please sit quietly. If you choose not to pledge the flag, for whatever reason, please stand quietly during that time. If you do not wish to sing the alma mater, please stand quietly while we sing. However, please do not add words to the pledge or change the words in the alma mater. This is a simple way to show respect to your fellow classmates, your professors, and all of the others who work here and give of their time and energy to serve you.

DAILY BIBLE CLASSES

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

THE ANNUAL COLLEGE LECTURESHIP

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



SOWERS / WOVEN

These groups meet weekly to provide additional opportunities for spiritual enrichment, as described below within the general body of social organizations on campus

SOCIAL ORGANIZATIONS

STUDENT BODY GOVERNMENT ASSOCIATION

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

- SBGA is led by those elected to the offices of president, vice-president, secretary and treasurer. The membership of the student congress consists of the SBGA, as well as senators from the freshman, sophomore, junior and senior classes.
- The SBGA officers and the class senators for the sophomore, junior and senior classes are elected the spring semester prior to the academic year in which they serve. Freshman class senators are elected the sixth full week of the fall semester.
- SBGA representatives may call regular meetings of all residents. The purposes for these meetings may include discussion of ideas for positive improvement of residence hall and campus life, consideration of student service on the campus and in the community, as well as for spiritual devotion.

ACADEMIC HONOR ORGANIZATIONS

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

Founded in 1924, Sigma Tau Delta is the English honor society for four-year colleges and universities. Its purpose is to recognize academic achievement in English studies, to foster literacy, and to promote the study of English language, literature, and writing. Florida College's Alpha Psi Xi chapter was chartered in the fall of 2018. Membership is by invitation only for English majors, minors, and students with an English component in Liberal Studies and requires a minimum GPA of 3.0 in two English courses beyond the freshman composition level and an overall GPA in the top thirty-five percent of the student's class.

ALPHA CLUB

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

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

THE SOWERS CLUB

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

WOVEN

Woven provides opportunities for young women to engage in studies or discussions on themes related to roles and responsibilities of Christian women.

IMPROV NOW!

Improv Now! is a group of quick witted students exploring the art of unscripted comedy. All students are invited to join in on weekly open practices and unleash their inner comedian on stage. No scripts, just spontaneous fun!

HEALTH SCIENCE ASSOCIATION

The Florida College Health Science Association (FCHSA) provides students with opportunities and resources to explore the world of healthcare. Members meet for networking opportunities, informal

lectures led by health professionals, and service projects. FCHSA may also work with the Mathematics and Science Department to support special events. Membership is open to students in any field who are interested in health science.

CHESS CLUB

Students who enjoy playing chess as a pastime or as serious competition are provided an opportunity to compete under the auspices of the chess club. An intra-club tournament is planned each semester and in the spring the best chess club members play the faculty in a highly anticipated challenge match.

GAMING GUILD

The FC Gaming Guild serves to bring students together through all kinds of games. The Guild hosts regualr board game nights, as well as larger events to give students a break from the rigors of academia.

FOOTLIGHTERS

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

FLORIDA COLLEGE EDUCATION ASSOCIATION (FCEA)

FCEA is an organization for students majoring in education or interested in learning about that field as a career.

ART CLUB

The Art Club creates a relaxed environment in which both student and faculty members can create artistic projects and learn to appreciate various art forms at their comfort level. Artistic based activities includes, but are not limited to: the differing paint types/ disciplines, sketching and drawing, decorating baked goods, clay sculpting, photography, and simple to advanced crafts.

NAFME

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

FLORIDA COLLEGE BUSINESS ASSOCIATION (FCBA)

The purpose of this association is to provide students opportunities for growth in regard to business. FCBA is open to those who are pursuing a degree in business, have a business component in their degree, or feel that business activities would benefit their degree. These opportunities may include, but are not limited to, networking events, educational events, and service projects.

AMERICAN MARKETING ASSOCIATION (AMA)

The American Marketing Association (AMA) at Florida College (FC) is a student-led organization that is part of the Florida College Business Association (FCBA), an umbrella organization for student-led business clubs. The AMA provides the opportunity to build the skills necessary for students of any major to succeed in their future careers. In AMA, members have multiple opportunities for experiential learning to help them prepare for the real world. AMA gives students the ability to enter the workforce with confidence, connections, and experience.

COLLEGE SOCIETIES

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

- Our societies—**Arete, Kappa Omicron, Omega Chi, Phi Sigma Chi, Psi Beta Gamma** and **Zeta Phi Epsilon**—are democratic in nature and function, and are not related to in activity, or associate with, fraternities and sororities at other institutions. Though supervised by faculty advisors, these societies are essentially student-led.
- The college intramural program centers on inter-society competition. The program includes seasonal schedules and includes flag football, basketball, softball, volleyball, soccer, ultimate frisbee, kickball and various other competitions. Fairness, loyalty and sportsmanship as Christian athletes are stressed in this program.

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

- There is a roster cap of 60 for freshmen and sophomores.
- There is no cap on the number of upper-division (UD) students that a society may include.
- Beyond the cap of 60 freshmen and sophomores, up to ten UD students may be exempt from attendance reporting.

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

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

A student wishing to change societies at any time during the year should inform the Dean of Students' office and complete the appropriate form so that rosters may be properly adjusted.

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

GENERAL GUIDELINES FOR PARTICIPATION IN STUDENT ORGANIZATIONS

- Any Florida College student on academic probation **OR** with a Florida College grade point average between 1.00 and 2.0 may be a member of **one** organization; however, ***the student may not be an officer*** in that organization.
- A student with a GPA between 2.1 and 2.50 may be a member of **two** organizations and hold office in **one**.

- A student with a GPA between 2.51 and 3.49 may be a member of **three** organizations. There is no limitation on averages of 3.50 and above.
- Any student on disciplinary probation may not continue in society or organization activities for the duration of his/her probationary period, unless expressly permitted by the Dean of Students.

NEW STUDENT ORGANIZATIONS

Requests for permission to form new student clubs or organizations should be submitted in writing to the Dean of Students. The request must be accompanied by a written proposal, including the proposed club's name, purpose, nature of activities, membership qualifications, faculty sponsor and other relevant information as requested by the Dean of Students. The request will be taken to the Campus Life Committee "Student Organizations Subcommittee", who will review and recommend for approval or denial to the Dean of Students.

ACTIVITIES FOR CREDIT

ATHLETICS

The college's intercollegiate sports include: men's basketball, women's volleyball, men's and women's soccer, cross-country and track. The intercollegiate program is the immediate responsibility of the college's athletic director.

CHEERLEADERS

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

WIND ENSEMBLE, JAZZ ENSEMBLE, STRING ENSEMBLE

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

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

CHORUS

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

FRIENDS

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

ORATORY UNION

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

STUDENT PUBLICATIONS

- The Royal Palm is the college's yearbook, produced by our students with the aid of an advisor.
- Requests for permission to produce other student publications should be submitted in writing to the dean of students. All authorized student publications are at the discretion and under the direction of the Dean of Students.

GENERAL POLICIES & INFORMATION

LIFE ENRICHMENT SERIES

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

HAMMONTREE STUDENT BENEFIT TRUST FUND

W.C. and Doris Jean Hammontree established a perpetual fund in memory of James Shirley Hammontree to provide annual gifts to the students. The Student Body Government Association uses funds each year to enhance the FC experience. Final selections must be approved by the college administration. The amount available, and the rules governing its use, should be obtained from the business office at the beginning of each academic year.

RECREATIONAL FACILITIES

- The Riverview Center, located beneath Henderson Dining Hall, provides a place for students to relax, socialize, or study.
- The Pouch is located in front of Boswell along Glen Arven Ave. Students may enjoy some time visiting or studying.
- Conn Gymnasium, located on the east side of the Hillsborough River, is open for athletic practices and general student use on select evenings.

SOCIAL GATHERINGS

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

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

OVERNIGHT/EXTENDED COLLEGE-SANCTIONED TRIPS

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

MARRIAGES DURING A SEMESTER

Florida College encourages courtship within the moral principles and parameters set forth in the Bible. Indeed, many marriages develop based on close relationships in college life. Out of respect and fairness to family and Florida College, any enrolled students planning marriage should seek their parents' approval and must notify the Dean of Students. All the housing facilities at Florida College are for single students. Married students are not permitted to live in residence halls.

STUDENT SERVICES

ACADEMIC ADVISING

advisingoffice@floridacollege.edu • 813.988.5131 x270

The Academic Advising Office is located in the Chatlos Administration Building. The academic advising office works to equip our students for academic success.
The following services are available:

- **Declaring a Major:** Selecting your major is an important first step in your academic career that not only helps you focus but also gives you a sense of direction. You now have a degree path and plan to get there. Can't decide? Call for an appointment; we can help.
- **Academic Services:** Students who are having trouble with establishing good study habits, including time management and organization, are encouraged to make an appointment.
- **Career Services:** A number of resources, both online and in print, are available to assist students in making decisions concerning careers, majors and educational institutions.
- **Continuing Academic & Professional Education:** Information is available concerning continued education to reach academic and professional goals beyond a degree at Florida College.
- **Mentoring, P.A.S.S. & Academic Labs:** The academic advising office coordinates an academic mentoring program to direct students in ways to succeed. The office also helps coordinate Peer Academic Support Services (P.A.S.S.) and our academic labs in ways designed to help every student on campus, as progression is made through academic programs.
- **Academic Advisors:** The academic advising office selects an academic advisor for each student. Each academic advisor is chosen for the student based on the student's identified interests. Students meet with their advisors during orientation to discuss their goals and plan for their progress, as well as select their academic courses. Students typically confer and work closely with their advisors frequently, as they continue through their degree programs.

FINANCIAL SERVICES

FINANCIAL AID

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

BUSINESS OFFICE

The business office handles all charges and payments relating to student accounts other than financial aid.
Please note the following:

- All accounts for each semester are due and payable in full by the first day of classes, unless a payment plan has been established.
- Payments can be made online at floridacollege.edu/payments. Select "college student account" as the payment type to ensure proper credit.
- Bookstore purchases may be charged to a student account until the drop/add deadline.
- Check cashing is provided up to $300 per day per student. Larger amounts rquire a one-day notice

HEALTH SERVICES

Part of Florida College's mission is to promote physical health and wellness. Students are encouraged to develop healthy lifestyles to enhance their intellectual growth and development.

In case of illness, on-campus students should contact the Dean of Students' office or their residence hall supervisor (after hours or on weekends). A nurse is also on staff on a part-time basis. For cases requiring immediate medical attention, students may go to any of the following:

- **Med Express:** 13610 Bruce B. Downs Blvd., Tampa, FL (**813.977.2777**); Hours: 8 a.m. – 8 p.m. (Sun.–Sat.)
- **Advent Health Tampa (formeraly Florida Hospital Tampa):** 3100 Fletcher Ave., Tampa, FL (**813.971.6000**)
- **ER 24/7 in Temple Terrace:** 5234 E. Fowler Ave., Temple Terrace, FL (**813.4962744**)
- **Temple Terrace Centra Care:** 5802 E. Fowler Ave., Temple Terrace, FL (**813.442.7493**); Hours: M–F 8 a.m. – 8 p.m., Sun.–Sat. 8 a.m. – 5 p.m.

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

Excused absences may be given only by the Dean of Students' office according to the guidelines listed previously in the handbook.

FOOD SERVICES

THE COLLEGE MEAL PLAN

Zest Culinary Services, under contract to the college, provides high-quality food service for resident and non-resident students, as well as faculty, staff and administrators, in Henderson Dining Hall and Coffey House.

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

DINING HALL PROCEDURES

- Meals are available via a student ID card, cash payment or credit/debit cards.
- Dining utensils should be left in Henderson Dining Hall.
- In cases of illness, the Dean of Students office may direct the dining hall staff to send food to a student's room. See the cashier for take-out supplies.
- Proper decorum is expected in dining areas: trash should be properly disposed of and tables cleared of dishes after use.
- Visitors are welcome in Henderson Dining Hall, and may pay a per-meal cost at the cashier's station.

DINING HALL HOURS

Monday–Friday

Breakfast . . . . . 7 a.m.–10 a.m.

Lunch (full) . . . . . 11 a.m.–2 p.m.

Lunch (Deli, pizza, & salad) . . . . . .2–2:30 p.m.

Dinner (full) . . . . . 5–7:30 p.m.*

(Wednesdays: closed at 7 p.m.)

Saturday

Lunch (brunch) . . . . . .11 a.m. – 2 p.m.

Dinner (full) . . . . . 5–7 p.m.

Sunday

Breakfast (continental) . . . . . .8 a.m.–9 a.m.

Lunch (brunch) . . . . . 11 a.m.–2 p.m.

Dinner (full) . . . . . 5–7 p.m.

COFFEY HOUSE HOURS

The Coffey House, which in addition to serving Starbucks coffee, also provides meal exchange options for breakfast, lunch, and dinner. Their hours mirror Chatlos Library's hours:

Monday, Tuesday, Thursday . . . . . .7 a.m. – 11 p.m.

Wednesday . . . . . 7 a.m. – 5 p.m.; 9:30–11 p.m.

Friday . . . . . 7 a.m. – 7 p.m.

Saturday . . . . . .11 a.m. – 7 p.m.

Sunday . . . . . 2 p.m. – 11 p.m

CAMPUS SECURITY & EMERGENCY POLICY

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

GENERAL CAMPUS SECURITY

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

CAMPUS SECURITY PERSONNEL

Campus security policies and procedures are administered by the Dean of Students and are reviewed regularly by the Student Services sub-committee of the Campus Life Committee. Uniformed, sworn officers of a local security company and, occasionally, the Temple Terrace Police Department patrol the campus every night during overnight hours. These officers work closely with the Temple Terrace Police and Fire Departments in maintaining campus security.

ANNUAL REPORT OF CRIME STATISTICS

In compliance with the College and University Security Information Act, Act 73 of 1998, as amended, and the U.S. Student Right to

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

REPORTING OF CRIMES AND OTHER EMERGENCIES

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

ACCESS TO RESIDENCE HALLS

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

CAMPUS CURFEW

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

EVACUATION PROCEDURE

In the event of an emergency that necessitates the evacuation of residence halls, students should follow the emergency evacuation routes posted in each residence hall. Students should remain outside the residence halls until they are notified that it is safe to re-enter.

EMERGENCY NOTIFICATION

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

STUDENT CRIMINAL CONDUCT

If students violate state or city statue, the college will cooperate with the police and when necessary call upon law enforcement authorities for help in investigating criminal behavior.

MOTOR VEHICLES

Keeping an automobile or motorcycle at Florida College is considered a privilege. To guarantee the safety and convenience of students and staff, the student who is granted a permit assumes the responsibility of complying with campus vehicle regulations. The college reserves the right to revoke the privilege if the student seriously violates or persists in violating the regulations.

The college reserves the right to inspect students' vehicles and their contents when there is reasonable suspicion of violation of school rules and policies.

REGISTRATION AND PARKING PERMIT

- All qualified students who have vehicles in their possession must register the vehicle with the college through the Dean of Students' office, apply the parking decal as instructed, and park in their assigned lot on campus. Non-resident students are provided non-assigned parking adjacent to the business building and at the education building. Students may not park their vehicle in the neighborhood around campus, with or without a college parking decal, and whether or not the vehicle is registered with the college.
- The annual fee for registration and parking a vehicle for resident students is $375 (or $182.50 per semester). The annual fee for the registration and parking for non-resident and overflow students is $225 (or $112.50 per semester). Proof of liability insurance and a valid driver's license are required at the time the vehicle is registered. The appropriate decal is to be displayed as instructed. Replacing a lost decal will cost $5.

PARKING AND TRAFFIC REGULATIONS

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

VIOLATIONS AND FINES

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

Speeding or reckless driving $25
Failure to display decal properly $25
Parking in unassigned space $50
Parking on grass $50
Parking where there is no space $50
Parking in handicapped space $100
Blocking a dumpster . . . . . $35 + city fine
Parking in a space assigned to someone else $50

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

- Fines are payable during office hours at the Dean of Students' office on or before the tenth day of class following the issuance of the ticket. Student must pay the fine within that timeframe. Community service is not allowed for parking tickets.
- A fourth parking violation may result in a summon to meet with the Dean of Students and further disciplinary action may be taken, such as extended community service, parking privileges taken away, meet with RWD Committee, or suspension.
- Tickets may be written 24 hours a day, seven days a week. Rain, inclement weather or car failure will not excuse traffic or parking violations. The student who registers a vehicle is responsible for compliance with all regulations and payment of fines even if another person is driving the vehicle.
- If a student finds his or her assigned space occupied by another vehicle, it is his or her responsibility to park in a guest spot or in the commuter lots adjacent to the Romine building and education building, and to report this problem to the Dean of Students office. The student should email Peggy Daniels at

danielsp@floridacollege.edu and include the permit number/ license tag of the vehicle that is parked in his or her assigned lot. Tickets issued under these circumstances will be forgiven only if this procedure is followed.

- Traffic tickets may be appealed in the Dean of Students' office within five days of the ticket.
- At any time a student's vehicle may be towed at the owner's expense if he/she violates parking regulations.

REPAIRING CARS

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

GENERAL INFORMATION AND POLICIES

LOST AND FOUND

Articles found on campus should be taken to Lost and Found, located at postal services in the Riverview Center. Articles unclaimed after six months may be claimed by the finder.

POSTAL SERVICES

During orientation week, campus postal services provides each student a post office box located in the Riverview Center. Students are responsible for checking their mailboxes regularly and responding to notices placed in them.

Your correct mailing address is:

YOUR NAME
Florida College
119 N. Glen Arven Avenue
Temple Terrace, Florida 33617-5578

- Hours: 8 a.m. – 5 p.m. (Monday–Friday)

BOOKSTORE

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

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

Textbooks may not be returned without proof of drop/add.

- Hours: 9 a.m. – 5 p.m. (Monday–Friday)
- Special evening and Saturday hours to coincide with on-campus events will be announced as available.

LAUNDRY

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

IDENTIFICATION CARDS

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

MAINTENANCE OF CAMPUS FACILITIES

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

POSTING OF NOTICES

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

WORK CONTRACTS

On-campus work contracts are granted to students who apply through the financial aid office. All students with work contracts are responsible for securing a statement of instructions regarding their obligations from the business office.

OFFICIAL NOTICES

A notice to report to any administrative office has precedence over all other college activities and is to be answered immediately. Failure to respond may require satisfactory explanation before the Rules, Welfare and Discipline committee.

THANKSGIVING, WINTER AND SPRING BREAK

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

APPENDIX A: NETWORK USE POLICY

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

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

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

Access to the FC network is conditional on responsible use of the computer facilities and maintaining security. To have this privilege, students must agree to adhere to the following guidelines. These

policies also apply to the use of personal computers by students at Florida College. **Failure to adhere to these guidelines may result in disciplinary action, up to and including suspension from Florida College.**

Computers should not be used for any unlawful purpose.

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

Computers should never be used for immoral purposes.

1. Among the Internet's vast resources is some material that is offensive. This material is not a part of the FC network, but because of the Internet's complexity, it is difficult to always block access to this material.
2. Students must not attempt to use either the network or a personal device as a conduit for transfer or storage of files or data of an illegal, obscene or pornographic nature. Violators will be liable to suspension.

Computer users must practice academic honesty.

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

Computer users must adhere to these additional policies of the Florida College network.

1. The network is not to be used for commercial purposes.
2. Deliberate disruption of anyone's work or system is prohibited. Violators will be liable to suspension.
3. Disruption of any activity on a remote computer or entering restricted files within the network is forbidden. Users should not do anything that will cause the loss or corruption of data, the abnormal use of computing resources, or the introduction of computer viruses by any means. Violators will be liable to suspension.
4. Network resources are limited and use of modems, terminals and computers must be limited to allow for users to share these resources. Guidelines for use established in the computer lab must be followed. Violation of these guidelines may result in the loss of network access.
5. No software is to be installed on any computer in the network without authorization.

APPENDIX B: HARRASSMENT POLICY

HARASSMENT AND NON-DISCRIMINATION POLICY (INCLUDING SEXUAL HARASSMENT)

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

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

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

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

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

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions.

Sex-Based Harassment includes the following:

a. Quid pro quo harassment

b. Hostile environment harassment

c. Sexual assault

d. Dating violence

e. Domestic violence

f. Stalking

g. Sexual coercion

h. Sexual exploitation

Florida Colleges provides a variety of ways to report instances of alleged sexual harassment or discrimination. A person may contact any of the following:

1. The Title IX Coordinator, by any means: email, phone, written note, face to face, etc. The contact information is:
   Wes Mallory
   119 N Glen Arven Ave., Temple Terrace, FL 33617
   malloryw@floridacollege.edu
   813-988-5131 x127

2. Online report form, in which the reporter may include or name or remain anonymous. Note that anonymous reports may prompt the need to investigate and may limit the College's ability to respond. The link to the report form is

3. Any faculty or staff member (student workers not included) who is then required to report to the Title IX Coordinator.

4. The FC Confidential Resource. The individuals are not required to inform the Title IX Coordinator in most cases, but can offer guidance to the one who makes the report.
   Stacy Butler
   butlers@floridacollege.edu
   or
   Julie Sanchez
   butlers@floridacollege.edu
   119 N Glen Arven Ave., Temple Terrace, FL 33617
   813-988-5131

The TIXC will determine if sexual misconduct has occurred and if so will proceed according to the Title IX policy. The full description of those processes is in the full policy online. If a case moves to resolution, the case may resolves with a support-based resolution, an agreement-based resolution, or an investigation and decision making resolution. For a full description of the intake process and resolution options see the full Title IX Policy online.

APPENDIX C: INTELLECTUAL PROPERTY POLICY

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

1. "For hire" work includes work the college has specifically assigned a member of the college community to produce for its operations and work for the production of which the individual has been released from normal college responsibilities. Such individuals must receive advance permission from the college administration before devoting work time and college resources to the production of work that has potential commercial value and is primarily intended for personal ownership.
2. Works for which copyright protection may be appropriate include, but are not limited to, printed materials such as books, pamphlets, and brochures; audio-visual materials such as films, videotapes, and audio recordings; computer materials such as software and instructional material for computer delivery; musical compositions; and any other materials covered by copyright laws of either the United States or any other country
3. Copyrightable materials published or produced by the college—including annual lectureship books, festschrifts, or other volumes consisting of articles, chapters, essays, or lectures, submitted either by college employees or by external contributors—are considered the property of the college.

WHILE FLORIDA COLLEGE CONSIDERS MATERIALS HANDWRITTEN FOR A COURSE (INCLUDING SYLLABI, TESTS, AND UNPUBLISHED SUPPLEMENTARY PRINTED MATERIALS) THE PROPERTY OF THE INSTRUCTOR WHO TEACHES THAT COURSE AND PRODUCES THOSE MATERIALS, THE COLLEGE CLAIMS A RIGHT TO RETAIN COPIES OF ALL SUCH MATERIALS IN ITS ARCHIVES.

APPENDIX D: ADDRESSING STUDENT COMPLAINTS

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

Similar patterns are followed in other departments of the college. Should a student wish to file a complaint at the state level, they must contact Florida Department of Education Commission for Independent Education, 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400 or email cieinfo@fldoe.org or fax 850.245.3238.

I. Purpose

Florida College is committed to mutual respect among all constituents of the College community. This commitment includes students, faculty, staff, and administration alike. In all concerns about fair treatment, we seek to work together to understand and address those concerns in an informal setting with the parties involved. If the concern cannot be resolved in an informal setting and students wish to file a formal complaint, the student should follow the General Complaint Process and file a written complaint with the appropriate leader (see below).

II. Applicability

This policy is established as a general guideline for Florida College students to address and grieve concerns related to college departments, administration, and/or staff, which could not be resolved informally with all parties involved.

III. Definitions

A. Academic Time (Days or Times)

For the purposes of this policy, each step in the complaint or grievance process shall be afforded four (4) weeks (20 academic days) as a standard time limit.

The timeline shall begin:

- At the time of the first occurrence, or
- At the time a student, using reasonable due diligence, should have obtained knowledge of the first occurrence of the event, giving rise to the complaint.

If the complaint or grievance is not presented or processed within the established limits, it shall not be considered. If a complaint or grievance is not appealed to the next step within the established time limits, it shall be considered settled. If, after presentation at any step, a Florida College department, administrator, and/or staff member does not discuss and/or answer the complaint or grievance with the student within the established time limits, the student may treat the complaint or grievance as denied at that step and may appeal the complaint or grievance to the next step.

B. Written Complaint

A complaint, concern, grievance, or appeal submitted by way of a written document to the appropriate department leader.

IV. Student Complaint and General Grievance Process

A. Informal Student Complaints

1. The student must first attempt to address his/her complaint by discussing it with the person most directly involved with their complaint, within the time period defined above. (If the complaint is not resolved, the student may elect to elevate the complaint in writing to a formal complaint as provided below).
2. When possible, the Florida College department, administrator, and/or staff member should respond by meeting with the student to attempt an agreement or resolution.
3. If there is no agreement or resolution reached by a meeting, or if either party determines a meeting is not a viable alternative, the student may schedule a time to discuss the complaint with the employee's direct supervisor. The student is responsible for providing copies of all relevant documents including emails and previous determinations from the incident and any attempt at resolution.
4. The direct supervisor will review previous resolution steps, discuss the complaint with the student and other appropriate individuals, and communicate a final answer to the student.

B. Formal General Student Grievances

1. If the student believes that the answer or action determined by the Informal Complaint Process has violated published policies and procedures or has been applied to the student in a manner different from other students, the student may file a formal complaint with the appropriate administrator (See contact information below.)
2. The administrator will acknowledge and document receipt of the complaint.
3. If the grievance is pertaining to one of the administrators, the student should file their complaint with the President of Florida College.
4. The appropriate administrator, as identified in the chart on page 31, will review the form and materials submitted by the student. The administrator shall conduct a thorough review and provide a written statement of finding to the student and the involved Florida College department, administrator, and/or staff member. Specific remedies will be proposed, and corrective action will be recommended by the Administrator.

V. Recordkeeping and Compliance

Units that process written complaints are required to maintain a log of submitted written complaints and submit this log to the Director of HR upon request. If there are no complaints in any academic year, the administrator will officially notify the Director of HR that there were no complaints during the academic year. The SACSCOC Liaison will request submission of all complaint logs annually by May 31 and will conduct pattern analyses of submitted complaints. Pattern analyses may be used to inform policy and procedures. When deemed appropriate, the results may be elevated to review by the Leadership Team. To maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the log is always made available to the Leadership Team upon request.

- At a minimum, complaint logs must include the following:
- Unit Name
- Date the written complaint was filed
- Student name (unless the complaint is a confidential Title IX matter)
- Nature of the complaint
- Resolution process used
- Outcome
- Date of resolution

Concern Type	Responsible Unit	Current Administrator of Unit
Academic including Academic Integrity, Course Access, and Credit Granted	Provost	Tom Hamilton. Provost Hamitont@floridacollege.edu
Bullying including Hazing	Dean of Students	Michael Benson, Dean of Students Bensonm@floridacollege.edu
Disability Accommodations	Director of Advising	Andrea Hastings, Director of Advising Hastingsa@floridacollege.edu
Discrimination and/or harassment	Dean of Students	Michael Benson, Dean of Students Bensonm@floridacollege.edu
FERPA Violation	Registrar	Lisa Wilen, Registrar Wilenl@floridacollege.edu
General Ethics Complaint	Dean of Students	Michael Benson, Dean of Students Bensonm@floridacollege.edu
General Student Grievances	Dean of Students	Michael Benson, Dean of Students Bensonm@floridacollege.edu
Housing	Dean of Students	Michael Benson, Dean of Students Bensonm@floridacollege.edu
Parking	Dean of Students	Michael Benson, Dean of Students Bensonm@floridacollege.edu
Misconduct by Employees	Director of HR	Wes Mallory, Director of HR Malloryw@floridacollege.edu
Safety Concerns	Dean of Students	Michael Benson, Dean of Students Bensonm@floridacollege.edu
Sexual Misconduct/Sexual Harassment	Title IX Coordinator	Wes Mallory, Title IX Coordinator Malloryw@floridacollege.edu
Student Conduct	Dean of Students	Michael Benson, Dean of Students Bensonm@floridacollege.edu
Student Fees and Waivers (non-academic)	Dean of Students	Michael Benson, Dean of Students Bensonm@floridacollege.edu
Student Financial Aid	Director of Financial Aid	Kristina Elmore, Director of Financial Aid Elmorek@floridacollege.edu

CAMPUS DIRECTORY

MAIN SWITCHBOARD. 813.988.5131

Admissions x150
Bookstore x230
Business Office x120
Computer Lab x322
Academic Advising x270
Provost/VP of Academics x117
Dean of Students x162
Development. x193
Gymnasium. x280
IT x200
Library. x210
Math Lab x319
Postal Services. x220
President's Office x102
Marketing x181
Registrar x140
Yearbook x181

RESIDENCE HALL SUPERVISORS

Residence hall supervisors will share personal contact information with residents in their respective dorms.

Boswell Hall (Men): Jorge + Julie Sanchez
sanchezjorge@floridacollege.edu
sanchezj@floridacollege.edu

College Hall (Women): Judy Bertram
bertramj@floridacollege.edu

Hinely Hall (Women): Jori Stringer
stringerj@floridacollege.edu

Jennifer Hall (Women): Kyle + Mary Anderson
andersonk@floridacollege.edu
andersonm@floridacollge.edu

FOOD SERVICES

Henderson Dining Hall x250

Emergency (Police, Fire Dept.) 911

CAMPUS HOURS

DINING HALL HOURS

Monday–Friday
Breakfast . . . . . 7 a.m.–10 a.m.
Lunch (full) . . . . . 11 a.m.–2 p.m.
Lunch (Deli, pizza, & salad) . . . . . .2–2:30 p.m.
Dinner (full) . . . . . 5–7:30 p.m.*
(Wednesdays: closed at 7 p.m.)

Saturday
Lunch (brunch) . . . . . .11 a.m. – 2 p.m.
Dinner (full) . . . . . 5–7 p.m.

Sunday
Breakfast (continental) . . . . . .8 a.m.–9 a.m.
Lunch (brunch) . . . . . 11 a.m.–2 p.m.
Dinner (full) . . . . . 5–7 p.m.

CHATLOS/COFFEY HOUSE HOURS

Monday, Tuesday, Thursday . . . . . .7 a.m. – 11 p.m.
Wednesday . . . . . 7 a.m. – 5 p.m.; 9:30–11 p.m.
Friday . . . . . 7 a.m. – 7 p.m.
Saturday . . . . . .11 a.m. – 7 p.m.
Sunday . . . . . .2 p.m. – 11 p.m.

RESIDENCE HALL LOBBIES

Visiting hours are posted in each lobby in the residence halls.

POSTAL SERVICES | Monday – Friday, 9 a.m. – 4 p.m.

BOOKSTORE| Monday – Friday, 9 a.m. – 5 p.m.

ADMINISTRATIVE OFFICES | Monday – Friday, 8 a.m. – 5 p.m.

CURFEW

Sunday – Thursday . . . . . 11 p.m.
Friday – Saturday . . . . . .12 a.m. (midnight)

Damage	Cost
Improper Checkout	$50
Late Checkout	$50 per hour
Improper attic access	$100 + notification to Dean of Students
Room Cleaning/Trash Disposal	Up to $1,000
Lost Keys	$75
Damaged or Missing Furniture	Cost of Replacement + Labor
Wall Damage	$150 per wall
Replace Electrical Outlet	$40
Replace Internet Outlet	$40
Repainting or Touch-up (Marks/Residue)	$100
Ceiling Painting	$75
Damaged Walls (Holes, dents, etc.)	$150
Replace Entire Door	$1,000
Door Lock Set w/ Core	$150
Recore for 1 Door	$55
Headboard/Footboard	TBD
Mattress	TBD
Black Metal Twin Sized Bed Springs	TBD
Bunking Pins	$5 each
Replace Dresser	TBD
Replace Desk	TBD
Replace Desk Chair	TBD
Steam Clean Desk Chair	$50
Steam Clean Mattress	$75
Damaged/Missing Blinds	$90
Wifi Router Replacement	$150
Replacement of Damaged/Defaced Directional or ADA Signage	$75-$100
Replace Ceiling Tiles	$50 per tile
Hallway Lights/Covers	$60 each
Light Fixtures	$100 each
Elevator Ceiling Replacement	$25 per tile
Elevator Tampering	$200

Fire Equipment

Tampering with Smoke Detector	$100 + notification to Dean of Students
Replace Smoke Detector	$75
Replace Fire Extinguisher	$80
Emergency Exit Sign (requires rewiring)	$300
Emergency Exit Sign (physical sign only)	$75
Fire Alarm False Activation	$300


A EDUCATION BUILDING
B SOCIETY CIRCLE
C HINELY HALL
D JENNIFER HALL
E BOSWELL HALL
F THE PELICAN'S POUCH
G PAYNE AMPHITHEATER
H AKIN BUILDING
I THE QUAD
J HENDERSON DINING HALL
K RIVERVIEW CENTER
L WILSON HALL
M DICUS FACULTY BUILDING
N HUTCHINSON AUDITORIUM
O COLLEGE HALL
P PUCKETT AUDITORIUM
Q CHATLOS LIBRARY
R HAILEY-KING BUILDING
S PRESIDENT'S OFFICE
T ADMINISTRATION BUILDING
U BOOKSTORE
V MCCCARTY AUDITORIUM
W ROMINE ENGINEERING BUILDING
HILLSBOROUGH RIVER
BULLARD PKWY.
ATHLETICS COMPLEX
1/4 MILE ON LEFT