



Student Handbook

2026-2027

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I. INTRODUCTION

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

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

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

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

The Vice President of Student Affairs (VPSA) has the day-to-day responsibility of administering, interpreting, and enforcing college policies as they apply to students. The Vice President of Student Affairs may delegate the responsibility of administering, interpreting, and enforcing College policies to the Dean of Students, Assistant Dean of Student Support and/or the Director of Student Conduct. Any and all questions regarding the interpretation of College policies as they apply to students may be submitted to the Dean of Students for an advisory opinion concerning the proper interpretation of the College policy in question. The College maintains a variety of policies and procedure guides including, but not limited to: Residence Life, the Center for Student Involvement, Athletics, and Student Travel.

[Office of Residence Life Policy Manual](#)

[Student Engagement Policy Manual](#)

[Athletics Department](#)

[Student Travel](#)

[Just Ask Policies](#)

[Student Disability Services Policy Manual](#)

[Student Government Association](#)

[FERPA](#)

Should a conflict in language arise between the language in an alternative College policy and the Student

Handbook, the Student Handbook policies shall always supersede.

Florida Southern College Mission Statement

To equip students to lead lives of positive and consequential impact on society through dynamic, engaged learning in our iconic setting and beyond.

II. STUDENT RIGHTS AND RESPONSIBILITIES & THE CORNERSTONE

Student Rights and Responsibilities

Grounded in Florida Southern College's Cornerstone Values, this statement affirms the rights extended to every student and the responsibilities each student holds in return, as a member of a community built on integrity, respect, and shared purpose.

Student Rights

As a member of the Florida Southern College community, every student has the right to fair and consistent treatment, including due process in matters of student conduct, and to privacy of educational records in accordance with FERPA. Students are entitled to freedom from discrimination and equal access to College programs, services, and facilities, in a community that honors the dignity and worth of all persons, as well as reasonable accommodations for documented disabilities and the conditions needed to support personal growth and success. Every student may also expect free expression and inquiry, exercised responsibly and enriched by the differences in others' backgrounds, heritage, ideas, and opinions, along with a safe living and learning environment where personal rights and property are protected.

Student Responsibilities

In turn, every student is expected to practice personal integrity and excellence of character in both academic and personal conduct, and to treat all members of the College community with respect and civility, honoring the dignity of others even amid disagreement. Students are responsible for respecting the rights and property of others and for complying with the policies outlined in this Handbook and other College publications. Beyond their own success, students are expected to contribute to the conditions that support the growth and success of others, and to help preserve the heritage of this College, leaving it better than they found it for those who follow.

This statement does not replace the more detailed policies found throughout this Handbook. It establishes, in one place, the shared expectations that both the Cornerstone Values and Handbook policies are designed to uphold.

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

The Cornerstone

Florida Southern seeks to create and nurture a community of lifelong scholars who hold one another accountable to the high ideals, vision, and mission of the College. Built upon the Judeo-Christian principles on which our College was founded, a Florida Southern Scholar will:

- Practice personal integrity and excellence of character in all areas, expecting the same from others.

- Honor the dignity, value, and worth of all persons while learning from the differences in others' backgrounds, heritage, ideas, thoughts, and opinions.
- Respect the rights and property of others.
- Demonstrate concern for others and our collective need for conditions that promote personal growth and success.
- Contribute to the rich heritage left by those who have preceded us and work to leave the College a better place for those who follow.

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

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

III. STUDENT LEARNING OUTCOMES

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

- **A Healthy Sense of Self and Community:** Students will develop an honest understanding and appreciation of themselves, become contributing members of their communities, and learn to make individual choices that promote health and well-being.
- **A Framework of Personal Ethics and Values:** Students will develop a framework of consistent ethics and values that guide their daily lives.
- **An Ability to Apply Critical Thought:** Students will make effective decisions grounded in careful, objective analysis of information, experiences and ideas.
- **An Ability to Develop and Sustain Meaningful Relationships:** Students will develop skills to establish and sustain healthy, meaningful interpersonal relationships.
- **A Value and Respect for Differences:** Students will recognize, respect, and value diverse experiences, ideas, cultures, heritage, backgrounds, identities, and beliefs, including but not limited to, religious, political, and other belief systems.
- **A Commitment to Citizenship:** Students will understand their roles and responsibilities within local and global communities and develop leadership skills that aid in their commitment to becoming engaged citizens with the ability to be a voice for positive change.
- **A Pursuit of Lifelong Learning:** Students will develop an intellectual curiosity and desire for continual learning both within and beyond formal education.

IV. COLLEGE POLICIES & STATEMENTS

A. Introduction

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

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

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

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

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

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

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

Examples of such College policies are that the College:

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

B. Association and Assembly

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

C. FERPA (The Family Educational Rights and Privacy Act)

See Appendix H for information on The Family Educational Rights and Privacy Act of 1974, which directs how student records are maintained.

D. Free Speech and Free Expression

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

E. Hazing

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

Students are prohibited from the following:

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

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

For more information on the Stop Hazing Act and prevention education, please visit the Florida Southern website.

F. Hate Crimes and Hate Speech

The Cornerstone states that Florida Southern College scholars will honor the dignity, value, and worth of all persons while learning from the differences in other students' backgrounds, heritage, ideas, thoughts, and opinions. Hate Crimes under Florida law relates to crimes where the commission of said crimes evidence prejudice based on the race, color, ancestry, ethnicity, religion, sexual orientation, national origin,

homelessness, or advanced age or disability of the victim. Hate Speech may also evidence prejudice based on the same factors as are set forth under the laws related to Hate Crimes. While Hate Speech would not be prosecuted as a crime, Hate Speech directed at an individual or group of individuals is contrary to the College's Cornerstone values and a campus environment in which all students can exercise their right to participate meaningfully in campus life without being subject to discrimination or harassment. Therefore, students who are found responsible through the Student Conduct process for participating in acts that rise to the level of Hate Speech will be subject to formal disciplinary outcomes assigned by the College up to Suspension or Expulsion from the College.

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

F. Health, Safety, and Institutional Response

Florida Southern College is committed to maintaining a safe, healthy, and effective living and learning environment for all members of the College community. When circumstances involving a student's health, safety, conduct, living environment, or other circumstances present or may reasonably be expected to present a significant risk to the student, other members of the College community, College property, or the effective operation of College programs or facilities, the College may take reasonable and appropriate action consistent with applicable law and College policy.

Depending upon the circumstances, such action may include, but is not limited to, requiring a student to temporarily or permanently relocate from an assigned room, apartment, or other College housing; restricting access to particular areas, programs, or activities; requiring appropriate evaluation, documentation, remediation, cleaning, or compliance with reasonable health or safety measures; establishing reasonable conditions for continued occupancy or participation; or taking other action reasonably determined to be necessary to protect health, safety, property, or College operations.

The nature and scope of any action will be determined based on the circumstances presented and, when appropriate, an individualized assessment using reliable, current, and objective information, applicable professional or public-health guidance, and consideration of reasonable alternatives. The College will not base action under this provision on speculation, stereotypes, or generalized assumptions concerning an individual or condition. When a disability or request for accommodation or modification is implicated, the College will comply with applicable disability laws and follow its established accommodation and review processes, including consideration of reasonable accommodations or modifications when required by law.

Except when immediate action is reasonably necessary to address an emergency or imminent risk, the College will ordinarily provide the student with notice of the concern and a reasonable opportunity to provide relevant information before implementing a significant measure under this provision. The College may take interim or emergency action when reasonably necessary to protect health, safety, property, or College operations and may thereafter provide appropriate notice, review, or other process consistent with applicable College policy and law.

Students are expected to comply promptly with reasonable directives issued under this provision. Failure to comply with a reasonable College directive may result in additional action under applicable College policies, including the Student Code of Conduct, housing policies, or other applicable procedures.

The College will make reasonable efforts to minimize unnecessary disruption when implementing measures under this provision. However, actions reasonably taken to address health, safety, property, operational, or community concerns may result in changes or disruptions to a student's housing assignment, dining arrangements, academic experience, activities, or other aspects of College life.

Information obtained or maintained in connection with action under this provision will be handled in accordance with applicable privacy laws and College policies and will be shared only as permitted or required by law or with individuals who have a legitimate need to know.

G. Intellectual Property

The College has an Intellectual Property policy. To review the policy in full, please email hr@flsouthern.edu for a full copy of the policy located in the Employee Handbook.

H. Non-Discrimination and Anti-Harassment

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

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

or available to students and employees at the College. Any student who has experienced sexual discrimination, or knows of such a student, should contact any of the following to report:

- Campus Safety Office (863) 680-4305.
- Assistant Vice President of Operations and Director of Human Resources for issues involving staff or faculty (863) 680- 3964.
- Director of Student Conduct at (863) 680-6216. The Director of Student Conduct's office is located on the second floor of the Carlisle Rogers Building, 111 Lake Hollingsworth Dr., Lakeland, FL 33801, or to the "Just Ask" email address at fscjustask@flsouthern.edu.

For a complete overview of the College's Policy on College's Policy on Non-Discrimination and Anti-Harassment and the College's Policy on Sexual Misconduct and Sexual Harassment, please visit the Office of Human Resources. For much more on sexual discrimination prevention, education, and reporting, please visit the College's "Just Ask" website.

I. Persons with Disabilities

Florida Southern College welcomes all students seeking to further their education. Accordingly, the College adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008 (ADAAA) in prohibiting discrimination against any otherwise qualified student with a disability. The College and Office of Student Disability Services are committed to providing access and inclusion for students with documented disabilities to courses, facilities (including Residence Halls), and programs. Additionally, under appropriate circumstances for residential students, Florida Southern College complies with the Fair Housing Amendments Act of 1988 and is informed by recently published HUD guidance (2025). The College engages in an interactive process with students and appropriate case-by-case accommodations, such as extended time for tests, may be provided for students with documentation of a protected disability.

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

Disability documentation must be relevant—that is, it should reflect the student's current diagnosis, list the requested accommodations, and describe the functional impacts of the disability and how the accommodations will address the effects of the disability on major life activities in the college setting. We cannot assure timely approval unless all requested materials are received by the stated deadlines in the Student Disability Services Policy Manual on the Florida Southern College website, which are no fewer than 2 months prior to move-in. Detailed policy documents and forms including but not limited to, Emotional Support Animal (ESA) policies, Service Animal Policies, Roommate Bill of Rights, Residential Accommodation policies, etc., are available on the Student Disability Services website or by emailing disabilityservices@flsouthern.edu. Students are encouraged to fully review these policies.

The College has an internal grievance procedure for prompt and equitable resolution of challenges to the accommodations provided. A student who wishes to appeal an accommodations decision in a current semester may make that appeal in writing to the Vice President of Student Affairs at disabilityservices@flsouthern.edu. Accommodations cannot be made retroactively. Students with documented disabilities are encouraged to utilize academic resources generally available to all Florida Southern College students, including peer tutoring, The Writing Center, study skills resources, and support assistance from their faculty advisor, instructors, and staff. The professionals of Student Disability Services are available to guide students to needed resources.

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

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

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

J. Press

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

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

See the Social Media Appendix for more information regarding social media policies.

K. Readmissions for Former Traditional Undergraduate Students

Any student who is eligible and wishes to return to Florida Southern College (including but not limited to students who were suspended, expelled, or involuntarily withdrawn, and students who did not return to the College following the conclusion of a semester) must submit a Re-Admitting Student Application

form to the Registrar's Office. The application includes a complete statement explaining the reasons for leaving and specifies the semester of intended re-enrollment. The application statement should also include a full explanation of activities (work, travel, academic work) that have occurred since leaving Florida Southern. If the student has undertaken any academic work at another institution, official transcripts and a Report of Social Standing form must be submitted.

To be eligible for readmission, students must have demonstrated a successful and positive adjustment to the campus community while at the College and must not have any outstanding accounts payable in the business office or any unresolved judicial matters. The Dean of Students will review each completed application and supporting materials and determine whether the student is approved for readmission to the College on non-academic grounds. When necessary, the Dean of Students will consult with other college administrators to determine clearance as outlined in the policy.

There is no guarantee that a student will be readmitted to Florida Southern College or a specific academic program. Readmission to a limited access degree program requires separate review and approval from that program's academic department, based on the program's specific admission standards, space availability, and accreditation or licensure requirements; a student approved for readmission to the College but not approved for a limited access program may be readmitted as undeclared or into another major. The degree requirements listed in the catalog in effect when readmission is approved shall be applicable to those readmitted that semester. Re-admitted students should consult the catalog for changes in requirements.

The College reserves the right to require appropriate conditions for the student to return to Florida Southern College.

Special Considerations

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

A student who wishes to return to the College following an approved Voluntary Medical Withdrawal (Appendix A) must undergo an additional review process that includes clearance from the Executive Director of Health Services and Dean of Students. As part of this review, the student must submit the following directly to the Dean of Students:

- Re-Admitting Student Application
- Student Agreement - Post Withdrawal for Medical Reasons Form
- Current documentation from a licensed treating provider confirming clinical status and stating the student is ready to resume the demands of coursework and campus life.

The Dean of Students, in consultation with the Executive Director of Health Services, will review the

documentation and, with the student's consent, may contact the treating provider or request an independent evaluation if the submitted documentation is unclear, incomplete, or insufficient to make that determination. The cost of any required independent evaluation is the student's responsibility. Following review, they will reach out directly to the student to schedule an intake meeting. All information received from the student, the treating provider, any independent evaluation, and the intake meeting may be considered in determining whether the student is cleared to return. The College will communicate its decision, along with any recommended accommodations or resources, in writing.

Students who left the College under a College-Initiated Involuntary Withdrawal (Appendix B) are subject to additional review beyond the standard readmission process outlined above. These students should refer to the Involuntary Withdrawal Policy (Appendix B) for the specific clearance requirements and conditions that apply to their return.

G. Re-Admission Of Adult, Master's, And Doctoral Students

Please see the Florida Southern Academic Catalog for information.

L. Speakers, Vendors, and Outside Organizations

College facilities are primarily used for the official and regular purposes and functioning of the College in order that it may fulfill its educational mission. As such, College facilities are primarily used for academic purposes and on-campus student activities. However, from time to time, students or student organizations may wish to invite guest speakers or organizations not affiliated with the College to the campus or to College owned facilities for a speaking engagement or event. All such invitations must be approved in advance by the Vice President of Student Affairs before any invitation is extended and must meet the guidelines set forth herein. At times, external organizations or individuals may wish to use campus spaces to engage with students. All such requests require prior written approval before the visit or activity takes place. Unless expressly authorized—which is rare—outside organizations or individuals are not permitted to use campus spaces or interactions with students for solicitation, sales, or other commercial purposes. As a private educational institution, the College has the absolute right to approve or disapprove the use of its facilities or activities on its campus for any reason, including but not limited to reasons that the College deems not consistent with the educational purposes of the College, or which are deemed inconsistent with the Judeo-Christian principles on which the College was founded.

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

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

The use of College facilities shall not interfere with, or disrupt in any way, College educational activities,

business and/or normal College functions or activities. The determination as to whether the requested use or event interferes with or may interfere with the operations of the College shall be at the sole discretion of the College.

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

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

Any use of College facilities must:

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

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

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

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

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

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

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

- Lack of available space.
- Conduct of a culpable or reprehensible nature by the individual or organization after the approval.
- Approval which was based on deceit or misrepresentation in the approval process.

- Anticipated violation of College policies; or
- Other circumstances deemed necessary in the best interests of the College.

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

Regarding Outside Faith-Based Organizations

*Whereas the College's primary interest is in promoting, preserving, and prioritizing its staff and student-led ministries, approval of the use of college spaces by religious organizations that are seeking to engage with students must abide by the following policies:

- Any single organization or entity may only reserve space for two events per semester.
- No space may be reserved prior to the conclusion of Fall and Spring breaks, or during any other period of the academic year when student-led ministries are not allowed to reserve space.
- Space can only be approved for use so long as the requested date and time does not interfere with any staff or student-led religious life programming, allowing at least 90-minutes between the end of one program and the beginning of the next.
- Staff of organizations approved to reserve space for an event on campus are not permitted to access campus for any additional activities or interactions with students without express written permission from the Chaplain's Office.
- Any organization seeking to reserve space must abide with the college's contract with Guest Services regarding food and beverages served.
- Any organization seeking to reserve space must sign a statement of agreement to the Cornerstone values of the College.
- All requests from outside faith-based organizations to reserve campus space must receive approval from the College Chaplain prior to scheduling.
- A facility rental fee will be assessed for all approved reservations, in accordance with the College's established space-use policies.
- Organizations approved to reserve campus space may not use Florida Southern College branding on promotional materials, digital or print, without express written approval from the Office of Marketing and Communications.
- Events hosted by outside religious organizations may not be promoted through official College communication channels, including but not limited to campus-wide emails, MocsConnect, digital signage, or flyers posted on campus property.

While not specifically enumerated herein, there may be other reasons why the College might deny a speaker, vendor, organization, or the use of its facilities, and the College reserves said right to deny any use if the College deems said use would be in any way detrimental to the College. Additionally, the College reserves the right to make exceptions to any of the above guidelines if the College determines said exception(s) is in the best interest of the College.

M. Student Grievance Process

If a situation arises outside of academic affairs, in which you believe there has been a perceived wrong, unfair treatment, or violation of rights or policies, and you have been unable to resolve the issue, you may file a formal grievance. All grievances must be submitted in writing. Please follow the following steps:

- Send an email stating the issue to studentsolutions@flsouthern.edu
- Include facts, relevant documents, dates, and desired resolution.

Your grievance will be reviewed by an impartial administrator or committee for review. Any reviewer with a conflict of interest will recuse themselves, and an alternate reviewer will be assigned. The review process typically takes 72 hours with updates provided, as necessary. If additional information is needed, you will be contacted. You will receive written acknowledgment of your grievance, written notice of the findings and any resolution, and written notice of your right to appeal. A formal written response will generally be provided within ten (10) business days.

If you believe the resolution does not fully address your concerns, you have the right to appeal the decision. Appeals must be submitted within 48 hours via email to the Vice President of Student Affairs. All appeals must be submitted in writing.

Florida Southern College prohibits retaliation against any student who files a grievance in good faith or participates in the review process. Concerns about retaliation should be reported to the Dean of Students and will be addressed as a separate matter.

Student disciplinary situations are handled via policies outlined in the Code of Conduct in the Student Handbook.

For more information about academic student grievances please visit <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-the-provost/student-complaint-procedures>.

N. Student-Led Activism and Demonstrations

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

For the context of this policy, a Demonstration is defined as “a public meeting or march against something

or expressing views on a political issue.”

The following guidelines apply to student demonstrations:

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

O. Symbols of Hate or Oppression

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

P. Withdrawal Policies

Florida Southern College recognizes that a physical, psychological, or behavioral health condition may, at times, make it impossible for a student to complete a semester safely or successfully. The College recognizes a Voluntary Medical Withdrawal and a College-Initiated Involuntary Withdrawal.

For more information on the Voluntary Medical Withdrawal: See Appendix A

For more information on the College-Initiated Involuntary Withdrawal: See Appendix B

V. STUDENT CODE OF CONDUCT

The College's culture and foundation recognizes that higher education encompasses more than academic activities in the classroom. Because the College's goal is to produce good citizens who will make a lasting impact on their communities, we live together in a diverse community of scholars who hold one another accountable to the high ideals, vision, and mission of the College. As members of a diverse community of scholars, students share responsibility for maintaining an environment that supports academic success, personal growth, safety, and the well-being of others.

The Student Code of Conduct at Florida Southern College establishes clear expectations for student behavior and serves to maintain an environment conducive to academic success, personal growth, and the well-being of the campus community. It applies to all students and establishes the standards by which student conduct may be reviewed and addressed by the College.

The Florida Southern College Cornerstone serves as the values-based foundation of the Student Code of Conduct. The Cornerstone's principles of respect, integrity, responsibility, and community define the College's expectations for how students engage with one another, College employees, guests, property, and the broader community. Students are expected to refrain from conduct identified as a violation in this Handbook and comply with all applicable College policies, directives, and expectations. Additionally, students are expected to conduct themselves in a manner that reflects positively on themselves and the College, and that is consistent with the broader principles and communal expectations expressed in the Florida Southern College Cornerstone.

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

A. Violations to the Student Code of Conduct

Violations of the Student Code of Conduct are considered serious and may result in disciplinary action. Violations of state and federal Law, including arrests that are reported to the College, may result in a violation of the Student Code of Conduct. Violations could include:

- Conduct unbecoming of the College
- Persons
- Operations
- Property
- Welfare, Health and Safety

Please see Appendix E for a full list of violations.

B. Violations of Criminal Law

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

C. Violations to the Student Conduct Process

Violations are committed when a student or student organization:

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

VI. STUDENT CONDUCT PROCESS

A. Introduction

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

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

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

B. Possible Outcomes

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

- **Written Warning** is a written reprimand for violation of a College policy. A written warning becomes a part of a student's conduct file in the Office of Student Conduct. Students may receive written warnings in conjunction with other outcomes including, but not limited to, educational programs and/or activities.
- **Apology** is a written or oral apology to a person or group.
- **Online Educational Courses** may be assigned to be completed to specifications within a specific period of time. These are a set of online sanction courses for both alcohol and drug- related violations.
- **Restitution** is compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement. Restitution must occur prior to the close of the term in which the offense occurred.
- **Campus and/or Community Referral** is a required recommendation to internal and/or external resources, which can serve as support and/or educational experiences. Examples include but are not limited to the Counseling Center, Peace River Center, Tri-County Human Services, etc.
- **Reflection/Research Papers** may be assigned related to the incident. Topics may include, but are not limited to: The Cornerstone, general reflection, impact on others, impact on future, research of university policies and local, state, or federal laws, and interviews.

- **Holds** are issued when a student or Student Organization has failed to perform according to indebtedness to the College. The College may invalidate the student's I.D. card, withhold transcripts or grades, and revoke permission to register. For Student Organizations, this may include the inability to register for events, ability to receive funding, or participate in College, chapter, or other affiliation functions.
- A student conduct/judicial hold may be placed on any student's grades, records, or registration if he or she has not complied with a sanction or requirement.
- A diploma hold may be placed on any graduating senior who has an unresolved conduct or indebtedness issue. Housing will not be assigned to any student with a hold pending.
- **Fines/Service Fees** shall be determined by the meeting officer or staff involved in consideration of the seriousness of the infraction. Fines/ Service Fees are assessed to a student's account and paid through the Business Office. See Appendix F - Student Conduct List of Standard Fines and/or Fees for Policy Violations.
- **Loss of Privileges** is the denial of specified privileges (including, but not limited to, housing and parking) for a designated period of time.
- **Exclusion** for a definite or indefinite period of time from all or a portion of College premises, property, buildings, or residence areas as specified in the sanction.
- **Removal from Campus Residential Facilities** may be for no less than the remainder of the semester or for an indefinite period of time. **There shall be no refund.** Removal from campus residential facilities may affect a student's ability to remain as an enrolled student or the Student Organization's ability to retain affiliation with the College.
- **No Contact Directive** is a directive to prohibit contact in any form or capacity (written, face-to-face, electronic, 3rd party, etc.). Failure to comply with the parameters of the no-contact directive may result in an immediate suspension.
- **Campus Residential Facility Probation** is defined as a specified period of time in which the student must demonstrate strict compliance with College policies and housing rules and regulations. No violations may occur during this period of time. In most cases, students who violate a College policy or a housing rule or regulation while on Campus Residential Facility Probation will lose their privilege of living in campus residential facilities for a specified period of time or indefinitely. **There shall be no refund.**
- **Social Probation** is defined as a specified period of time in which the student or Student Organization will not be allowed to represent the College as an official delegate, representative, athlete, or performer, and he or she may not hold any elected office or committee chairpersonship in College organizations of any kind. The student or Student Organization will be allowed to attend academic classes and any activities that are a part of an academic requirement. In most cases, students or Student Organizations who violate College policies while on social probation will be suspended or deactivated from the College. Students or Student Organizations may receive social probation in conjunction with other outcomes.
- **Deactivation** is defined as a Student Organization losing all privileges, including College recognition, for a specified period.
- **Disaffiliation** is defined as the College severing the relationship with the student by not allowing a student to register for classes indefinitely or a Student Organization by revoking the charter, bylaws, or affiliation with the organization and restricting future affiliation with the College.

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

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

C. Medical Amnesty

The College promotes responsibility and expects students to offer assistance to their fellow students in need. The College recognizes that there may be times when students are reluctant to offer assistance to their fellow students for fear that they may be charged with policy violations. Therefore, a student or student organization member (during an organization-sponsored event) who has contacted emergency first responders for a student in need of emergency medical treatment due to alcohol consumption, drug use, or injury will not receive formal outcomes or disciplinary actions from the College through the Student Conduct process if:

- a. the assisting student is the first person to contact emergency personnel and/or contact Campus Safety or Residence Life staff,
- b. the assisting student has not contributed to the endangerment of the student needing emergency medical attention,

- c. the assisting student has not moved or transported the student,
- d. the assisting student remains with the endangered student until Campus Safety, emergency personnel, or Residence Life staff arrives and
- e. the assisting student cooperates with the responding staff and emergency personnel.

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

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

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

D. Notification of Parents or Guardians

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

E. Search Process

By exercising the privilege of enrolling in the College, all students consent to the following and the College reserves the right to access and/or search, including by the use of K9 Narcotics and Bomb Detection Dogs, a student's campus residential room, College-owned housing, residential facility room/suite/chapter room, student's vehicle and/or possessions on College property for the purposes of inspection, inventory, custodial service, compliance with College policies, and to ensure the welfare and safety of individuals and groups on campus. During any health and wellness check conducted under this policy, any illegal items, contraband, or material that appears to be evidence of criminal activity will be reported to the Lakeland Police Department.

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

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

compliance with the above guidelines.

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

F. Legal Representation

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

G. General Principles

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

i. Student Conduct Authority

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

The Director of Student Conduct, or their designee, shall determine the composition of student conduct bodies and may determine which student conduct board or hearing officers shall be authorized to hear cases. They ensure that the student conduct program and procedural rules for the meetings are consistent with provisions of the Code of Conduct.

The college reserves the right to hire a third-party to investigate reported violations of the Student Handbook.

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

ii. Student Procedural Rights

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

- a. The student has the right to an unbiased hearing that is based on the evidence presented. A hearing may take the form of a meeting with a conduct officer or the Student Accountability

Board. For more information about the student accountability boards, see Appendix J.

- b. The student shall be notified via their Florida Southern College email address unless otherwise noted, that they have been documented, the date and violation of the documentation, and access to review the documentation during the conduct meeting. Failure to respond to a request to schedule a conduct meeting or attend a scheduled meeting will result in a determination being made in the student's absence and loss of the ability to appeal the determination.
- c. The student has the right to remain silent and/or not to self-incriminate. The student shall be allowed to rebut written statements and shall be allowed to present evidence and/or witnesses on his or her behalf. Under certain circumstances, the College, in its sole discretion, may allow an alleged victim to present their version of the events in question in writing or outside the presence of the affected student.
- d. The student shall be notified in writing of the decision and shall be allowed to appeal said decision to the appropriate appeal official. The right to appeal a determination is forfeited if a student does not schedule or attend their hearing or is offered the opportunity to withdraw to avoid disciplinary action and elects to exercise that option.
- e. The student may have the opportunity to waive a conduct meeting and the appeal process by taking responsibility for his/her action and accepting a prescribed sanction from the College.

iii. Exceptions & Unique Situations

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

- **Violations of the College's Honor Code:** Cases that fall under the jurisdiction of the Honor Code shall follow those stated processes outlined in the Academic Catalog.
- **Sexual Misconduct, Sexual Harassment, & Title IX:** The procedural rights of students regarding complaints of sexual misconduct can be found in the College's [Policy on Sexual Misconduct and Sexual Harassment](#).
- **Non-Discrimination & Anti-Harassment:** The procedural rights of students regarding complaints of discrimination and/or harassment can be found in the College's [Policy on Non-Discrimination and Anti-Harassment](#).
- **Violations of Criminal Law:** If a student is arrested, charged with or convicted of a crime while regularly enrolled in the College, the College reserves the right to take immediate action where the student will be subject to formal disciplinary outcomes assigned by the College up to Suspension or Expulsion from the College independent from the Student Conduct process.
- **Involuntary Withdrawal Situations:** In select circumstances, the College, through direction of the College President or Vice President of Student Affairs, may be required to immediately act unilaterally in order to protect the health and safety of the student or other members of the College community through the assignment of an involuntary withdrawal. More information on the Involuntary Withdrawal Policy can be found in the Appendix.
- The Vice President of Student Affairs, College President, or their designee holds the final authority to determine the eligibility of the exceptions above, including but not limited to administering an involuntary withdrawal or formal disciplinary outcome following violations

of criminal law.

iv. Student Conduct Process

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

- a. An Incident Report, Safety Report, and/ or written statement are used to report the alleged violation.
- b. Any student, faculty, or staff member may report a violation of policy to Campus Safety & Security, an Office of Residence Life staff member, or to the Office of Student Conduct.
- c. Safety reports, police reports, or any written statements are acceptable. Incident Report should be submitted as soon as possible after the event takes place, preferably within 24 hours.

The Director of Student Conduct or designee will determine the level at which the student conduct meeting will take place. This determination will be made based upon the preponderance of the evidence standard, the seriousness of the situation, the possible outcomes, and the previous conduct record of the student. The Director of Student Conduct or designee may conduct a hearing. Students are contacted via their Florida Southern College email address, by phone, or may be requested in person to attend a student conduct meeting. The alleged Code of Conduct violation(s) will be noted. The date of incident will be noted.

v. Conduct Meeting Procedures

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

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

vi. Determination of Responsibility Phase & Outcomes

- a. The College's case may be presented via written reports or through the conduct meeting.

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

Sanctions and outcomes are determined in accordance with all campus policies and information available at the time of the investigation. Specific sanction standards can be found in the Appendix.

vii. Outcome Completion and Appeals

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

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

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

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

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

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

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

VII. CAMPUS RESIDENCY POLICIES

A. Introduction

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

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

Each student completes and signs an online housing agreement. This document is a binding agreement between the student and the College. By signing the agreement, the student understands and will abide by all terms set forth in the agreement. Should a student's behavior become disruptive to the residential living environment, the College may refuse the student housing in a campus residential facility. Students who lose the privilege of residing in a campus residential facility because of a campus residential facility probation violation will be unable to remain a student unless he/she meets the approved reasons for residency exemption.

In accordance with the Academic Catalog, students who do not provide necessary documents will be unable to attend classes or move into campus residential spaces. Also, as stated in the Academic Catalog, **all financial obligations are due before the beginning of the semester or term.** Students may not attend classes or move into campus residential spaces until their financial affairs have been satisfactorily arranged.

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

Many inclusive individuals and lifestyles make up the population living in the College residential community. As a result of this shared environment, it is necessary for the College to have policies and procedures in place that serve as standards for resident behavior. These policies are not meant to hinder the student, but to protect individual and community rights.

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

For complete Residence Life policies, please visit the Residence Life website.

B. Residency Requirement (Undergraduate Students)

From the Trustees to the professional staff in Student Life, the College believes deeply in the educational and personal benefits of being a residential campus. The Trustees state that this policy is “consistent with a belief that a college education is more than the accumulation of credit hours needed for graduation; it must also involve the preparation of students to make positive and important contributions to society.” It is for these reasons that the College has a four-year residency requirement for all full-time undergraduate students. All Florida Southern College undergraduate students are required to live on campus for four years, with very few exceptions.

The residential experience is intentionally designed to serve as a primary vessel for building community, fostering meaningful relationships, and supporting student engagement beyond the classroom. Accordingly, all students residing in College-owned residential facilities are expected to participate in intentional residential programming, including required residence hall activities, and are required to participate in the campus meal program, with meal plan options and requirements determined by residency location and class standing as outlined on the College's website. Meal plan options and minimum requirements are determined by residency location and class standing, as outlined on the College's website. Only students who meet one of the following criteria, and submit a request by the stated deadline, are eligible for an exemption to the four-year residency requirement:

- Living with an eligible family member in their primary residence within 30 miles of the college main address.
- At least 24 years old before the start of the requested semester.
- Previously completed four years of residency in Florida Southern College owned campus housing.
- Enrolled in exclusively graduate courses with no undergraduate courses.
- Married; proof of marriage must be provided.
- Living with a child for whom the student has legal custody or is primary caregiver, in a primary residence that is within 30 miles of the college.

Meeting an eligibility criterion does not guarantee approval; all requests are subject to review and approval by the Dean of Students or their designee. For more information about requesting an exemption, reach out to the Office of Residence Life at residencelife@flsouthern.edu.

Due to residence life policies and to adhere to our campus community standards, all of the following

individuals are ineligible for residency, unless specific approval has been provided by the Vice President of Student Affairs or their designee:

- students under the age of 17,
- part-time students,
- dependent children,
- students who will begin enrollment at the College at age 24 or older, with the exception of students residing in graduate student housing.

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

C. Minor Student Agreement

Students that are under the age of 18 who have been approved to live on campus must complete the Minor Student Agreement form before arriving to campus. See Appendix G for more information.

VIII. STUDENT LIFE AND ACTIVITIES

Student Life has oversight for student activities and student organizations and administers student involvement opportunities which include all co-curricular activities except intercollegiate sports, campus ministries, and wellness programming, including intramural sports. All student social events and organized co-curricular activities must be registered with Student Life. All events must be sponsored by registered organizations and approved by Student Life. The College reserves the right to cancel an activity or event when there are reasonable grounds to believe that the activity or event will be detrimental to College operation or will endanger persons or property or if proper procedure is not followed. The Vice President of Student Affairs or the College President has final authority regarding activities, events, and programs. Please see the Student Engagement Policy Manual for more information regarding events, activities, and procedures.

A. Student Organizations

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

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

B. Convocation

The Student Life Convocation Series brings the college community together on a regular basis for outstanding presentations and programs. Florida Southern College believes that an educational institution based on the liberal arts should expose students to a broad range of issues - religious, aesthetic, moral, as well as intellectual. It is one of the many ways in which the College is committed to providing educational excellence. The Student Life Convocation Series takes place on select Wednesday mornings during Convocation Hour from 10:50 a.m. to 12:00 p.m. in Branscomb Auditorium, the Jenkins Field House, or

another designated location on campus. **Attendance is required for all students** except those students graduating during the 2026-2027 academic year. Rare exemptions may be granted by the Dean of Students for extenuating circumstances and must be submitted through the Exemption Form on MocsConnect. Exemptions are generally *not* approved for work commitments, family activities, athletic practices, or optional study groups. Students who do not meet the attendance obligation can either pay a fine or attend events approved by the Dean of Student Solutions. Failure to do either option results in a student being placed on social probation for the following semester.

C. Fraternities and Sororities

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

D. Honorary Societies, Professional Organizations, and Clubs

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

IX. CAMPUS RESOURCES

A. Athletics

Florida Southern's athletics department offers 21 NCAA Division II intercollegiate sports. Florida Southern College is a member of the eleven-school Sunshine State Conference. Men's sports offered at Florida Southern College are baseball, basketball, cross country, golf, lacrosse, soccer, swimming, tennis, and indoor and outdoor track. Women's sports offered are basketball, cross country, golf, lacrosse, soccer, softball, swimming, tennis, indoor and outdoor track, volleyball, and beach volleyball. Members of the SSC are Barry (Miami Shores), Eckerd (St. Petersburg), Embry-Riddle (Daytona Beach), Flagler, Florida Tech (Melbourne), Lynn (Boca Raton), Nova Southeastern (Ft. Lauderdale), Palm Beach Atlantic (West Palm Beach), Rollins (Winter Park), Saint Leo, and Tampa. Moccasin teams have won 32 NCAA Championships, making the athletics program one of the most successful in the country in Division II. In addition, Florida Southern College teams have captured 22 NCAA runner-up finishes, won 207 Sunshine State Conference regular season and post-season championships, with over 1,200 All-Americans, including over 350 student-athletes who have been named to the Academic All-America or various All-American Scholar-Athlete teams. Florida Southern College also offers several club sports including men and women's water skiing, Esports (League of Legends, Overwatch, Hearthstone, and Rocket League), equestrian, cheerleading, and men's ice hockey. Most Florida Southern College student-athletes are recruited and receive some type of financial aid. However, walk-ons are welcome to try out for any sport. Florida Southern College students are entitled to attend all home regular season athletic events free of charge with proper ID.

B. Career Services

The Peter Golotko Office of Career Services is committed to supporting the professional development of all Florida Southern students and alumni. Through individualized career advising, outreach events, and strategic partnerships with faculty, academic departments and employers, Career Services helps students align their academic experience with their long-term professional goals. Students benefit from personalized career planning, one-on-one mentoring, and a wide range of resources designed to build essential professional skills—including résumé writing, interviewing, networking, and digital portfolio/LinkedIn development. Additional resources include exclusive access to job and internship search platforms, an in-house professional headshot station, and a career clothing closet to ensure students are prepared for interviews and networking events. With a nationally recognized team dedicated to student success, Career Services offers courses, workshops, and programming to guide students at every stage of their career journey—from exploration to employment or graduate school.

Career Readiness Philosophy: The Wright Advantage

Florida Southern College's *Wright Advantage* career readiness program prepares students to succeed anywhere by embedding professional competencies into every co-curricular experience. Through a trusted, high-impact, and personalized approach, students gain the confidence, skills, and guidance they need to thrive in a global workforce. *Prepare here, succeed anywhere.*

C. Counseling Center

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

Services

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

How to Access Services:

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

Location and Contact Information:

- The Counseling Center is located on the 1st Floor in the Thrift Alumni Building and can be reached at 863-680-6236.
- Access to services is by appointment or walk-in hours, Monday through Friday, 8-5PM.
- Their website is: <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-counseling-services>

D. Department of Health Services

The mission of the Department of Health Services is to create a healthy campus culture that nurtures the whole person- mind, body and spirit, through advocacy, education and direct service. We value health and well-being as central to a successful college experience. We're committed to the promotion and implementation of a whole- community approach to well-being, resulting in healthy behaviors and choices that will improve the quality of life of our students.

The Department of Health Services is composed of:

1. Counseling Center
2. Health Center
3. Office of Health Promotion

E. Nina B. Hollis Wellness Center

The Nina B. Hollis Wellness Center at Florida Southern College in Lakeland, Florida, serves as a comprehensive hub for fitness, wellness, and recreation. It offers a variety of facilities and programs designed to promote holistic well-being among students, faculty, staff, and alumni.

Facilities:

Fitness Areas: The center features a state-of-the-art fitness room equipped with computerized treadmills, cycles, elliptical machines, squat racks, rowing machines, free weights, and more.

Aquatics: An eight-lane, 25-yard competition pool with an attached recreational shallow end is available, offering amenities like water basketball and equipment for water volleyball and water basketball. The pool is open year-round and heated for winter use.

Gymnasium: The HWC Gymnasium provides full-size basketball and volleyball courts, accommodating both pick-up games and intramural teams.

Aerobics Room: The James K. Sikes Aerobics Room, equipped with a special wood spring floor, hosts classes such as Zumba, Pilates, Total Body Conditioning, and Yoga

Climbing Wall: A 22-foot climbing wall is available for those seeking an adventurous fitness challenge.

Waterfront Activities: Located on the picturesque Lake Hollingsworth, the center offers kayaking and paddleboarding opportunities, along with activities like fishing, bird watching, picnicking, biking, and access to a three-mile paved walking path.

Memberships:

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

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

F. Office of Health Promotion

The Office of Health Promotion provides preventative care for students through education and promotional programming to increase students' knowledge of health and well-being. Our goal is to help create a campus culture that encourages healthy lifestyles by balancing the student experience with the various dimensions of holistic wellness. Programs offered through the Office of Health Education & Promotion include:

- Peer Health Education Program
- Safe Zone
- Making Florida Southern Home Course
- College Success Webinars
- Alcohol Awareness Programs
- e Check Up To Go

Location and Contact Information:

The Office of Health Promotion is located on the 1st Floor in the Thrift Alumni Building and can be reached at 863 680-6237. For inquiries or programming requests, please email: dhs@flsouthern.edu.

G. Student Health Center

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

1. Sick clinic visits:
 - ARNP and MA on staff
2. Injection/ medication administration
 - Student must present appropriate documentation and/or prescription for health center to assist in administration.
3. Medical supplies:
 - some over the counter medication, band aids, gauze, tape, braces or splints, ice packs and crutches- available for loan
4. Expedited referral line to other LRH clinics:
 - Urgent Care Clinics, ER
5. Other LRH Specialty Referrals
6. Additional Services available w/ charge.
 - All SHC charges will go to student's account.
 - Immunizations (Flu, Hep B, TDAP)
 - General lab testing (Strep, Covid, Flu, Pregnancy, Blood Glucose, Mononucleosis & office urinalysis)
 - Sports & Travel Physicals

Location and Contact Information:

The Student Health Center is located on the 1st Floor in the Thrift Alumni Building and can be reached at 863 680-4292. Access to services is via walk-in hours, Mon-Friday, 8-5PM. Website: <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-student-health>.

H. Student Solutions

The Office of Student Solutions is committed to helping students find their home at the College. We believe the College is truly “The Wright Place to Be” and Student Solutions helps students find that connection. Through intentional collaborations with campus partners, tailored solutions and strategic interventions are developed to assist first-year students in achieving their full potential. Whether that’s joining one of the many clubs or organizations, connecting better within their academic department, finding resources which can help them be a better student, overcoming a hurdle or just having fun, Student Solutions, located in the Rogers Building, knows the campus partners that can make it happen. These partners include student success, campus ministries, athletics, residence life, career services, and student engagement.

I. Support Services for Graduate Students

Graduate students at Florida Southern College have access to a wide range of support services and campus resources. These include the Wellness Center and all Health Services (Counseling, the Health Center, and Health Promotion), Career Services for career advising and job-search support, and the Disability Services Office for accommodations and opportunities such as Delta Alpha Pi, the disability honor society. Graduate housing is also available for students who wish to live on campus. Beyond these services, graduate students are welcome to take part in the full range of campus life, including the Festival of Fine Arts, the Florida Speaker Series, athletic events, intramurals, student programming, student organizations, and eligible honor societies. Additional services may be available; for more information, graduate students should check with each department directly.

X. GENERAL INFORMATION

A. Address Responsibility

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

B. Financial Refund

Refer to the Academic Catalog for more information.

C. Electronic Communication

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

All Florida Southern students may also receive text messages from the College. It is up to the student to have an up-to-date cell phone number in their contact information in the College Portal.

D. Emergency Preparedness

Florida Southern College is committed to maintaining a safe campus and fostering a culture of preparedness. The College works in partnership with local officials and emergency responders to prepare for, respond to, and recover from natural and human-caused emergencies, including severe weather, utility failures, criminal activity, and other incidents that may disrupt College operations.

Students share responsibility for campus safety and are expected to remain informed, prepare appropriately, and comply with emergency instructions issued by the College or emergency personnel.

Annual Emergency Preparedness Form

All students are required to complete the FSC Hurricane/Emergency Evacuation Planner each academic year through the FSC Portal. Students will be automatically prompted to complete the form when accessing the Portal.

The form requires each student to identify their anticipated evacuation plan, including whether they intend to return home, stay with a friend or family member, or shelter locally at an emergency shelter or hotel.

Students experiencing extreme hardship may request temporary emergency housing on campus. Submission of a request does not guarantee approval. Requests must be reviewed and approved by the College or its designee.

Students are responsible for providing accurate information and updating their evacuation plan if their circumstances change.

Emergency Notifications and Evacuation

Students must regularly monitor their College email, text messages, emergency alerts, and other official communications for emergency information and instructions.

If the College's Emergency Management Team authorizes a campus evacuation, all students must evacuate in accordance with College instructions. Only students who have received prior approval for temporary emergency housing may remain on campus.

Students must comply with emergency directives issued by College officials, first responders, or other authorized personnel. Failure to follow an evacuation order or other emergency directive may be addressed through the Student Code of Conduct.

For information regarding emergency-management procedures, phases of emergency management, student responsibilities, and actions during an incident, see Appendix I: Postvention.

E. Identification Cards

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

F. Lost and Found

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

G. Safety Statistics

The Student Right-to-Know and Campus Security Act of the Higher Education Amendment of 1992 requires education institutions to publish campus policies and statistics relating to campus safety and security. Anyone with questions regarding this report or any other safety-related matter is welcome to contact the Director of Campus Safety & Security at 863-680-4447. Additional information on these statistics can be found on the U.S. Department of Education's Office of Post-Secondary Education website at <http://ope.ed.gov/security/>. A copy of the College's Annual Safety Report (ASR) may be found [here](#).

H. Self-Administration of Medicine

Self-administration of medicines and medical treatments prescribed by a physician or other licensed medical professional is permitted in campus residential facilities but must be done in a medically safe and appropriate manner. The Health Center is staffed by licensed medical professionals and administers certain medications, injections, and treatments on campus for students whose care can be safely provided in that setting. All other procedures that are not administered by the Health Center and that cannot be safely self-administered must be performed off-campus by an appropriate professional, and it is the student's responsibility to arrange for regular transportation to and from treatment sites.

I. Transportation

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

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

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

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

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

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

summer residential student. If the student is residing on-campus during the summer, it is a requirement to notify Campus Safety of the location of the bicycle. All other bicycles left at the conclusion of the spring semester will be donated to local charities.

XI. DEFINITIONS

The following definitions apply to all provisions of this Student Handbook:

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

to determine whether a student or Student Organization is responsible for a violation of College policy and whether to impose outcomes against a student or Student Organization for violation of College policy.

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

XII. APPENDICES

APPENDIX A: VOLUNTARY MEDICAL WITHDRAWAL

Overview

Florida Southern College recognizes that a physical, psychological, or behavioral health condition may, at times, make it impossible for a student to complete a semester safely or successfully. This policy allows a student to request a voluntary withdrawal from the College to focus on treatment and recovery, with a clear and supported path to return once cleared to do so. A Voluntary Medical Withdrawal is initiated by the student, not the College. Where a student's health or safety concerns rise to a level the College believes requires action the student has not initiated, the College may consider its Involuntary Withdrawal process (Appendix B); the College will encourage and support a voluntary Medical Withdrawal first whenever circumstances reasonably allow it.

Eligibility

A student may request a Voluntary Medical Withdrawal when:

1. The student's behavioral, physical, or mental health interferes with optimal college performance, including successful engagement in or completion of academic coursework; when the safety of the community is in question; or when the demands of college life are interfering with the student's ability to recover from or adjust to a significant challenge;
2. The student needs time away from the College to pursue treatment for that condition; and
3. The request is submitted before the last day of classes by 5:00 p.m. EST for the semester in question, before completing any final coursework or examinations for that term.

Voluntary Medical Withdrawals apply to an entire semester. A student may not medically withdraw from a single course under this policy; students seeking relief from an individual course should speak with their academic advisor about a late drop or incomplete first.

Required Documentation

A student requesting a Voluntary Medical Withdrawal must submit to the Dean of Students:

1. Written documentation on official letterhead from a licensed treating healthcare or mental health provider (not a family member) describing the general nature of the condition, its approximate onset, how it affects the student's ability to safely and successfully continue as a student, and a general treatment plan; and
2. If deemed necessary by the Dean of Students, a signed release of information (ROI) consent form allowing the Executive Director of Health Services to receive additional information from the provider.

If a student's condition prevents the student from completing this process personally, a parent or legal guardian may initiate the request on the student's behalf.

Review and Decision

The Executive Director of Health Services, in consultation with the Dean of Students and Dean of Student Solutions, will review the request and supporting documentation and render a

decision, generally within ten (10) business days of receiving complete documentation. The College may request additional information before rendering a decision if request and supporting documentation is determined to be incomplete or unclear. A student who disagrees with a denial may appeal in writing to the Vice President of Student Affairs within five (5) business days of the decision.

Academic and Financial Impact

An approved Voluntary Medical Withdrawal results in a grade of "W" in each in-progress enrolled course for the semester. Tuition and fee reimbursement follows the same policy applied to all other withdrawals, as described in the Academic Catalog. Consistent with College policy, a Voluntary Medical Withdrawal cannot be issued retroactively for a semester that has already concluded.

While on Voluntary Medical Withdrawal, a student may not participate in any College activities, attend classes, reside in or visit campus residential facilities, or otherwise be on campus except to attend meetings or hearings related to the student's situation. Residential students may be required to move out of their room within 24 hours of withdrawing unless an extension is granted by the Dean of Students or designee.

Return from Voluntary Medical Withdrawal

A student who wishes to return to the College following an approved Voluntary Medical Withdrawal must complete the College's readmission review process, which includes clearance from the Dean of Students, in consultation with the Executive Director of Health Services. For the complete list of required documentation and procedures, students should refer to the Readmission for Former Traditional Undergraduate Students policy.

APPENDIX B: COLLEGE-INITIATED INVOLUNTARY WITHDRAWAL

Overview

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

Introduction

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

College-Initiated Emergency Suspension or Leave of Absence

Emergency Suspension

The College has the right to suspend a student at any time if a student’s behavior rises to the level of significant community disruption or if it appears that a student poses a threat to the health and safety of the student or other members of the College community. Students under Emergency Suspension are,

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

Leave of Absence

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

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

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

Determining "Direct Threat"

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

1. The individual facts of the case;
2. Assessments or opinions rendered by medical professionals, if applicable;

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

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

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

Clearance Procedures

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

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

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

Mandatory Assessment

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

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

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

Depending on the situation, the College will establish the conditions of the Mandatory Assessment and

any related timelines.

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

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

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

College Decision Making Process

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

Emergency Situations

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

APPENDIX C: INFECTIOUS DISEASE

Living and learning in a small community can expose students, employees, and guests to various infectious diseases. For this reason, all student members of the Florida Southern College community are required to have proper documentation regarding required vaccinations on file with the college's 3rd party medical data software, Med+Proctor. Students may seek an extension when first arriving on campus or an exemption from meeting the immunization requirement only for medical or religious purposes, with completion of the *Temporary Authorization to Extended Immunization Requirement Deadline* form or the *Immunization Exemption Release and Indemnity Agreement* form, both available online at <https://www.flsouthern.edu/campus-offices/student-health-center/home.aspx>.

When the College suspects there is a threat of an infectious disease, action will be taken to contain and to inform our community to help keep everyone safe. Through collaboration and partnership with Lakeland Regional Medical Health, among the infections identified that will require some form of containment are:

- Bacterial Meningitis (meningococcal disease)
- Chickenpox and other vaccine preventable diseases (e.g., measles, whooping cough)
- MRSA (methicillin-resistant Staphylococcus aureus)
- Tuberculosis
- Variola viruses (e.g. smallpox, monkeypox)

Other diseases that may require some forms of containment are:

- Diseases of the gut causing vomiting & diarrhea (related to food & water)
- Influenza and upper respiratory viral infections such as COVID-19 or other coronaviruses.
- Infections caused by mosquitoes and ticks (e.g., mosquito borne such as West Nile Virus)
- Streptococcal infections (scarlet fever, strep throat, rheumatic fever)
- Mononucleosis
- Other infectious diseases

Students presenting with symptoms related to ALL diseases mentioned above should immediately contact the Student Health Center (SHC) or other medical provider such as Lakeland Regional Health Emergency Department (LRH ED) for proper diagnosis and medical care.

Infectious Disease Response Plan

Reporting of cases of infectious diseases and related conditions has been, and remains, a vital step in controlling and preventing the spread or outbreak. Any person who has been diagnosed with an infectious disease or who has knowledge of infectious disease(s) or a cluster of unexplained illness on campus, infectious or non-infectious, must promptly report the information to Campus Safety at (863) 680-4125. All reports will be forwarded to the Executive Director of Health Services who will collaborate with the Dean of Students and the Director of Safety to coordinate campus responses to potential infectious disease outbreaks.

Generally, the response plan is as follows:

1. Reports on student illness should be made to the Office of Safety at 863 680-4125. Reporting sources include student, staff, faculty; or other individuals or entity.
 - Reports of employee potential illness should be made to the office of Human Resources at HR@flsouthern.edu or (863)680-5079.
2. If a student reports symptoms of an infectious disease, they will be directed to seek medical care as soon as possible. Students may go to the SHC or a to one of our local medical care providers. The SHC may refer the student immediately to the LRH ED, if further testing is necessary for proper diagnosis and treatment. If a report is made after hours, the Office of Safety may refer the student immediately to the LRH ED. Student must remain in isolation until a diagnosis is confirmed.
3. When a student tests positive for an infectious disease, they must immediately follow up and report diagnosis with the Office of Safety. Beginning at this time, the student will need to isolate away from campus for the period of time as designated by their diagnosing provider.
4. All reports of infectious diseases will be communicated immediately (including after hours) to the Executive Director of Health Services to coordinate with the Dean of Students and Director of Safety on student isolation measures. The Executive Director will also notify the Assistant Provost to assist with academic matters.
5. Once a student is identified as having to isolate, the Office of Safety (utilizing protective practice) will arrange for the student to gather necessary belongings and exit campus, without exposing any additional students or staff. For residential students, this means the student must go home, go to a friend's home, hotel or other location not on College property. Students should have a plan in place before arriving on campus to start the semester. The student will need to notify their faculty if they expect to be out of class for an extended period. Naturally, FSC employees having to isolate will do so at home.
6. Using appropriate protective practices, properly trained custodians of the Facilities Maintenance department conduct a thorough cleaning and disinfection of residence halls, classrooms, offices, and the examination room of the Student Health Center.
7. The SHC or LRH ED will notify the Florida Department of Health in Polk County of positive tests for infectious diseases. (Epidemiology Unit at (863) 519-8300 or (863) 413-2620 for the nurse on call during nights, weekends, and holidays). The Florida Department of Health will work on identifying those at high-risk of infection (typically those in prolonged close, versus casual, contact) and notify such individuals of 'next steps' to be taken.
8. The Executive Director of Health Services will alert the Vice President of Student Affairs. The Vice President contacts the College's President, and other appropriate campus partners. A campus-wide notification alert, drafted by the FSC Office of Marketing, may be necessary and can be done in conjunction with the Florida Department of Health in Polk County. General goals include transparency, protection of privacy, alerting people to protective actions, and reassurance to those not at high risk.
9. The student will need to provide documentation by a medical provider to the Office of Safety, that they no longer present risk to the College community and able to return to full campus activity. Documentation will be forwarded to the Executive Director of Health Services for confirmation before the student is allowed to return to campus. The Executive Director will

notify appropriate parties that the student has been released from isolation and cleared to return to campus.

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

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

APPENDIX D: SOCIAL MEDIA POLICY FOR STUDENTS

Florida Southern College (the “College”) acknowledges that students may use social media and other digital platforms in both professional and personal capacities. While the College recognizes the value of these communications, it also has a responsibility to safeguard its reputation, community, and confidential information. The College’s social networking policy includes rules and guidelines for College-authorized social networking or other digital content and personal social networking or other digital content and applies to students of the College.

Whether it be in the classroom or through a digital platform, the College respects the free speech and free expression rights of all members of the College community, while at the same time creating an environment of civility that fosters tolerance and mutual respect and which allows all members of the College community to participate meaningfully in campus life without being subject to discrimination or harassment.

DEFINITIONS

Social Networking: Includes all types of posting on the Internet including, but not limited to social networking platforms (such as Facebook© and LinkedIn©; TikTok©; and the posting of video on YouTube©, and similar media platforms.

Social Media: Refers to digital platforms and technologies that enable individuals and organizations to create, share, and engage with user-generated content at scale. This includes (but is not limited to) short-form video platforms, podcasts, livestreaming services, photo and video sharing networks, online communities, interactive messaging apps, and other emerging digital platforms.

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

POLICY

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

- Unless specifically instructed by the President of the College or his designee, students are not authorized and therefore may not speak on behalf of the College or imply in any way that they are speaking on behalf of the College.

- The creation of any external Internet Web, social media accounts, or other digital platforms that represent the College shall be subject to advance review by the offices of Human Resources, Marketing and Communications and Advancement. The maintenance and operation of any such accounts must be performed pursuant to all conditions specified in this policy. In addition, the College shall have the right to continually monitor such external sources that represent the College. For more information, refer to the College's Social Media Policy for College-Affiliated Accounts.
- Accounts sponsored by recognized student organizations in connection with specific activities must be authorized by the Dean of Students for the relevant location.
- Representation of student personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. Students may not use the Florida Southern College name or logo to promote any opinion, product, cause, group, or political candidate or party. Students may not impersonate another student or College employee.
- While the College encourages online collaboration, below is a set of guidelines for appropriate online conduct to avoid the misuse of this communication medium whether on or off campus or during an academic break.
 - **Student Handbook:** All students are expected to adhere to the College's Student Handbook and all other policies of the College.
 - **Friending:** Any student may reject a friend request from any other student, faculty member or College employee without fear of repercussion.
 - **Harassment:** No student may use the social media platforms to harass another student, to discriminate against another student, or otherwise engage in activities that would be a violation of the College's policies regarding harassment and discrimination. However, it is not harassment to espouse a religious belief or political viewpoint or an opinion on any subject which another person might strongly disagree with or find offensive or which that person does not wish to hear, as long as that viewpoint or opinion is expressed with civility and is not in a manner as to cause harassment, intimidation, or otherwise violate a policy of the College. Students should be free to express opinions with which others might strongly disagree or even find offensive or ugly, but when that speech crosses the line into targeted harassment or threats, or creates a pervasively hostile environment, said speech may, on a case-by-case basis, constitute harassment and as such may violate the College's policies, including policies relating to harassment.

Additionally, as previously indicated, students in a leadership position at the College, including but not limited to Resident Advisors and Southern Ambassadors, must be mindful that they serve in a position of leadership in relation to an extremely diverse group of students and prospective students in terms of ethnic, cultural and heritage backgrounds, sexual orientation, and religious and political views, all or some of which may not be shared, or even approved of, by the student in the leadership position. While a student serving in a leadership position does not relinquish his or her right to free speech or free expression in terms of social media postings, the leadership student must be careful that his or her own personal views, whether religious, political, ethical, moral, or otherwise, are not communicated or expressed in a manner which would compromise the leadership

student's ability to perform his or her leadership activities or are communicated in a manner that his or her statements may be considered as being an "official" position of the College.

- **Privacy:** Students should never disclose confidential College information, student records, or personal or contact information concerning past or present members of the College community without proper authorization.
- **Defamation:** Students should not defame or otherwise discredit or disparage the College, its services, its vendors, or its competitors, its students or employees. Students may not make false claims or representations of the College's program or services. Before posting anything on the Internet or digital platforms or engaging in social networking that refers to the College, students should consider whether their posts are damaging to the College's reputation or the reputation of its students and employees. If a student has a College related dispute or complaint, the student should refrain from sharing this via social media outlets and should address the complaint with the Office of Student Life.
- **Logos and Trademarks:** Social media communications may not include the use of any College logos, trademarks, or proprietary graphics without the prior written consent of the College's Marketing and Communications department.
- **Respect for Copyrights:** Students must recognize and respect others' intellectual property rights, including copyrights and trademarks.
- Students are cautioned that they should have no expectation of privacy while using the Internet or other digital platforms. All students should be aware that the College monitors social media platforms.

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

Reporting Violations

The College requests and strongly urges students to report any violations or possible or perceived violations of this Policy to the office of Student Life. Violations may include, but are not limited to, discussion of College proprietary information and any unlawful or improper activity related to social networking.

Discipline for Violations

The College will investigate reports of violations of this Policy. Violation of this Policy may result in disciplinary action up to and including expulsion. Discipline or expulsion will be determined on a case-by-case basis considering the nature and content of any blog or social networking post. The College reserves the right to take legal action where necessary against anyone who engages in prohibited or unlawful conduct. Additionally, the College may report any violations of any state or federal law to the appropriate regulatory or law enforcement officials. Any retaliation against a person for reporting a

violation of this Policy will itself be considered a violation of this Policy that may result in disciplinary action up to and including expulsion.

Additional Resources

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

- The Cornerstone
- Student Grievance Procedures
- Student Handbook
- Non-Discrimination and Anti-Harassment Policy
- Sexual Misconduct and Sexual Harassment Policy
- Social Media Policy for College Affiliated Accounts

ADDENDUM

Social Media Policy for Student Athletes

Introduction

Competing for Florida Southern College (the “College”) is a privilege, not a right. College student-athletes are held in the highest regard on campus and in the community. As leaders, players have the responsibility to portray themselves, their teams, and the College in a positive manner. While the College respects student-athletes personal rights and freedom of expression and association, the College is also concerned about their safety, the image of our athletes, athletic teams, and the College.

Social media platforms have increased in popularity and are used by many College students including student-athletes. Student-athletes need to be aware that third parties, including fans, media, potential employers, criminals, and others can easily access their postings including, their college player profile and any internet personal profile they may maintain. This includes all pictures, videos, comments, and other postings. Inappropriate material found by third parties can affect the perception in the community of the student-athlete, the team, and the College. Inappropriate or intemperate postings may also be detrimental to their future athletic career and employment options.

This Addendum to the College’s Social Media Policy for Students (the “Student Social Media Policy”) is designed to protect the student-athletes, their teams, the Athletic Department, and the College. Failure to abide by the Student Social Media Policy and/or this Addendum may result in disciplinary action.

Student-athletes are cautioned that they should have no expectation of privacy while using the Internet. All student-athletes should be aware that the College monitors social media platforms.

Student-athletes should be mindful that many different audiences will see their posts, photos, comments, videos, etc. including fans, alumni, children, other student-athletes, parents, and faculty. The following is a list of guidelines to help in the appropriate use of social media, whether on Team accounts or individual accounts.

- **Think before you post.** Do not post any information, photos, or comments that might be considered offensive to you, your family, your team, the Athletics Department, or the College. This includes, but is not limited to, posts showing the personal use of alcohol, drugs, or tobacco.
- **Never post when upset about the outcome of a game or practice.** Posting while upset can lead to unsportsmanlike content, derogatory, or demeaning posts toward other individuals or entities. Sleep on it as your followers and friends will still be there tomorrow. Don't engage in online arguments. Most of the time the argument can't be won and participants end up looking foolish.
- **Privacy:** Student-athletes should never disclose confidential College information, student records, or personal or contact information concerning past or present members of the College community without proper authorization. Examples include posting information about future team schedules, athlete injuries and eligibility status, and travel plans/itineraries. Also, posting your whereabouts or plans can lead to unwanted attention, stalking, identity theft, etc.
- **Logos, Trademarks, and Copyrights:** Social media communications may not include the use of any College logos, trademarks, or proprietary graphics without the prior written consent of the College's Athletic Department. Student-athletes must recognize and respect others' intellectual property rights, including copyrights and trademarks.
- **Student Handbook:** All student-athletes are expected to adhere to the College's Social Media Policy for Students, the Student Handbook and all other policies of the College.
- Team Accounts must be approved by the Director of Athletics.
- Only Head Coaches may serve as Administrators of Team Accounts
- Team Site access must be provided to the College's Sports Information Department.
- Postings to individual and Team Accounts must never violate NCAA rules.
- Team Site postings may not endorse any products, services, or brands other than those approved by the College, nor should other brands be allowed to promote themselves on Team Accounts without prior approval from the Director of Athletics.

Sanctions

If any inappropriate activity, language, etc., as stated by the above guidelines are found, the student-athlete is subject to disciplinary action. Sanctions may include, but are not limited to the following:

- Meeting with Head Coach and/or the Director of Athletics
- Community Service
- Temporary suspension from practice or games
- Indefinite suspension from the team
- Dismissal from the team
- Disciplinary action under other applicable College Policies

APPENDIX E: VIOLATIONS OF THE STUDENT CODE OF CONDUCT

Persons

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

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

Property

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

- a. Knowingly, and without consent or authorization, has the property of another person, the College, or government property in his or her possession.
- b. Abuses, damages, or defaces College property by using it in a manner inconsistent with its designated purposes.
- c. Knowingly and without consent or authorization removes, uses, misappropriates, or sells the property of another person or the property of the College.
- d. Damages, defaces, or destroys the property of another person or the College.
- e. Obtains the property owned by another person or the College by misrepresentation, or by

fraudulent means.

- f. Enters or uses the property or facilities of another person or the College without consent or authorization. For example, the Florida Southern College Water Dome, the College Tunnels, the reflection pool in the Willis Garden of Meditation, etc.
- g. Use, enter, or tamper with any fountain on campus
- h. Knowingly, and without consent or authorization, misuses or misappropriates services provided by the College.
- i. Exhibits conduct unbecoming a student at the College.

Operation of the College

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

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

Welfare, Health, Or Safety

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

- a. Uses, possesses, distributes, sells, is under the influence or in the presence of narcotics, hallucinogens, dangerous drugs, recreational drugs, or controlled substances (including misuse of prescription medication). Marijuana, including medical marijuana and CBD products (that contain THC), even if prescribed by a licensed physician, is prohibited on the College campus and will be considered an illegal drug.
- b. Possesses, consumes, dispenses, or is in the presence of alcoholic beverages on campus or in campus residential facilities, or exhibits effects of off-campus alcohol use that results in a disruption to the College community or that requires intervention from members of the College's

full-time or paraprofessional staff upon return to campus.

- c. Possesses drug paraphernalia on campus or in campus residential facilities. The State of Florida defines “drug paraphernalia” as any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, transporting, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the law. Examples include, but are not limited to, Hookah, Water Pipes, Vape Pens, Juul and/or Juul Pods, etc.
- d. Possesses or manufactures, without College authorization, firearms (assembled or disassembled), explosives, dangerous weapons (including knives), or other articles or substances injurious to persons or property.
- e. Falsely reports a fire, or activates emergency warning equipment, or communicates false information regarding the existence of explosives on College property.
- f. Refuses to vacate buildings, sidewalks, driveways or other facilities of the College when directed at doing so by an official of the College.
- g. Enters or exits any window on-campus (with the exception of an emergency)
- h. Abuses, misuses, removes, or damages fire or safety equipment.
- i. Uses or displays abusive, obscene or inappropriate language, behavior, or materials.
- j. Uses cigarettes, vaporizers, electronic cigarettes or any device that emits smoke or vapor inside any College building.
- k. Accesses without the proper consent or supervision the roof or esplanades of any College building.
- l. Exhibits conduct unbecoming a student at the College.

APPENDIX F: STUDENT CONDUCT LIST OF SANCTIONS, STANDARD FINES, AND/OR FEES FOR POLICY VIOLATIONS

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

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

- a) Fire Safety
 - i) Candles/Incense
 - (1) Written Warning
 - (2) \$50 fine per occurrence
 - ii) Live Christmas Tree
 - (1) Written Warning
 - (2) \$50 fine per occurrence
 - iii) Unapproved Lights/Lighting (i.e. Halogen lights, rope lights, string lights, Christmas lights, lava lamps, etc.)
 - (1) Written Warning
 - (2) \$50 fine per occurrence
 - iv) Unapproved Appliances (i.e. anything with an open coil, hot plates, etc.)
 - (1) Written Warning
 - (2) \$50 fine per occurrence
 - v) Failure to Evacuate during a Fire Drill or Emergency Situation
 - (1) \$100 fine per occurrence
 - vi) Tamper with Fire Safety Equipment (i.e. activate pull station, smoke detectors, or fire extinguishers)
 - (1) \$500 fine per occurrence charged to the individual or charged to the building if unable to determine who is responsible.
 - vii) Excessive Trash/Lack of Cleanliness of space
 - (1) \$50 fine for up to two bags of trash collected.
 - (2) \$100 for trash collected between three and four bags.
 - (3) An additional \$25 per bag of trash beyond four bags
 - (4) An additional \$150 cleaning fee assessed for cleaning beyond removal of trash.
 - viii) Unregistered/Non-Student Guest
 - (1) \$250.00 first- time violation
 - (2) \$500.00 second-time violation

The following violations will include fines and/or fees and will result in a Conduct Meeting being required

on all repeat violations. First time violations of the alcohol policy may not result in a Conduct Meeting but typically result in a conduct outcome.

- b) Alcohol includes Joint Responsibility
 - i) First Offense: Written Warning
 - ii) Second Offense: \$75 fee for Alcohol Education Course plus any additional outcomes assigned.
 - iii) Third Offense: \$150 Fine plus parental notification and any additional outcomes assigned, or \$75.00 Fine with Parental Notification and a Cornerstone Reflection Paper
 - iv) Fourth Offense: \$300 Fine plus any additional outcomes assigned and suspension likely.
- c) Drugs includes Joint Responsibility
 - i) First Offense: If not suspended, a \$75 fee for Drug Education Course plus any additional outcomes assigned.
- d) Animals
 - i) First Offense: \$250 cleaning fee plus any additional outcomes assigned.
 - ii) Second Offense: \$400 Fine plus any additional outcomes assigned.
 - iii) Third Offense: \$600 Fine plus any additional outcomes assigned.
- e) Roofs, Ledges, Esplanades, and Balconies
 - i) First Offense: \$1,000 Fine plus any additional outcomes assigned.
- f) Smoking
 - i) First Offense: \$50 Fine plus any additional outcomes assigned.
 - ii) Second Offense: \$150 Fine plus any additional outcomes assigned.
 - iii) Third Offense: \$300 Fine plus any additional outcomes assigned.
 - iv) Fourth Offense: \$500 Fine plus any additional outcomes assigned.
- g) Theft
 - i) Stolen/Unapproved Signs (i.e. street signs, work site items, construction zone items, orange caution cones, etc.)
 - (1) \$50 fine per occurrence, restitution if necessary, and Cornerstone Reflection Paper.
- h) Water Dome Infractions
 - i) The only time it is acceptable for students to swim and/or wade in the Water Dome is during an official College sponsored event (i.e., Water Dome Splash).
 - ii) First Offense: \$5,000 Fine plus any additional outcomes assigned.
- i) Tunnels
 - i) It is not permitted for students to be in the tunnels underneath campus. A first-time violation would result in a Cornerstone reflection paper and possible loss of social privileges and

leadership positions on-campus (along with any other outcomes assigned)

Specific Sanctions: Alcohol Policy Violations

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

a. Outcomes- Individuals

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

- i. Parental or Guardian notification of the violation.
- ii. The student may be required to complete an alcohol education course and be assessed a course fee. The fee covers the cost of the course and supports an education fund that hosts proactive education events on campus.
- iii. The student may also be required to complete an assessment by a third-party provider where any recommendations become requirements to be completed.
- iv. Students additionally may be placed on social probation and/or be suspended from the College. An assessment and compliance with any recommendations may be required prior to consideration for readmission.

b. Outcomes- Student Organizations

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

- i. Any violation: The student organization may be required to complete an alcohol education program and may lose social privileges for a specified period of time. The student organization's national/international office (if applicable) may be notified along with the student organization's advisors. The student organization may lose eligibility for student organization funding for a specified period of time. The student organization may also be required to host an alcohol education program for their organization or the campus community.
- ii. Subsequent violations: In addition to above, the Office of Student Conduct has the right to instruct the Center for Student Involvement to terminate the relationship between the organization and the College. After a specified period of time, the student organization may re-apply for recognition through the College's process.

Specific Sanctions: Drug Policy Violations

The College recognizes that there are serious health risks, behavioral problems, and legal consequences associated with the use of illicit drugs. Therefore, all members of the campus community are expected to

understand that the illegal use/abuse of controlled substances is absolutely at variance with the mission of the College. The College abides by the Drug-Free Schools and Communities Act of 1990.

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

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

a. Outcomes- Individuals

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

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

b. Outcomes-Student Organizations

Student Organizations sponsoring on or off-campus events are responsible for abiding by and enforcing the guidelines outlined in the Handbook regarding drugs. If a student organization

is found to be in violation of the policy, the sanction will most often result in suspension for the individual and/or the organization.

Specific Sanctions: Weapons/Explosives Policy Violations

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

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

The College recognizes that weapons can be a broad term. Examples of weapons include but are not limited to rifles, pistols, BB guns, paintball guns, pellet guns, stun guns, chemical weapons, knives with blades more than four inches in length, slingshots, bows and arrows, and martial arts weapons.

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

a. Outcomes- Individuals

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

- i. Parental or Guardian notification of the violation (undergraduate students).
- ii. The student may be required to complete a behavior contract and an educational course that includes a service fee. The fee covers the cost of the course and funds an education fund that hosts proactive education events on campus.
- iii. The student may also be required to complete an assessment by a third-party provider where any recommendations become requirements to be completed.
- iv. Students may be placed on social probation.
- v. For instances involving weapons and/or explosives, it is common for the VP of Student Affairs or designee to suspend and/or expel. When responsibility is clear and convincing, or admitted, the VP of Student Affairs or designee may impose College suspension/expulsion without further proceedings. Parents or guardians may receive a copy of the sanction letter or may be notified verbally.

b. Outcomes- Student Organizations

Student Organizations sponsoring on or off-campus events are responsible for abiding by and enforcing the guidelines outlined in the Handbook regarding weapons/explosives. If a student

organization is found to be in violation of the policy, the minimum outcomes will include but are not limited to suspension for the individual and/or the organization.

INDIVIDUAL & COMMUNITY DAMAGE BILLING

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

WHAT IS DAMAGE BILLING?

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

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

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

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

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

EXAMPLES OF DAMAGE BILLING INCIDENTS

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

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

ESTIMATED FACILITIES REPAIR COSTS

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

APPENDIX G: MINOR STUDENT AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

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

Parent/Guardian Signature Date

Student Signature Date

Parent/Guardian Name Printed

Student Name Printed

APPENDIX H: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

FERPA - Confidentiality, Integrity, and Security of Student Records

Florida Southern College is committed to maintaining the confidentiality, integrity, and security of student records in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA), and College policies governing records management, privacy, and information security.

The College maintains administrative, technical, and physical safeguards designed to protect student information from unauthorized access, use, disclosure, alteration, or destruction. Access to student records is limited to College officials and other authorized individuals who have a legitimate educational interest or other lawful basis for access, as defined by College policy and applicable law.

Students are encouraged to help protect the security of their own educational records by safeguarding passwords, using College technology resources responsibly, and promptly reporting any suspected unauthorized access to their accounts or personal information.

The College may disclose student information only as permitted or required by applicable law, College policy, or with the student's written consent when required. Additional information regarding student privacy rights, access to educational records, and the release of information is available in the College's FERPA policy.

The Family Educational Rights and Privacy Act of 1974 as amended (PL 93-380) is better known as “FERPA.” When a student enters college, FERPA rights transfer from parents or legal guardians to the student, regardless of the student’s age. The College defines that a student “enters college” on the date of matriculation into the College. For Fall 2026, that date is August 25, 2026. For Spring 2027, the transfer of access date is January 12, 2027. Thus, parents/guardians hold FERPA rights during the Admission process but, at the point of matriculation, rights to all education records (even rights to access to that prior information) are transferred to the student. The four student FERPA rights include:

1. FERPA provides opportunities for students to inspect and review their education records within 45 days of a written “request for access” identifying the records of interest to the College’s FERPA Compliance Officer (please see below).
2. FERPA provides paths for students to seek amendment to education records they believe to be inaccurate or misleading. A written request should be made to the College’s FERPA Compliance Officer (please see below).
3. FERPA gives students the right to file a complaint with the College Compliance Officer (please see below).
4. FERPA allows students the right to provide written consent before the College discloses Personally Identifiable Information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent, including:
 - a. College officials, including administrators, supervisors, staff (including law enforcement

unit and health center officials), teachers, board of trustees members, contractors, consultants, volunteers, or students working in an official capacity for the College, with “legitimate educational interests”, who require information for the proper performance of their professional responsibilities.

- b. Officials at an institution at which a student seeks to enroll for purposes of enrollment/transfer.
- c. Organizations conducting studies or audits for educational and governmental agencies.
- d. Accrediting agencies.
- e. Appropriate persons in case of health or safety emergencies.
- f. Agencies or offices in connection with the student’s application for or receipt of financial aid, as necessary.
- g. Governmental officials, as identified in Public Laws 93.31 & 99.35.
- h. Parents of students who are defined as dependents in the Internal Revenue Code of 1986.
- i. Parents of students (1) younger than 21 years of age or (2) who are dependents for tax purposes regardless of student age for violations of campus alcohol and drug policies.
- j. An appropriate official in response to a court order
- k. An alleged victim of a crime of violence or a non-forcible sex offense concerning the final results of an investigation.
- l. The general public, if the school determines a student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation(s) made against the student.
- m. Information the College identifies as Directory Information (with caveat).
- n. For a complete list of exceptions, for further questions, for concerns about College FERPA compliance practices, or to request to inspect, review, or amend records, please contact the College’s **FERPA Compliance Officer in the Office of the Registrar, Thad Buckner Building, 111 Lk. Hollingsworth Dr., Lakeland, FL 33801; email: registrar@flsouthern.edu ; office: (863) 680-4127.**

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

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

FERPA And Florida Southern College Public Notice of Directory Information

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

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

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

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

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

- Social Security or other Student Identification numbers
- Grades or Grade Point Average (GPA)
- Ethnicity, race, nationality, gender or religion

Educational Records and Release Authorization

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

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

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

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

FERPA and Deceased Students

The right to privacy of PII and education records that eligible students or alumni possess under FERPA

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

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

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

FERPA and Florida Southern College Public Relations Information Release

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

APPENDIX I: POSTVENTION

As a key part of Florida Southern College's emergency management plan, Student Life is committed to its efforts which are designed to instill a culture of preparedness by building, sustaining, and improving individual preparedness, departmental readiness, and college resiliency. The plan provides guidance intended to preserve life, protect property, and manage an incident in order to continue the College's Mission. This incident can be an occurrence or event, natural or human-caused, which requires a response. It may cause a significant disruption of normal business in all or a portion of the College and can range from a small utility failure or criminal act to a major weather event.

Through the lens of Student Life (including but not limited to Dean of Students, Health Services, Residence Life, Center for Student Involvement), the Office stands ready and prepared to facilitate, coordinate and integrate operations necessary to build, sustain, and improve the functional capabilities of the college to mitigate against, prepare for, respond to, continue operations during, and recover from incidents, working collectively and collaboratively with all units on campus.

Phases of Emergency Management

- **Preparedness:** process of planning how to respond when an emergency occurs and coordinating the physical and human resources to respond effectively.
- **Response:** the actual real-world emergency deployment of personnel and equipment to save lives, protect property, and contain and stabilize the incident.
- **Mitigation:** activities that eliminate or reduce the occurrence or effects of an emergency
- **Recovery:** entails the short-and long-term actions necessary to return all system to normal conditions.

Roles and Responsibilities for Students (during day-to-day activities and incidents)

General Responsibilities:

Students should be aware of their surroundings and familiar with building evacuation routes, exits and assembly points. Students should monitor their text messages and emails for College announcements.

Role during an incident:

Students involved in an incident should assess the situation quickly and thoroughly and employ common sense when determining how to respond. If directly involved in an incident, students should call 911 as soon as possible, direct responders to where the incident occurred if possible, and cooperate with first responders.

The College's full Emergency Action Plan can be found on the College's public website here:

<https://www.flsouthern.edu/campus-offices/offices-directory/office-of-safety-and-security/emergency-preparedness>

APPENDIX J: PEER ACCOUNTABILITY BOARDS

Interfraternity Council (IFC) Judicial Board

The Interfraternity Council Judicial Board receives reported fraternity chapter violations. These violations can include recruitment violations, unapproved events, chapter room violations, and other violations as determined by the Office of Student Conduct or the Director of Student Involvement.

Appeals

The IFC Judicial Board's decision is subject to appeal by a member chapter within two weeks of receiving written notification of the decision. Appeals shall be made in writing to the IFC President and shall be made solely on the following grounds or be dismissed:

- A. Error in the charge and/or Judicial Board Hearing process that materially affected the outcome.
- B. The severity of the sanction did not match the severity of the violation.
- C. New information that could not have been discovered prior to the IFC Judicial Board Hearing through the exercise of reasonable diligence. Sanctions imposed through the Judicial Process shall stand until an appeal is heard.

Non-Status Sanctions Appeals

The IFC Executive Board shall hear appeals for Non-Status Sanctions. The IFC Executive Vice President shall first present the IFC Judicial Board's decision and rationale for its actions. The appealing member chapter shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the IFC Judicial Board's actions. The appealing chapter must be given at least one week's notice of the time, place, and procedure of the appeal hearing. Any individual from the appealing member chapter serving on the IFC Executive Board shall not participate in the appeal proceedings. The IFC Executive Board may either dismiss the charge(s) with no sanctions or alter the sanctions imposed by the Formal IFC Judicial Board Hearing. Any alterations must be approved by at least two thirds(2/3) if the IFC Executive Board. The decision of the IFC Executive Board shall be final for Non-Status Sanctions.

Status Sanctions Appeals

The IFC General Body shall hear appeals for Status Sanctions. The IFC Executive Vice President shall first present the IFC Judicial Board's decision and rationale for its actions. The appealing member chapter shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the decision. The appealing chapter must be given at least one week's notice of the time, place, and procedure of the appeal hearing. Upon completion of the member chapter appeal presentation, all representatives of the Member Fraternity shall be dismissed from the meeting, including the member chapter's IFC Delegate and Alternate Delegate.

The IFC General Body shall first vote on whether to discuss dismissal or alteration of the status sanction, which shall require a two-thirds (2/3) vote. In the event the IFC General Body votes to discuss dismissal or alteration, the IFC General Body shall determine by a two-thirds (2/3) vote to

either dismiss the charge(s) with no sanctions or to alter the sanctions imposed. If a two thirds (2/3) majority cannot be achieved for dismissal or alteration of the sanctions, the initial sanctions will remain in place.

The decision of the IFC General Body shall be final with no further appeal rights.

Panhellenic Council Judicial Board

The Panhellenic Council Judicial Board receives reported violations of the Recruitment Code of Conduct that were not resolved in the mediation phase of the judicial board process.

Appeals

The decision of the Peer Accountability Board may be appealed by any involved party to the NPC Panhellenic Accountability Committee.

- An appeal must be filed with the peer accountability officer, using the College Panhellenic Appeal Notice, within seven calendar days of the formal accountability resolution decision.
- The NPC Panhellenic Accountability Committee must reverse or uphold the decision of the Peer Accountability Board.
- The NPC Panhellenic Accountability Committee may also dismiss or modify educational outcomes as the committee deems appropriate.
- Any educational outcomes begin only after all properly filed appeal decisions have been rendered. If a sorority that has been found responsible wants to fulfill all or part of the educational outcomes pending the result of a filed appeal, the sorority has that option.
- If the NPC Panhellenic Accountability Committee is unable to resolve the appeal, the file will be transferred to the NPC Board of Directors for final resolution. The decision of the board is final

Student Accountability Board (SAB)

- Purpose: The Board may be utilized for cases as deemed appropriate by the Director of Student Conduct
- Membership: The Board pool shall be composed of no more than twenty students and at least one non-voting staff member.
- The student members shall apply for membership through the Office of Student Conduct. No more than twenty members shall be selected. To be eligible for selection on the Board, a student must:
 - Be in good standing with the College and support the College's Student Handbook and policies.
 - Maintain a 2.5 cumulative G.P.A.

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

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

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

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

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