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A MESSAGE FROM THE PRESIDENT

Dear Flagler Students,

Welcome to another great year at Flagler College! At Flagler you will encounter a plethora of opportunities to engage with each other, the campus, your faculty, and the community – particularly by joining the many student-run clubs and organizations designed to help you cultivate your passions and friendships.

It is my hope you will make the most of your time here at Flagler and take advantage of our unique campus. Frankly, joining something, anything—is a great way to bond with the campus. Such engagement inevitably means better success, better grades, better happiness.

At Flagler College, our aim is to provide you with a transformative academic experience coupled with a vibrant campus life, all rooted in our Core Values which revolve around citizenship, integrity, respectfulness, inclusivity, transformative learning and stewardship.

I challenge you to learn how each and every one of you can embody these core values in your everyday lives, as they are what guides us as an institution and a community, and indeed what distinguishes us from our peers.

In the Student Handbook you will find information about the many support services, organizations, and activities provided by the College. You will also find information about the College’s policies, rules, and regulations. Please read this publication carefully and use it as a source of reference during your college career.

Flagler College is special – not just because of our historic campus and beautiful city – it’s because of our faculty, staff, and, most importantly, our students. You are what makes Flagler what it is and will be. I hope you have a fantastic year!

Go Saints!

John Delaney, President

NOTICE OF NON-DISCRIMINATION

Flagler College is committed to diversity, inclusion and pursuit of a higher education with adherence to high ethical standards. It is the policy of Flagler College not to discriminate in admission, treatment, or access to, or employment in, its programs or activities on the basis of race, color, gender, religion, national origin, age, disability, marital status, familial status, sexual orientation, gender identity or expression, or any other protected characteristic.

The following persons have been designated to handle inquiries regarding the College's non-discrimination policies:

For inquiries regarding non-discrimination:

Dr. Jess Kobryn
Assistant Dean of Students - Title IX Equity and Director of Diversity, Equity and Inclusion
JKobryn@flagler.edu (904) 819-8553

Kelly K. Toaston
Vice President and Chief Human Resources and Diversity, Equity and Inclusion Officer
KToaston@flagler.edu (904) 819-6311

Laura Stevenson Dumas
Vice President – Chief of Staff – Secretary to Board of Trustees LStevenson@flagler.edu
(904) 819-6205

Inquiries concerning the application of anti-discrimination laws may be referred to the individuals listed above or to the Office of Civil Rights, United States Department of Education. For further information on notice of non-discrimination, visit <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481. (Revised Non-discrimination Statement approved by President's Cabinet, February 28, 2017)

STUDENT RESPONSIBILITY FOR RULES AND REGULATIONS

Students are responsible for knowing and complying with Flagler College rules and regulations, as published in the Student Handbook and verbal or written policies, as announced by the College administration. This handbook is published for the information of students and is intended to convey expectations regarding the conduct of all Flagler College students.

Rules and regulations governing student conduct are prescribed to ensure the safety and well-being of all students and to promote the academic and social purposes of the College. Flagler grants students the privilege of attending the College on the condition that they must comply with its rules, regulations, policies and procedures, as they exist at the time of admission and as they may be amended from time to time. The College reserves the right to suspend or terminate the privilege of attendance, if the student violates the rules of conduct or if their enrollment is deemed contrary to the best interest of the institution.

From the time a student applies to the College, until the date at which their enrollment is officially terminated, the College reserves the right to take cognizance of any conduct on the part of the student

that may disqualify him or her from initial enrollment or from continuing enrollment for successive terms.

Initial enrollment may be denied to a prospective student who violates any law, statute or ordinance, or who engages in any behavior that would constitute a violation of the College's standards of conduct.

Once enrolled, students are accountable for their conduct both on and off campus. This accountability applies not only during the academic term but also during vacations and periods between academic terms. Accordingly, the violation of any law, statute or ordinance, the violation of College rules, or conduct that reflects discredit upon the institution is subject to review and appropriate disciplinary action, regardless of whether it occurs off campus or between academic terms.

At the conclusion of each semester, the College administration will review the academic and disciplinary records of those students who, in the opinion of the designated College official, have failed to make appropriate adjustment to Flagler College and whose continuing enrollment is in question. Any student on suspension will be subject to such review prior to re-enrollment. The College reserves the right to deny, on the basis of the review, continuing or re-enrollment to any student whose presence or conduct is deemed to be contrary to the best interest of the institution. Any student suspended may return after the specified period of the suspension. The College reserves the right to deny continuing or re-enrollment.

"The mission of Flagler College is to educate and prepare students for productive careers, graduate and professional studies, and informed, responsible citizenship."

Flagler College Mission Statement

Students will derive the maximum benefit from this environment by exercising the rights accorded to them by the College's Board of Trustees.

Student Rights:

Students have the right:

1. To pursue an education and participate in the college community free from discrimination as defined by federal and state and to be judged on the basis of relevant abilities, qualifications, and performance;
2. To freely examine and exchange diverse ideas in a civil manner inside and outside the classroom;
3. To associate freely with other individuals, groups of individuals, and organizations for purposes that do not infringe on the rights of others;
4. To function in daily activities without unreasonable concerns for personal safety;
5. To expect discipline to be implemented through established procedures and to have the opportunity for continued institutional involvement (as appropriate) and through the appeal process;

6. To be free of unreasonable intrusions into personal records and/or matters relevant to identity, living space, and well-being;
7. To have support in understanding self and others, getting involved with organizations on campus, planning careers, and making decisions;
8. To have access to established procedures for respectfully presenting and addressing their concerns/complaints to the College;
9. To have access to a variety of activities beyond the classroom, which support intellectual and personal development;
10. To have access to qualified faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for the learning process;
11. To understand the requirements of academic programs and receive timely, useful, and regular information and advising about relevant academic and graduation requirements;
12. To be informed in writing (typically a syllabus) of the specific requirements and expected learning outcomes of the courses at the beginning of the semester and to expect that course requirements will not be changed without notice;
13. To have clear indication of their educational progress in those courses in which they are enrolled and to know how the various assignments are weighted;
14. To receive a fair, transparent and impartial assessment of performance as students;
15. To have a voice in decision-making within the college community, with opportunities including, but not limited to, the Student Government Association and participation in the Residence Life program;
16. To expect academic and administrative policies that support intellectual inquiry, learning, and personal growth;
17. To have access to accurate information regarding tuition, fees, and charges for room and board, course availability, requirements for maintaining acceptable academic standards, and requirements for graduation;
18. To have all student-related college policies, made accessible in whatever format is necessitated by their disability or personal situation.

Student Responsibilities:

The exercise and preservation of students' privileges require a respect for the rights of all in the community. Students enrolling at Flagler College accept the responsibility:

1. To behave in a manner that is civil and compatible with the College's function as an educational institution, both on and off campus and as local, community members;
2. To know and comply with the College's rules, regulations, policies, and procedures, as they exist at the time of admission and as they may be amended from time to time;

3. To facilitate the learning environment by abiding by the College's attendance policy, participating in class discussions, and completing assignments in compliance with the prescribed schedule;
4. To comply with the College's policies regarding the dissemination of communications by accessing their College e-mail accounts on a regular basis to ensure they receive official notices in a timely manner;
5. To refrain from willful disruption of the educational process, destruction of property, and interference with the orderly process of the community, or with the rights of other members of the College
6. To respect the College's authority and responsibility to maintain order within the community and to exclude those who are disruptive of the educational process.

CAMPUS SERVICES

Banking: The City of St. Augustine has several banks within walking distance of the campus. Students are urged to open a checking or savings account at a local bank for their convenience and the protection of their funds. Money should not be kept in residence hall rooms.

Campus Assessment, Referral and Evaluation (CARE) Team: The Campus Assessment, Referral and Evaluation (CARE) Team exists as a proactive, multi-disciplinary program in support of the safety, health, and well-being of all students and the college as a whole. Its goal is to provide a structured positive method for addressing student behaviors that may adversely impact the college community, the mission of the College, and may involve mental health and/or safety issues. A Coordinator leads the CARE Team and the team consists of a group of qualified college professionals who are likely to become involved with and/or receive information pertaining to a student of concern.

The CARE Team provides a means by which members of the college community may refer concerns related to the above. The CARE Team may then assess the risk associated with these concerns and, in cooperation with other appropriate college teams or offices, formulate an appropriate response when an individual's behavior and/or statements generate concern that he/she may present a threat to the well-being, health, or safety of self or others. Concerns may be referred to the CARE Team by any student, parent, faculty, staff member of the College, and by others not directly associated with the College. The most common method of reporting is done via the college website options; including www.Flagler.edu/CARE and a referral may also be made by calling (904) 819-6308. The CARE Office is located in Tinlin House 65 Valencia Street.

The types of concerns that should be referred include, but are not limited to: behaviors or threats (direct or implied) that may entail risk of harm to self or others; erratic or disruptive behavior (including online activities); belief that a student's emotional well-being is deteriorating or at significant risk; and substance abuse resulting in the need for medical intervention. Any person who believes that a member or non-member of the college community is going to commit an act of violence, is engaging in the behavior or making statements that indicate the high likelihood of violent behavior, or otherwise may pose an imminent threat to the health or safety of self or any member of the college community,

should immediately call the St. Augustine Police Department by dialing **911** and the Office of Safety and Security at **(904) 819-6200**.

After a CARE referral is reviewed, the response will vary depending on the nature of the concern. This may range from an e-mail and/or phone contact offering assistance for a student representing a lower level of risk, to an immediate/mandatory appointment with the CARE Coordinator/Case Manager for a student representing potentially high risk. Following the initial meeting, students may request to be assessed by an outside agency with findings provided back to the CARE Team.

After the assessment, the CARE Team will make a determination that takes into consideration their best interest, as well as the best interest of the college community. Possible outcomes include, but are not limited to appropriate treatment; referral to an additional campus resource; reduction in access to courses and/or facilities; and withdrawal from the College.

In determining an appropriate outcome, the College will consider whether there is a reasonable way to accommodate the student to decrease the safety risk to the student or others and/or to ensure compliance with college policies. The decision rendered by the team will be made in a non-discriminatory manner based on the observation of a student's conduct, actions, and statements and not be based on a slightly increased, speculative, or remote risk of substantial harm to oneself or others. Students who fail to comply with an assessment requirement may be referred to the Dean of Students for action.

Retaliating against a person who has made a referral to the CARE Team in good faith or has participated in an investigation is prohibited. Retaliation includes, but is not limited to: ostracizing the person; pressuring the person to drop the referral or not participate in an investigation; or taking other adverse action against the person. An individual who engages in retaliation under this policy will be subject to discipline in accordance with the College's personnel, faculty, or student life policies, as applicable.

Case Manager and Outreach Education Coordinator:

The Case Manager for the CARE Team and Outreach and Education Coordinator serves as an advocate and case manager for students, assisting in the resolution of student issues and concerns and addressing the needs of student having problems in areas such as academics, mental or emotional health, psychological, economic, conduct, family, relations and social adjustments through a variety of interventions, referrals and follow up services. They will also provide outreach and educational programs to students, faculty and staff including psycho-education, passive campaigns and topical outreach as needed on issues related to health and wellness. You can contact the Case Manager at CARE@flagler.edu. The Case Manager's office is located in Tinlin House – 65 Valencia Street.

Career Development Center: The Career Development Center, located on the second floor of Anderson Cottage, assists students in understanding the career planning process, diving deep into career and major exploration beyond a one-time instance. Our staff will engage in brainstorming and identifying opportunities to develop as a student and community member. These include campus

clubs and organizations, research and faculty partnerships, and internship placements, culminating in employment opportunities and graduate school admissions.

Each student is offered individualized support in defining and attaining career objectives. From individual counseling sessions and walk-in availability to group workshops and employer presentations, the Career Development Center is dedicated to helping students plan for the future as well as providing the knowledge and tools necessary to put those plans into action.

Services include exploration of careers, graduate schools/programs, career goals, and information concerning career fields, employment opportunities, interviewing, resumes, internships, networking, and job search strategies. In addition, students can pick up free informative handouts and publications from leading associations and companies; review current employment opportunities; access computerized career guidance programs; research salary and employer information; and meet with advisors for one-on-one assistance in any of these areas.

Give yourself an advantage over those who think they can wait until their senior year to “get serious about figuring out a career.” Steps taken during all four years of college will go a long way in helping you clarify your career goals and build a competitive resume or application for graduate school. Use the following timeline as a guide to map out a four-year plan.

1st year: Explore:

- Meet with the Career Development Center to explore career possibilities and majors, and to learn about resources offered
- Begin to develop relationships with faculty, advisors, and key administrators
- Complete career assessments to assist in identifying your strengths, weaknesses, skills, values and interests
- Join a student club or organization
- Talk to upper-class students majoring in what you plan to major in
- Find summer employment related to your career interests
- Take an elective in a major you are considering

2nd year: Prepare:

- Research and apply for internships, summer jobs, and volunteer positions related to your career field
- Explore companies and shadow professionals in your field of interest
- Begin working on a resume with the Career Development Center
- Meet with faculty members and advisor to brainstorm career paths
- Consider whether additional education will be needed for your chosen career path
- Research specific careers and required qualifications
- Solidify your major and begin signing up for electives that will assist you in your career path and personal development
- Begin building a professional wardrobe

3rd year: Action:

- Complete an internship
- Practice interview skills by scheduling a mock interview with the Career Development Center
- Join student chapters affiliated with the professional associations in your field
- Begin building a portfolio for your career path
- Bring your resume to the Career Development Center for review
- Determine if there are other “resume builders” for your field, aside from internships

- Improve upon desired skills such as public speaking, organization, problem solving, writing, etc.
- Explore graduate school programs
- Schedule informational interviews with prospective career contacts
- Apply for leadership positions on and off campus
- Register and prepare for graduate school admissions tests such as the GRE, LSAT, MCAT, or GMAT

4th year: Transition:

- Plan to apply and interview for jobs and graduate schools 4-6 months before you graduate
- Complete a second internship in order to make your resume stand out
- Meet with the Career Development Center to plan a strategic job search and to finalize your resume and cover letter
- Network! Let all of your contacts know you are looking for entry-level employment
- Compile a list of references; obtain permission and collect contact information
- For graduate school, complete your personal statement and mail off your applications
- Formulate an alternate “Plan B” in case you need to make last minute career adjustments
- Begin branding and marketing yourself as a professional

Every Year:

- Set career goals and steps to accomplish those goals
- Keep track of your accomplishments to use on your resume
- Attend Career Development Center sponsored events, workshops, etiquette dinners, and fairs to meet job recruiters
- Get in the habit of seeking out opportunities early. Many internships, summer career immersion programs, and job postings have application dates well in advance of their start dates
- Cultivate a career network. Keep in touch with former supervisors, faculty, and individuals you meet.

The Career Development Center staff can also be reached at (904) 819-6286 or careerdevelopment@flagler.edu. Additional information can be obtained at www.flagler.edu/careerdevelopment.

Community Service: The College strongly encourages student involvement in the St. Augustine community. There are many opportunities to affiliate with organizations that are geared to assist in helping others. Some of these include SAFE, Home Again St. Johns, and the Boys and Girls Club. All athletic teams, clubs, and organizations are required to perform community service. Individuals interested in becoming involved should contact the Director of Student Activities in the Office of Student Affairs in the Ringhaver Student Center.

Counseling Services: Flagler College Counseling Services (FCCS) provides high-quality and culturally competent mental health services to all students. We support students in the development of the skills, attitudes, and behaviors essential for personal growth, psychological well-being, and academic success. FCCS offers initial assessments, brief individual counseling, group therapy, workshops and educational presentations on a variety of topics, crisis intervention services, and professional consultations with outside providers, as well as staff, faculty, students, and parents. FCCS can also offer community referrals for therapy and psychiatric services. All services are confidential to the extent allowed by law and are not part of a student’s educational records. Services received through FCCS are free of charge to all currently enrolled students. There are many reasons

students seek professional counseling. Often, they want to feel more satisfied with their lives, be more effective in dealing with challenges, increase their self-awareness, improve their self-esteem or enhance interpersonal skills. Counseling can also help with concerns related to adjustment to college life; relationships; roommate conflict; family issues; grief; time management; anxiety; eating disorders; alcohol and other substance use; stress; depression; trauma; anger; social isolation; sexual identity; gender identity; study skills; test anxiety; and diversity and inclusion concerns. FCCS is located in Tinlin House, 65 Valencia Street, next door to the Flagler College Tennis Complex. Center hours are 8:00 AM - 5:00 PM Monday through Friday. Crisis Walk-Ins as well as students who are looking to schedule an appointment are encouraged to go to the center. Students may call **904-819-6305** or email counseling@flagler.edu to request an appointment. A full explanation of counseling appointment levels may be found by going to <https://www.flagler.edu/student-support-services/counseling-services/appointments/>. Additionally, if you have the health insurance offered by the college you have access to free telehealth via the HealthiestYou app <https://member.healthiestyou.com/login>.

Disability Resource Center: The Disability Resource Center (DRC) provides information and assistance to students who have qualifying disabilities and need reasonable accommodations to ensure equal access to education as intended by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Services are varied depending on individual needs and include counseling and referrals, classroom accommodations, test accommodations, special registration, the services of a scribe, note-taker, interpreter, reader, and the use of specialized equipment and adaptive technology.

The contact number for the DRC is below:

Phillip A. Pownall
Director, Disability Resource Center
Proctor Library, Room 211
St. Augustine, FL 32084
(904) 819-6460

Any student wishing to receive services/accommodations at Flagler College must first register with the DRC. Specific documentation of a disability, from a qualified professional, is required. To ensure timely services, requests for accommodations should be made prior to the beginning of each semester; however, a student may initiate the registration process at any time. All students with disabilities are strongly encouraged to contact the DRC as soon as possible after acceptance to make arrangements for academic accommodations. It is their responsibility to inform the DRC about their disability and to provide documentation by a qualified professional that validates their eligibility for academic accommodations. Contact DRC for specific documentation requirements.

The provision of reasonable accommodations and services will be based upon an assessment of the impact of their disabilities on their academic performance. Therefore, it is in their best interest to provide recent and appropriate documentation relevant to the learning environment. If data provided is insufficient or outdated, the College reserves the right to request additional and/or updated information.

Once appropriate documentation of the disability has been received in the DRC and the student has signed a release which permits notification of the disability, the Director of Disability Resource Center will assist the student in procuring the services of qualified interpreters, note-takers, and readers, if needed. The Director may also assist in providing the student with accessible texts and modified examination procedures. Personal aids, such as prescription eyeglasses, hearing aids and tape recorders, will not be furnished by the College. Additional information regarding disability services may be found at <http://www.flagler.edu/academics/academic-services/disability-services/>.

Grievance Procedure:

Flagler College is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with, or denied the benefits of any College programs or activities due to their disability.

Informal Grievance Procedure

The Informal Grievance Procedure is designed to facilitate a satisfactory resolution of the grievance in an informal manner. The student has the option to forego the Informal Grievance Procedure and move immediately to the Formal Grievance Procedure.

A student initiates the Informal Grievance Procedure by contacting the Director of the DRC. If the Director is the subject of the grievance, the student initiates the Informal Grievance Procedure by contacting the Department Chair of their major program or the Vice President for Academic Affairs and Dean of the Faculty. The student may contact the appropriate official (the "Investigator") by e-mail, phone, or in person. To initiate the Informal Grievance Procedure, a student is not required to submit the grievance in writing, but the Investigator may ask the student to do so or to submit other evidence, if necessary to facilitate a satisfactory resolution.

The Investigator will attempt to expeditiously facilitate a satisfactory resolution. The Investigator may meet in person with the student, confer with the individual(s) against whom the grievance is filed, attempt to arrange a meeting between the student and the individual(s), or take any other steps the Investigator believes will be useful in promoting resolution.

Within 21 calendar days after the student initially contacts the Investigator regarding the grievance, the Investigator will inform the student in writing of the outcome of the Informal Grievance Procedure.

Formal Grievance Procedure

If the student is not satisfied with the resolution reached using the Informal Grievance Procedure, or if the student chooses not to use the Informal Grievance Procedure, the student may initiate the Formal Grievance Procedure by submitting a written complaint to the appropriate Investigator. A student who chooses to initiate the Formal Grievance Procedure after participating in the Informal Grievance Procedure must do so within 14 calendar days of receipt of the Investigator's written notification of the outcome of the Informal Grievance Procedure. The written complaint must:

- be dated;
- state the problem or action alleged to be discriminatory and the date of the alleged action;
- state how the action is discriminatory (or how the decision is unreasonable if it a denial of a requested accommodation);

- name the individual(s) against whom the grievance is filed;
- state the requested remedy; and
- be signed by the student.

Within seven calendar days of receiving the written complaint, the Investigator will provide written notification of receipt of the complaint to the grievant and to the individual(s) against whom the grievance is filed. The Investigator will also conduct a thorough investigation of the complaint, affording all relevant persons an opportunity to submit evidence regarding the allegations. Within 30 days of receipt of the written complaint, the Investigator will provide the grievant and the individual(s) against whom the complaint is filed a written decision regarding the grievance. The decision will include findings of fact, a conclusion, and, if applicable, an explanation of remedies, which may include the imposition of disciplinary sanctions and / or referral to an individual's supervisor or another administrator for the determination and imposition of disciplinary sanctions.

Appeal

The student or the individual(s) against whom the grievance is filed may appeal within fourteen calendar days of receiving the Investigator's written decision and / or any associated disciplinary sanctions by writing to the Vice President for Academic Affairs. The written appeal must clearly set forth the grounds for the appeal and must include all supporting evidence. Generally, the Vice President for Academic Affairs will limit their review of the Investigator's decision to determining whether the Investigator considered the proper facts and whether there were any procedural irregularities. Within 21 days of receipt of the appeal, the Vice President for Academic Affairs will provide the grievant and the individual(s) against whom the complaint is filed a written decision regarding the appeal. The decision of the Vice President for Academic Affairs is final, and the College will disregard any subsequent appeals (in any form) to any college representative, including the college President.

Adjustment of Deadlines

The Investigator or the Vice President for Academic Affairs may change the above deadlines for good cause, such as semester or summer breaks. Likewise, if the application of time deadlines creates a hardship due to the urgency of the matter or the proximity of an event, the Investigator or Vice President for Academic Affairs, at the request of the student, will determine if an expedited procedure can be created.

Interim Measures

If necessary while any grievance investigation is ongoing, the College may take interim measures to stop discrimination or prevent its recurrence. Such interim measures may include, but are not limited to, limiting interaction between the parties, arranging for the provision of temporary accommodations, or staying a course grade.

Confidentiality of Records

Once the Investigator or Vice President for Academic Affairs has made the final decision regarding the grievance, the records related to the grievance will be confidentially maintained in the Office of the Director, Disability Resource Center, for three years.

Disability Accommodations

Flagler College will make arrangements to ensure that students with disabilities are provided appropriate accommodations as needed to participate in this grievance procedure. Requests for accommodations must be made to the Director. The Director will review the supporting disability related documentation, make a decision about the request, notify the student about approved accommodations and make arrangements for the accommodations. Accommodations may include, but are not limited to, providing interpreters for the deaf, providing recordings of materials for the blind, and assuring a barrier-free location for the proceedings.

External Complaints

The availability and use of this grievance procedure do not prevent a student from filing a complaint of discrimination with external agencies such as the U.S. Department of Education, Office for Civil Rights.

Financial Aid: The purpose of this section is to provide a summary of the financial aid program at Flagler College. Detailed information is available in the Flagler College Catalog and on the Flagler College Web site <http://www.flagler.edu/admissions-aid/financial-aid/>.

Flagler College acknowledges that financing a college education represents a major investment. While the College believes the primary responsibility in this endeavor rests with the student, we understand that many students cannot afford to pay the entire cost of college tuition. The College conducts a comprehensive financial aid program to assist students in meeting the costs they cannot pay. The primary purposes of the program are to make sure that students are aware of the availability of financial aid and to provide students with the opportunity to apply for that aid.

The Financial Aid Office uses all means at its disposal to advise students of financial aid availability and application deadlines, such as: campus publications, the college website, postings on the campus bulletin boards, faculty notification, student email, etc. It is their responsibility to use these means to seek out and apply for financial aid. The Flagler College Financial Aid staff is available during regular business hours to assist students in this process.

The Financial Aid Office Staff is responsible for all financial aid activities at Flagler College. The office is located in Hanke Hall at 63 Cordova Street. Hours are 8:00 am to 5:00 pm EST, Monday through Friday. The telephone number is (904) 819-6225. Mail should be addressed to: Financial Aid Office, Flagler College, P.O. Box 1027, St. Augustine, FL 32085-1027, or emailed to: financialaid@flagler.edu.

What is Financial Aid? Financial Aid is money awarded to students to help pay their education costs. It comes in the form of grants, scholarships, loans and employment. Grants and scholarships are called “gift aid,” since they do not have to be repaid. Loans and employment are called “self-help aid,” since students are helping themselves by either repaying the money loaned or working for the money. Loans are made at low interest rates, and repayment does not start until after the student graduates, ceases to enroll, or enrolls less than half time. Employment involves working part-time on campus or at the Florida School for the Deaf and the Blind. To qualify for financial aid, students must either establish financial need for it or meet the special requirements of a grant, scholarship or loan awarded without regard to financial need.

There are four basic sources of funds for financial aid at Flagler College: the federal government, state governments, Flagler College, and private organizations. The College participates in all federal

programs and all State of Florida programs (with the exception of those restricted for use at a state university or community college). Flagler College provides its own funds in the form of various grants, scholarships, and work. In addition to these programs, some Flagler College students receive privately-funded scholarships and loans.

Financial aid is awarded on either a need or non-need basis. The following paragraphs address both types of aid and how to apply.

Need-Based Financial Aid: Financial need is the difference between the Cost of Education and a family's ability to pay for that cost. The Cost of Education, as developed by the Financial Aid Office, is based on actual costs and estimated expenses. The family's ability to pay, called the Expected Family Contribution (EFC), is based on an evaluation of family resources and other factors. If the EFC is less than the cost, then need has been established. A student can apply for need-based aid by completing the Free Application for Federal Student Aid (FAFSA) <https://fafsa.ed.gov>. A student should also be prepared to submit other documentation, such as tax returns, to the Financial Aid Office. The priority deadline for submission of all applications/documents is April 1; however, missing this deadline does not exclude a student from qualifying for some aid, such as the Pell Grant, Federal Direct Student Loan, and work. If a student establishes need, the Financial Aid Office will develop an award package. Students are notified of their financial aid awards in the form of an Award Letter.

Non-Need-Based Financial Aid: Flagler College offers financial aid on a non-need basis in the form of federal loans, State of Florida grants and scholarships, and Flagler College grants, scholarships and work. Details are available in the College Catalog and on the College web site.

One grant of particular note is the Florida EASE Grant (formerly FRAG). This grant is available to students who are permanent residents of Florida (for reasons other than educational purposes) and for more than one year. The amount of the grant varies from year to year depending on funds appropriated by the State legislature. Flagler College students who are Florida residents must prove permanent Florida residency to qualify. The deadline for fall qualification is on or about October 15 and for spring the deadline is on or about February 15.

Other Sources: Flagler College assists students in coordinating the receipt of the following types of aid sponsored by outside agencies: private source scholarships and loans, Veterans' Administration Benefits, Vocational Rehabilitation Benefits, and the Florida Prepaid College Program.

Important Information: Students are obligated to notify the Financial Aid Office of all outside assistance. This includes all scholarships and loans, Vocational Rehabilitation benefits, tuition assistance from an employer, and payments from the Florida Prepaid College Program. Financial aid awards are subject to change based on the receipt of additional aid or changes to the FAFSA. This is especially true if the student was awarded need-based financial aid.

The student employment program is designed to provide students with work opportunities on campus. Jobs are posted online at www.flagler.edu. Students must apply for open positions using this site in order to be considered for a job. Supervisors will conduct interviews directly with applicants. Pay rates can vary based on the job requirements and experience. Students typically work approximately six hours per week and may earn up to \$900 per semester.

All need-based financial aid is awarded one year at a time. A student must submit a new FAFSA each year, and must qualify to continue receiving need-based aid. There is no guarantee that a student will continue to qualify for the same amount of need-based aid in subsequent years.

In addition to qualifying on a need basis, a student must meet the renewal requirements, including the College Satisfactory Academic Progress guidelines, as outlined in the College Catalog.

Most financial aid awarded on non-need basis is renewable, provided the student meets the specific renewal requirements for the aid in question. A student receiving a non-need grant or scholarship should become aware of the renewal requirements for that grant or scholarship. Regardless of the renewal requirements, the College reserves the right to withdraw any aid it sponsors if a student fails to demonstrate responsible conduct.

Flagler College institutional financial aid awards are renewable and provide a maximum of 8 total semesters of funding. As such, it is important for students to enroll in a minimum of 15 credits per term in order to earn the 120 hours necessary for graduation within 4 years. Any student who is unable to enroll for 15 hours, must complete a waiver application to request to receive institutional funding for enrollment between 12-14 credits. Institutional funds cannot be received as a part-time student (1-11 credits). The waiver appeal only applies to institutional (Flagler College) financial aid funds. Aid from other sources have their own eligibility and renewal requirements.

Most federal and state financial aid requires that a student be enrolled as full-time (at least 12 credit hours per semester). Financial aid available to students enrolled less than 12 hours includes the Pell Grant, the federal Direct Student Loan, the Parent Loan (PLUS), and the Florida Bright Futures scholarships.

All financial aid awarded by the College is credited to a student's account. A student's account is maintained in the Business Office, a separate entity from the Financial Aid Office. While the Financial Aid Office can help with matters pertaining to aid awarded to a student and how it affects a student's account, all other questions about their account should be referred to the Business Office. Students are billed by the semester with the Fall Semester payment due August 1 and the Spring Semester payment due December 15. For more information on tuition and fees, visit www.flagler.edu/admissions-aid/tuition-fees.

The financial aid of a student who withdraws from school could be affected depending on the date of withdrawal. See the "Refund Policy" section in this handbook.

Food Services: Flagler College contracts ARAMARK to provide food services for students, faculty, and staff. All incoming resident students are required to purchase the full meal plan for the entire first academic year in the residence halls. Returning resident and non-resident students may choose the option of a full meal plan or select one of the two other options, the 15-meal plan or the 10-meal plan. All returning resident students must be on one of the meal plan options. Non-resident students may make arrangements for meals by purchasing a commuter plan or by paying cash at the door of the dining hall. Students are required to display their ID to the cashier when swiping into the dining hall for meals. In order to use your meal plan, a valid student ID is required? ARAMARK also provides food service within the Ringhaver Student Center and Abare Hall. Students are required to display good judgment with regard to attire in the Dining Hall and the food court. Dining Hall staff and food court staff in concurrence with the staff of Student Affairs will deem what is appropriate. Food can only be removed from the Dining Hall in approved containers. No personal containers are allowed. If class or job responsibilities require students to miss meal hours, students may make special arrangements with the Food Services Director to eat earlier or later, or request a boxed meal. Students requiring special food or food preparation should address their needs directly to the Food Services Director.

The Office of Student Affairs is responsible for food service programming apart from fiscal management aspects. A Food Service Committee, consisting of students, meets frequently to review the food service program and to forward recommendations to the Food Services Director and the Vice President of Student Affairs. Proper food etiquette and behavior are expected, and improper behavior could result in the forfeiture of dining hall privileges.

Health Services: The Office of Health Services is located on the ground floor in the hall that connects the two breezeways of Ponce Hall. Most services offered by the Office of Health Services are provided at no charge to all full-time students. Services include visits to the nurse practitioner and registered nurse; minor procedures; treatments; over-the-counter medications; dressings and some antibiotics. A small fee is charged for some antibiotics, which will be charged to the student's account. Various items are available for student use, such as crutches and heating pads, on a loan basis. If the borrowed items are not returned to Health Services, the student will be charged.

Health Services hours are Monday through Friday from 7:00 am to 4:00 pm, an Advanced Practice Registered Nurse (APRN), and a Registered Nurse are available. After office hours, Resident Advisors and Security personnel are available to handle unexpected minor problems. Students who have the health insurance offered by the college you have access to free telehealth via the *HealthiestYou* app <https://member.healthiestyou.com/login>.

Please notify Health Services of any emergency room visits or hospital admissions by telephone (904) 819-6211 or email HealthandWellness@flagler.edu. The Vice President of Student Affairs or designee may report serious illness or hospitalization of a student to their parents. All residence hall accidents or illnesses should be reported to the "on duty" Resident Advisor, Health Services, Student Affairs or Security. The College does not provide transportation to or from the hospital or a physician's office.

All students are required to turn in the Medical History Form to the health portal at: Flagler.studenthealthportal.com. The Permission for treatment form, and immunizations should be turned into Med+Proctor before registering for classes. For more information please go to <https://secure.medproctor.com/saml/sso?token=FA388471-1DAD-440B-8EC7-7C8591663D83>

Health and Wellness: Health and Wellness encompasses Health Services, Counseling Services, Campus Assessment, Referral and Evaluation (CARE) Team and Case Management/Community Outreach and Education. It embodies a collaborative vision of holistic wellness that addresses the needs of a diverse student population through the provision of services that address and support the intellectual, physical, emotional, and social needs of students. This begins with an integrative approach that supports the awareness and knowledge of the role health and wellness plays in the success of students and the rise in demand for these services on campus.

Flagler College is committed to fostering an institutional culture of holistic wellness where every individual has an opportunity to transform their mind, body, and spirit. By providing access to resources, educational tools, and support we strive to empower each member of our community to cultivate personal wellness values that will last throughout and beyond their time at Flagler.

Health and Wellness seek to cultivate an environment that is comfortable and encourages students to seek medical and counseling help **before** they are at a crisis stage. Utilizing a proactive vs. reactive model, there will be a focus on prevention, education, and treatment. You can contact Health & Wellness office via email HealthandWellness@flagler.edu.

Identification Cards: All students will be given a student identification card upon enrollment during the orientation session. This photo identification card is required for all full and part-time students. It is

non-transferable and must be carried by the student at all times. Once a card is reported lost, it may not be reactivated if found.

All students must courteously present their identification cards upon request by a college official or by law enforcement. The possession, use, manufacture or sale of government issued or altered identification card is strictly prohibited and a felony in the State of Florida.

This card is required for identification purposes in the Ringhaver Student Center, gymnasium, Dining Hall, library, at athletic events, student dances, movies, lectures, plays, and for check cashing services. The card is also used as access through the entrance doors in Ponce de Leon Hall, Kenan Hall, Ringhaver Student Center, Commons building, and certain art building classrooms.

Students will be charged \$50.00 for replacement of a lost or damaged identification card. This charge is paid in the Office of Business Services. A new card may be obtained by bringing your paid receipt from the Office of Business Services to the Office of Campus Safety and Security located at 1 Malaga Street between 7am-3:30pm Monday through Friday.

International Center: To thrive in our interconnected world, students must acquire global awareness and intercultural competence to be engaged citizens and foster world views that embrace openness and respect. The International Center empowers Saints to achieve their full potential by providing transformative learning opportunities via education abroad (e.g., study, intern, service learning, and research) and study away programs, campus cultural co-curricular activities, curricular internationalization efforts, and foreign language learning.

The International Center cultivates diversity, equity, and inclusion and advances its strategic efforts through its curation and management of international partnerships and provides immigration support and high-quality academic and cultural programming for all international students and scholars. In addition, the International Center brings scholars and faculty from across the globe to Flagler College, adding new viewpoints and experiences to classrooms, and connects our community with the world.

The International Center is located on the first floor of Wiley Hall. For more information, visit our website at <https://www.flagler.edu/academics/international-center/> or via email at internationalcenter@flagler.edu.

Laundry Services: There are free laundry facilities on campus for resident students only. The laundry facilities are equipped with high-efficiency machines. The machines are monitored by *LaudryView* Monitoring. You may view the status of your laundry machine online, by going to www.laudryview.com, and entering “Flagler College” in the search bar. *Laudryview* also generates service calls off algorithms. The algorithms are programmed to accept the most common problems, and will automatically generate a service request to be performed over the next 1 ½ days. If the problem is not rectified within that time, please initiate the service request by doing the following. Please download the CSC Service Works Service Request App. Scan the barcode on the machine license plate using the app. This will create a service request, which you can customize by choosing from a list of common service options. Once you have filled out the necessary information, hit submit. The service request will transmit directly into the technician’s hand-held device. It takes 30 seconds to complete a service request.

Learning Resource Center: The Learning Resource Center (LRC) is a space where Flagler students can come, free of charge, to obtain assistance from their peers and College faculty members in math, business, writing, science, and reading and study skills. The LRC is located at the southeast

corner of the breezeway near the Ponce classrooms. Email: learning@flagler.edu, visit <http://www.flagler.edu/lrc>, or call (904) 826-8548 for more information. Students may also utilize the Center as a quiet work and study space between classes. The LRC is open Monday through Thursday during the fall and spring semesters from 9:00 am until 5:00 pm and on Fridays from 9:00am until 12:00 pm. Summer hours vary. Some labs also offer evening hours in the Proctor Library. Students can check each lab's individual hours (including summer hours) at <http://www.flagler.edu/lrc>.

Lost and Found: Lost and found items should be promptly reported to the Office of Campus Safety and Security located on the first floor C-114 (The Commons Building), between 7am- 5pm Monday through Friday and at the Security satellite office located in the lobby of Ponce de Leon Hall 24/7. The College reserves the right to dispose of found items not claimed after 30 calendar days, including bicycles found abandoned anywhere on campus at the end of each semester. Students searching for lost items should also check at the circulation desk in the Proctor Library and the information desk in the lobby of the Ringhaver Student Center.

Resident Student Mail Service:

LOCATION: MAIL SERVICES, CAMPUS SERVICES BUILDING, 107 KING STREET, SUITE E

HOURS OF OPERATION:

- Customer Service Counter: Monday-Friday 8:00am-4:00pm (Closed on weekends except move-in)
- Lobby: Self-Service (Parcel Lockers Only) Daily Access via ID Card 7:00am-12:00am

Mail sent to you must have **your name and the correct mailing address**

- Mail without a name on it will not be delivered – it will be returned to sender
- Mail incorrectly addressed takes further steps to process; may be delayed or returned to sender
- **Use only 107 King St. Suite D & your Campus Mail #. Do not use your residence hall address**
- Mail or packages that are not picked up within 14 days may be returned to sender or disposed of

REMINDER: Flagler College Email is the official means of communication, so check your email daily.

ADDRESSING YOUR MAIL: (ONLY RESIDENT STUDENTS RECEIVE MAIL ON CAMPUS)

Correct Address Format:

(required)

STUDENT NAME, (required)

Flagler College CM000 (Campus Mail000, use assigned CM#)

107 King Street, Suite D

St. Augustine FL 32084-4342 (**do not use Res Hall address**)

PAPERLESS BILLING PREFERRED:

Please set up paperless billing instead of having the bills mailed to your Flagler College address.

PACKAGES:

When a package arrives for you, you will receive an email notification with a barcode and instructions to pick up from the parcel lockers in the lobby, or from the customer service desk.

You must bring your student ID to pick up mail and packages.

LETTER MAIL:

All students living on campus will be assigned a campus mail number. You will receive an email notification that mail is ready for pick up at the Mail Services Customer Service Counter (Monday-Friday 8:00am-4:00pm). **You must bring your student ID to pick up mail and packages.**

*Students who do not live on campus are **NOT assigned a campus mail number.*** Flagler College does not accept mail for off-campus students; it will be returned to sender.

OUTGOING MAIL:

Outgoing stamped mail may be dropped at Mail Services or taken directly to the Post Office across the street. You are able to purchase stamps at the US Post Office.

EARLY ARRIVALS:

Items shipped and received prior to your arrival at Flagler College may be sent **no sooner than two weeks before the first day of classes** and will be stored in the mailroom. During move-in weekend, the Mailroom will have extended hours for pick up.

Thank you and best wishes for a successful school year from your Mail Services staff: Terry, Esther and the Mailroom student workers. **Terry Bennett, Mailroom Supervisor, (904) 819-6209, bennett@flagler.edu**

Signs and Publicity: Fliers, notices, posters, birthday banners, or signs must be authorized by and are to only be posted by Student Affairs office suite.

Any posting seen on inside or outside walls, windows, decorative wood, or doors of any building will be removed. Outdated fliers, notices or signs are to be removed by the responsible individual or group.

Copied or otherwise duplicated materials may not be circulated on campus without prior permission from the Office of Student Affairs.

College policy prohibits the advertisement of alcoholic beverages and tobacco products on campus. The fact that someone posts a notice on campus does not mean Flagler College endorses the notice.

1. Event posters and meeting announcements should be no larger than 8 1/2 X 11 (letter size) if it is to be posted on the bulletin boards.
2. Full-sheet posters can advertise events/activities only and can be placed in the breezeway and/or rotunda with string, **not tape**. Birthday posters can hang from the inner circle of the rotunda only.
3. All event posters and meeting announcements will be placed on the boards no sooner than 2 weeks prior to the meeting/event.

Student Government Association: The Student Government Association (SGA) of Flagler College is organized to actively represent student opinions; promote the social and academic advancement of students; foster communication, cooperation and understanding in all areas of the College;

recommend and implement improvements necessary to the welfare of the students and the College; and encourages effective student participation.

In keeping with these goals, the SGA welcomes students, faculty and members of the administration to all general session meetings. All matters to be discussed must be included on the agenda.

The Executive Board of the Student Government Association consists of four elected officers who carry out the policies and functions of the Student Government and conduct the business and activities of the SGA.

2022-2023 SGA Executive Board:

<u>President:</u>	Brock Shepherd
<u>Vice President:</u>	Kendra Trezona
<u>Secretary:</u>	Olivia Davis
<u>Treasurer:</u>	Skylee Rodgers

In addition to the Executive Board, the Senate Chamber consists of SGA Senators primarily serving as the voting party at weekly General Assembly Meetings. The Senate will vote on the following:

Club Grants – Proposals for clubs to request funding to support their campus activities and club involvement.

Constitutional Amendments – Revisions to the document that provide the basic principles for the SGA.

Resolutions – Official recommendations and/or statements that the student body creates to bring forth to the College Administration.

Senators will also create initiatives that will serve the Flagler and St. Augustine Community by serving on one of the following committees: Public Service, Student Interest, Spirit and Public Relations.

Representatives: All Students enrolled as full-time are members of SGA, eligible to participate in its activities, attend meetings, and serve on committees. Voting members are appointed yearly by the Executive Committee. Committee positions are recommended by the SGA President in consultation with the SGA Executive Board and approved by the Vice President of Student Affairs. The SGA is governed by the SGA Charter, Constitution and Bylaws, drafted in 1968, and revised in 1972, 1979, 1982, 1987, 1991, 1996, 2000, 2004, 2006, 2013, 2015, 2016, 2022. A copy of the current Student Government Association Constitution and Bylaws may be obtained in the Office of Student Affairs.

CAMPUS FACILITIES

All hours associated with facilities are subject to change

Bookstore: The Flagler College Campus Store, <https://flagler.bncollege.com>, provides a complete selection of required course materials, supplies, and apparel to support all student needs. The campus store is conveniently located at Campus Service Building and takes pride in having an expansive stock of used textbooks, which saves students at least 25% off new prices. Student also have access to exclusive discounts on online materials, software and technology that meets Flagler College technology requirements. Students may use their financial aid toward course materials by shopping online or in person at the Campus Store, students also have the option to rent their

textbooks directly through the Campus Store. The Flagler College Campus Store guarantees the best price and encourages students to utilize the price matching program for all purchased and rented textbooks (information is available online). The Campus Store offers 100% exchanges and/or refunds on all books returned within the drop-add period of each semester with the original receipt and in its original condition.

Students may sell back any book year-round. The official buy-back period at the end of each semester takes place during finals week and is the best time to sell books. Receipts are not required to sell back your books. Additionally, books can be sold back that have been purchased elsewhere. You can check the value of your books anytime on the textbook buyback section of our website or by contacting us at bookstore@flagler.edu.

The Flagler College Campus Store accepts cash, and all major credit cards. For more information about ordering, using financial aid, required course materials, and to use the textbook cost comparison guide, visit the website <https://flagler.bncollege.com> or reach out directly to bookstore@flagler.edu.

Campus Store Hours:

- Fall and Spring Semester – 9am-4pm Monday through Friday; 10am-3pm Saturday;
- Summer Semester – 9am-3pm everyday
- Hours will be extended during the beginning of each semester

The Flagler College Campus Store is located at 107 King Street.

Gymnasium: The Flagler College Gymnasium is located at 12 Granada Street and is open during the fall and spring semesters 7 days a week for student athlete use only. Hours are posted at the front entrance. The availability of the gymnasium floor is affected by intercollegiate contests, practices, classes, and intramural events. The gymnasium includes a regulation basketball, volleyball court and includes an extensive weight room area, which requires an identification card for usage. Proper dress is required to use the facilities.

Library: The Proctor Library is located on the corner of Sevilla Street and Valencia Street. Library hours for fall and spring semesters are:

- Sunday: 11:00 am to midnight
- Monday to Thursday: 7:30 am to midnight
- Friday: 7:30 am to 5:00 pm
- Saturday: 10:00 am to 5:00 pm

The hours will be extended during the final two weeks of the fall and spring semesters.

During the Summer A and B terms, the library hours are:

- Monday to Friday: 8:00 am to 5:00 pm

A Flagler College I.D. card is required to enter the Proctor Library and to check out books and other materials, including course reserves. The same I.D. is required for identification purposes in the library. Professional library staffers are on duty during all library hours to assist with library use. In addition, research librarians are available during prime hours to assist students with research and

other library projects. These librarians are also ready to provide orientations to individuals and groups, simply upon request.

Borrowing Library Materials: Specific loan periods and fines/fees are outlined in the Proctor Library Circulation Policy. This policy is posted on the library's section of the College's website (<https://library.flagler.edu/policies>). Books from the library's circulating collections can be checked out for four (4) weeks, and the audiovisuals can be checked out for seven (7) days unless another person is waiting for the item. All library materials can be renewed in person, by e-mail (circulation@flagler.edu) or online using the "Renew your Items" link on the library's home page. All library materials must be returned at the end of the semester or the borrower may be charged replacement costs for all materials not returned. Prospective graduates are required to return all library material prior to their commencement rehearsal.

Interlibrary Loan (ILL): If needed materials (books, articles, etc.) are not available in the Proctor Library, the materials can often be acquired through interlibrary loan (ILL). Requests can be completed either by using the library's electronic ILL form found on the library's website (<https://library.flagler.edu/ill-requests>). Allow 5-10 days to receive the requested materials. When materials are received, email notices are sent to the requestor's College email account. Therefore, students should regularly check their College email for the latest status of requested items. Students must also recognize that other libraries are providing materials as a courtesy, and the materials should be returned by the due date specified. Students are responsible for any lost materials or assessed fees and fines.

Computers for Research: Computers for use in research, accessing the Internet and completing other projects are available in the computer lab areas on the first and third floors of the library. The Library also has laptops that are available for 48-hour checkout. Wireless access is available on all three floors of the facility as well as the entire campus.

2 document scanning stations: The two stations are located on the first floor (north end) of the Library.

Conduct in the Library:

- Food and drink: Covered drinks, packaged snacks or small items of food in containers are permitted, but only in the library's study areas. No food or drink is permitted at computer workstations or in the classrooms or labs.
- Smoking/Vaping: Flagler College is a smoke and tobacco free environment. Smoking, vaping, or use of any tobacco product is prohibited.
- Noise & Behavior: Within the Proctor Library, areas are designated as follows:

Talking: Talking in normal conversational tones is permitted for group work and normal library business. Limited talking areas include:

- First floor - entire first floor, with the exception of the Quiet Room
- Second floor - group study rooms, group study tables, and chair groupings on north and south ends. Exceptions are the two carrel groupings on the east side, which are designated as Quiet Areas.

Quiet Study: Only quiet individual study with no talking is permitted in the designated Quiet Study areas. These include:

- First floor – Quiet Room
- Second floor - Quiet Areas (two groupings of study carrels) on the east side.

In addition to above, all library users are asked to help maintain a studious environment by observing common sense rules of library behavior.

- Appropriate clothing and footwear are required. Bathing suits are not considered proper attire
- Distribution of literature, any solicitation for donations, and all commercial ventures are prohibited.
- Books and other library materials must always be properly checked out at the library at the circulation desk. Everyone should double check for stray library materials (in backpacks, armloads of materials, etc.) before departing the library. Anyone found leaving the library with material that has not been properly checked out is subject to a disciplinary complaint to the Vice President of Student Affairs.

A complete list of the Library's policies can be viewed here: <https://library.flagler.edu/policies>

The Campus Services Fitness Center: This fitness center is 3,000 square feet. It includes cardio equipment from treadmills, bikes and ellipticals to stair-steppers, multiple squat racks, free weights and cable equipment. There is also a group fitness room where students can enjoy classes like yoga and cardio sculpt. The hours of operation are posted on the door. The Fitness Center is located in the Campus Services Building at 107 King Street.

The Commons Building: the FEC-Complex provides areas for student interaction outside the classroom. Included within the Commons Building is Campus Security, a fitness /wellness area, television lounge, group study rooms, hospitality room and a convenience bookstore. Only Flagler students, faculty, staff and invited guests may use the Commons building. The office of Campus Safety and Security is located on the first floor in C-114 (The Commons Bldg.)

Ringhaver Student Center: The Student Center is located at 50 Sevilla Street - the corner of Sevilla and King Streets. The Student Center hours are:

Fall and Spring Semesters: Monday through Friday: 7:00 am to 12:00 am
Saturday: 10:00 am to 12:00 am
Sunday: 10:00 am to 12:00 am

The general public is not permitted in the Student Center, except if they are a guest of a member of the campus community or if there a special event that is open to the general public.

The first floor of the Student Center contains:

- The Bistro featuring Chick-fil-A
- a recreational lounge
- a television lounge
- a relaxation lounge
- an information desk with services, including video game controller checkout and event assistance
- the Gamache-Koger Theater

The second floor of the Student Center contains:

- five rooms that are used for academic classes during the day and student organization meetings in the evening.

- the Virginia Room (a large multi-purpose room).
- the Office of Registrar
- the Student Affairs office suite with the following offices:
 - Vice President of Student Affairs
 - Dean of Students
 - Director of Campus Recreation
 - Director of Residential and Integrated Student Experience
 - Director of Ringhaver Student Center
 - Director of Student Leadership and Engagement
 - Dean of Student Engagement and Career Development
 - Director of Career Development Center
- the Student Government Association Office
- the Campus Activities Board Office

Scheduling for the use of all rooms in the Student Center, and all publicity in the building (banners, fliers, posters, digital TV slides) will be handled within the Office of Student Affairs. Class, meeting, and event times will be posted near the door or entrance of every room.

A Flagler College ID card is required for identification purposes in the Student Center and admission may be denied if this ID card cannot be presented. This card is also used to open one of the Student Center's front entrance doors for all hours of operation.

Conduct in the Student Center:

- Beverages (non-alcoholic) and food are permitted in the Student Center and care should be taken to avoid spills.
- Care is to be taken to prevent the damaging or defacing of furniture, equipment and spaces in the Student Center. Equipment in the Recreation Room is complimentary to use within the room and should never leave the room.
- All areas of the Student Center are to be left in order after use, with trash placed in trash receptacles and furniture returned to proper positions.
- The Student Affairs office suite must approve soliciting for donations. Services and all commercial ventures are prohibited.

Swimming Pool and Tennis Courts: The Director of the Tennis Center schedules the tennis courts. These facilities may be used by Flagler students, faculty and staff. Please adhere to posted regulations and schedules for utilization of these facilities. The swimming pool does not have lifeguards assigned. Swimmers do so at their own risk. The pool is open only during posted hours. No dangerous activities such as horseplay, running around the deck, or games of dare will be allowed.

Vending Machines: Snacks and soft drinks are available from credit card and coin-operated machines available at various locations on campus.

SEXUAL HARRASSMENT POLICY

For the full Sexual Harassment Policy and more information about Title IX, please visit www.flagler.edu/title-ix

Flagler College is committed to providing and maintaining programs, activities, and an educational and work environment founded on civility and respect, where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity on the basis of gender, sex, sexual orientation, sexual identity, gender identity, or gender expression.

It is the policy of the College to provide educational, preventative, and training programs regarding sexual harassment: to encourage reporting of incidents of sexual harassment; to take appropriate action to prevent incidents of sexual harassment in Flagler College programs and activities; to make services available for those who have been affected by sexual harassment; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, address its effects, and prevent reoccurring incidents.

Sexual harassment encompasses all forms of sex-based discrimination that may deny or limit an individual's ability to participate in or benefit from College programs or activities. Specific examples can include but are not limited to: sexual harassment, sexual assault, gender discrimination, dating violence, domestic violence, stalking, sexual exploitation, and sexual intimidation. Sexual harassment and retaliation are prohibited. Violations of the Sexual Harassment Policy may result in sanction(s) up to and including suspension, dismissal, or expulsion.

To report an incident of sexual harassment, please contact the Title IX Coordinator by calling 904-826-8553, emailing titleix@flagler.edu, or navigating to www.flagler.edu/title-ix

Mandatory Reporting Resources - *A Mandatory Reporting Resource is obligated to disclose any information about Sexual Misconduct to the Title IX Coordinator.*

Title IX Coordinator (904) 826-8553 Titleix@flagler.edu	Office of Campus Safety and Security (904) 819-6200 Security Officers are available 24/7
Human Resources (904) 826-8605 humanresources@flagler.edu	CARE Team Referral www.flagler.edu/care
All Faculty and Staff members are Mandatory Reporters with the exception of those included in the non-reporting resources.	

Non-Reporting Resources - *A non-reporting resource will not disclose information about Sexual Misconduct to the Title IX Coordinator without the student's permission.*

Flagler College Counseling Center (904) 819-6305 65 Valencia St., Tinlin House Counseling@flagler.edu	Flagler College Health Services (904) 819-6211 74 King St., located at the southwest side of the Ponce Breezeway
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8:00 a.m. until 5:00 p.m. Monday through Friday while classes are in session	healthservices@flagler.edu 7:00 a.m. until 4:00 p.m. Monday through Friday while classes are in session
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Community Resources - *Community Resources are organizations that are available in addition to on campus resources.*

St. Augustine Police Department 911 (Emergency) (904) 825-1074 (Non-emergency) 2300 A1A S, St. Augustine, FL	St. John’s County Sheriff’s Office 911 (Emergency) (904) 824-8304 (Non-emergency) 4015 Lewis Speedway, St. Augustine, FL
St. Augustine Beach Police 911 (Emergency) (904) 471-3600 (Non-emergency) 2300 A1AS, St. Augustine, FL	Flagler Hospital (904) 819-5155 (Emergency Department) 400 Health Park Blvd., St. Augustine, FL

ACADEMIC, ADMINISTRATIVE, AND JUDICIAL POLICIES

SAFETY AND SECURITY

Alcoholic Beverages: Incidents of intoxication and/or misconduct involving the consumption of alcoholic beverages are subject to College disciplinary action. The use or possession of alcoholic beverages by students or their guests **under the age of twenty-one (21)** is prohibited. If violated, it may be grounds for suspension from Flagler College.

Students who are at least twenty-one (21):

Students may consume alcoholic beverages that are made available at events and programs on campus. These beverages will be offered through Catering Services.

Departures from Campus: Students who leave campus overnight or for any extended period of time should inform their Resident Advisor or roommate(s) as to where they may be reached in case of an emergency.

Destruction of Property: Students responsible for destruction of or damage to personal or private property are subject to disciplinary action and will be held financially liable. Students who vandalize/destroy safety related equipment shall be subject to enhanced disciplinary action and fines.

Disorderly Conduct: From the time a student applies to the College until the date at which their enrollment is officially terminated, the College reserves the right to take cognizance of any conduct on the part of the student that may disqualify him or her from initial enrollment or from continuing enrollment for successive terms. Once enrolled, students are not only accountable for their conduct on campus during the academic term but also for their conduct off-campus, during vacations and between terms. Accordingly, the violation of any law, statute or ordinance, the violation of any college rules or other conduct that reflects discredit upon the institution is subject to review and appropriate disciplinary action regardless of whether it occurs off-campus, during vacations or between terms.

Disorderly conduct is any action or disruptive behavior, committed on or off campus that may result in a breach of the peace or a disturbance, or adversely affect the College community. Such conduct is a violation of College regulations and constitutes an interference with the standards and purpose of the College. Disorderly conduct includes, but is not limited to, the following: violation of “any” law, statute or ordinance; failure to comply with written or oral instructions given by the College staff and faculty in the performance of their official duties; the forging of a faculty/administrators’ name on any document and indecent or obscene conduct or expression. Any violation of this policy will subject the student to suspension or dismissal from the College.

Exit Doors (Propping): Propping exit doors is strictly prohibited as it may endanger the lives and property of other students. Accordingly, any student found guilty of this action is subject to suspension and a fine of \$200. If identification of the violator cannot be determined, the fine will be assessed to common hall charges. Studio doors may be propped during the day by the art instructors or during class times. After 6:00 pm, all doors must remain completely closed for security reasons.

Fire Drills: Both announced and unannounced fire drills are held regularly. Primary and secondary routes are posted in each room. All students must vacate the buildings immediately when the alarm sounds and will be allowed to return to their rooms after the all-clear signal is heard. Failure to promptly vacate a room shall result in disciplinary action.

Fire Extinguishers and Alarms: Discharging or tampering with fire extinguishers or causing any type of false alarm is considered a most serious offense. Anyone found guilty of discharging a fire extinguisher, unless using it on an actual fire, or causing a false alarm is subject to suspension or dismissal from the College. In addition, the guilty party will be assessed a fine \$200 of plus the cost of refilling the fire extinguisher. The pulling of a fire alarm is illegal and punishable under the law by fines and imprisonment. The College will not have control if the fire department investigates. Each hall is equipped with several fire extinguishers in accordance with the fire safety laws and they are regularly inspected. Any tampering with fire extinguishers should be reported immediately to the Resident Advisor or Security Officer on duty.

Fire Hazards: The use of hot plates, non-approved refrigerators, non-approved microwave ovens, halogen lights and open-coiled appliances are prohibited in the residence halls. Also, the overloading of an electrical outlet will result in disciplinary action.

The College prohibits the burning of candles, lanterns, incense, potpourri, etc. in the residence halls and on the campus grounds. Decorative candles are allowed so long as the wick has never been burned. Any candle that has had the wick burned or incense that has been burned will be a violation.

Violators may be dismissed from the residence halls. Proper extension cords should be used; electrical items must be plugged directly into the wall outlet or into a power strip. Door and hall decorations can be potential fire hazards. Students should use care in the selection and choice of decorations.

Fire and Theft: The College cannot be responsible for losses incurred through theft or fire and will not be responsible for personal effects left on the campus during recesses and vacations. Stealing property of another student or individual is considered a major violation and is subject to severe disciplinary action. Students must keep their rooms locked and valuables stored in a locked, safe place. Further, students are urged to establish bank accounts at any of the nearby banking facilities and retain only limited funds in their possession.

Fire Control and Escape Routes: All buildings at Flagler College are equipped with fire escape routes, smoke detectors and sprinkler systems. The fire control system includes an Aegis fire detection and warning system, an extensive water sprinkler system; and masonry-encased-with-steel fire escape towers. The Aegis system incorporates heat signals and smoke detectors providing simultaneous sound and visual signals of fire at both the College and the Aegis monitoring center. Tampering with any fire safety equipment is a third-degree felony and will result in disciplinary action.

The entire system is checked and tested on a monthly basis. Also, regular and routine fire drills are conducted. Escape routes are posted in each room. Placing items on the balconies, such as chairs, sofas or bicycles, is prohibited. Using the railings for the hanging of clothes or towels is also prohibited. College policy prohibits the blockage of any entryway or walkway, especially by bicycles, skateboards and surfboards. A violation will result in a confiscation of the bicycle, skateboard, or surfboard and a fine assessed. (Also see BICYCLES in the Residence Life section)

Firearms, Fireworks, Explosives, Knives and Other Dangerous or Illegal Instruments: The possession or use of firearms, parts of a firearm or weapon, fireworks of any description, explosive devices, or any dangerous weapon is prohibited on College premises or at any College-sponsored function. Dangerous weapons shall include, but not be limited to: firearms of any description, swords, dirks, knives, brass knuckles, blackjacks or any other instrument deemed to be a weapon (including toy guns and weapons).

Fireworks/explosives and dangerous weapons are prohibited under Florida law. They may not be brought on campus under any circumstances. Violators of this regulation will be subject to suspension or expulsion from Flagler College.

Due to recent changes in Florida law, the College would like to make you aware of the details of Florida's "bring your gun to work" law as it pertains to Flagler College. (The "Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008" [§ 790.251, Fla. Stat. (2008)] went into effect July 1, 2008).

Under this law, Florida residents are allowed to keep "lawfully possessed" firearms that are "locked inside or locked to a private motor vehicle" at the workplace. The law recognizes several types of locations that are exempt from this law for safety reasons.

Flagler College is exempt from this law as an educational institution [as defined in § 790.115, Fla. Stat. (2006)]. No students, staff, or faculty members (including contract workers, interns, volunteers, and guests) are allowed to bring a firearm to the Flagler College campus or keep a firearm locked inside their vehicle in any Flagler-owned or leased parking lot. Please keep in mind, however, that active sworn law enforcement personnel are allowed to carry firearms (concealed or not) at all times. For more information on this law and the full text of the Florida Statute, you can review this legislation online at www.flsenate.gov under SB1130.

Hazing: Hazing is strictly prohibited on or off campus. Individuals or groups who interfere with the personal liberty or who abuse the personal dignity of fellow students are subject to severe disciplinary action. Hazing consists of any action taken or situation created (the willingness of an individual to participate notwithstanding) upon which initiation, admission into, or affiliation with an organization is directly or indirectly conditioned and which produces mental or physical discomfort, embarrassment, harassment, or ridicule.

Hurricanes: In the event of a hurricane, the College has a disaster plan in place that will be implemented as soon as necessary. Students both on campus and off campus will receive notice through LiveSafe/Omnilert notification, through email service, and via the radio station and tower carillon system.

In addition, the College radio station will broadcast directions of what is expected. All students should inform College personnel of their intentions and follow the guidelines distributed. For those without transportation, the College will have the ability to transport to local shelters once the shelters have been identified.

LiveSafe/OMNILERT: The College makes available to all students, staff, and faculty free downloadable phone applications called LiveSafe and Omnilert, which provide text and email notifications of severe weather and other emergency notifications about potentially life-threatening situations and incidents, and timely warnings about Clery Act reportable crimes occurring on campus that pose an immediate or ongoing threat to the campus. Students are strongly encouraged to go to the App Bookstore or the iTunes or Google Play app bookstores to download the LiveSafe and Omnilert apps on their smart phones.

Non-Prescription and Illegal Drugs: Flagler College complies with the Drug Free Schools and Communities Amendments of 1989 in making students and employees aware of the laws pertaining to the use of alcohol and other drugs and by actively discouraging the violation of these laws. The College's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. The College responds to the issue of substance abuse in three ways: education of the college community about alcohol and drug use and its consequences; confidential counseling for those with personal problems related to alcohol/drug abuse and illegal substance abuse/use; and disciplinary actions.

The use, consumption, possession, sale manufacture, trafficking or transfer of any illegal drug or controlled substance, as defined by Florida state and Federal law, for which the individual does not have a legal license or valid prescription is strictly prohibited. Use, display, and/or possession of drug paraphernalia are prohibited. This includes, but is not limited to, bongs, pipes, scales, hookahs, water

pipes, or any other item modified or adapted for planting, selling, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the human body.

Violations of this policy are handled on a case by case basis through the Dean of Students/Chief Judicial Affairs office. Institutional sanctions that may be implemented as a result of a violation include, but are not limited to:

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| Verbal Warning | Housing Probation |
| Written Warning | Fines and/or Fees |
| Restitution | Community Service |
| Conduct Probation (General or Restrictive) | Parental notification |
| Referral for education programs | Educational, research, or reflective essay |
| Suspension from the College | Dismissal from the College |
| Expulsion from the College | |
| Referral for psychological and/or substance abuse assessment (student responsible for cost) | |
| Mandatory drug testing * (student responsible for cost) | |
| Restriction, relocation, and/or removal from residence halls | |

*If a student refuses to either submit to a drug test or to sign a release of the test results to the College, the College will consider this refusal a positive-drug test result.

For second or subsequent offenses involving the violation of college policy regarding the unlawful use of alcohol/drugs, progressively more severe penalties shall be imposed with the likelihood of a minimum one semester suspension.

Second Violation after re-enrollment: Students re-enrolled after a suspension for any drug or paraphernalia-related violation must complete the following:

- Remain on drug probation throughout their tenure at Flagler College;
- Participate in random drug testing and bear the cost of testing;
- Complete up to 30 hours of community service; and
- Serve a period of disciplinary probation.

Students who do not comply with the conditions set forth above or who have a second drug or drug-paraphernalia-related violation will be expelled from Flagler College.

Photographic Devices: The College does not allow the use of photographic devices within any classroom or testing center. Additionally, in order to use someone's picture, the individual must be

aware the picture was taken and give approval for its exhibition. The College reserves the right to use photos for brochures and College publications.

Policy on Demonstrations and Free Expression:

Fundamental principles:

1. Flagler College is a community of learners. As such, we recognize and affirm that freedom of expression and free intellectual inquiry and debate are vital to our academic mission and must be protected, even when the views expressed are unpopular or controversial.
2. Freedom of expression on the Flagler College campus necessitates the ability of students, faculty, and staff to engage in peaceful protests and demonstrations. Freedom of expression does not include the right to engage in conduct that threatens safety, suppresses others' right to speech, or disrupts the education of Flagler students.

The purpose of this policy is to establish guidelines for demonstrations and protests, including considerations of time, place, and manner.

Successful demonstrations require planning and accountability:

To ensure that demonstrations do not threaten the safety of others, suppress others' right to speech, or disrupt the education of students, Flagler College community members (current students, faculty, and staff) are expected to notify the College via the Office of the Vice President for Student Affairs, or the Office of Human Resources five (5) days in advance of the demonstration, if possible.¹ The College will respond to the demonstration organizers with respect to reasonable time, place, and manner considerations within 24 hours of notification.

Demonstration organizers should provide the following information when they notify the College:

1. Nature of the demonstration.
2. Location of the demonstration.
3. Security needs of the demonstration.
4. Time/date of the demonstration.
5. Plans for managing disruptive behavior should it occur.
6. Any other necessary considerations. For example, if the demonstration opposes or otherwise relates to another approved Flagler event, the location of a demonstration will be discussed with organizers to allow them to be as proximate to the other event as deemed safe.
7. Contact information for organizers.

Considerations of date, time, place, and manner:

Demonstrations for which adequate notification is provided will be approved as long as considerations of date, time, place, and manner have been addressed. The College reserves the right to modify the date, time, place, or manner of a demonstration when there is a reasonable expectation that it may threaten safety, suppress others' right to speech, or disrupt the education of students, such as by interfering with the ability of others to see, hear, or participate in another event, class or academic activity.

Examples of conduct that will require modification of date, time, place, or manner or (if they do occur) would constitute violations of this policy include:

1. Blocking access to campus facilities or activities or impeding traffic, including to the venue in which another event is being held.
2. Utilizing signs constructed of hard materials other than cloth or cardboard, or large items.
3. Using bullhorns or other loud or amplified sound-making devices inside of buildings.
4. Exceeds maximum capacity or blocks/congests emergency egress.

Examples of conduct that is expressly prohibited by other College policies include:

1. Introducing torches or other dangerous or hazardous items or weapons on campus.
2. Coercing members of the community to accept promotional materials or leaflets.
3. Using chalk on campus buildings or otherwise causing damage to any structures or causing injury to individuals.
4. Engaging in theft or vandalism or other property damage.
5. Using intimidating tactics or unwelcome physical contact between demonstrators, counter-demonstrators, audience members, speakers or performers, or College officials, per our workplace violence and Honor Code policies.
6. Cause fire alarm or tampering with emergency, life safety or fire suppression systems that may endanger others in the vicinity.

Response to violations of the policy:

If there is conduct that violates College policy, demonstration organizers/participants will be advised to stop the offensive conduct. A designated College official (e.g. in the case of a student demonstration, the VPSA or designee) will inform the organizers of the need to address the conduct. Behavior that continues to be in violation of College policy will be addressed as appropriate.

Demonstration organizers should be aware that the use of public streets for parades or demonstrations is subject to the city of St. Augustine ordinances and may require a city permit.

Demonstration organizers should also be aware that Campus Security and St. Augustine Police Department has the authority to respond to threats of violence and acts of violence without first contacting demonstration organizers or Flagler College administrators.

Demonstrations involving members of the public:

Flagler College is a private institution, and as such may require members of the public who are not current faculty, staff, or students to leave Flagler College property. Failure to comply may result in arrest for unlawful trespass or other criminal violations. Members of the Flagler College community who invite members of the public onto the campus are responsible for the conduct of their guests.

¹ There may be circumstances in which it is not possible to meet this expectation, for example in the case of a spontaneous demonstration or a demonstration held in response to an unanticipated event. In such cases, organizers are responsible for ensuring that the demonstration is in compliance with all the other provisions of this policy and for contacting the College as soon as possible.

Prescription Drugs: It is against the law to be in possession of any prescribed medication that was prescribed to another person. Prescription medication that is found to have been prescribed to anyone other than who is in possession of it will be confiscated and disciplinary action may be taken. Prescription medications must be stored in their original container at all times.

Restricted Areas: For safety purposes, students are not permitted in the following restricted areas: Ponce de Leon Hall Towers, fourth-floor solarium area, (and stairs leading to these areas) unless attending an event, maintenance compound area, time clock area in Kenan Hall, any construction areas, basement, roof areas, balconies, freight stairs, storage areas, phone closets, cable closets, kitchens, in fire evacuation stairwells. In addition, the service elevator is restricted except during moving in and moving out periods.

Security: St. Augustine Police Department Officers supplement Flagler College Security on a daily basis on campus. Security Officers are on duty 24-hours-a-day. The Office of Campus Safety and Security, under the supervision of the Vice President of Student Affairs, is responsible for the safety and security of all persons while on campus and of all College property and equipment and for enforcing College regulations. The main Security office is at 1 Malaga Street, with a satellite location in the lobby of Ponce de Leon Hall.

Security personnel work with the Office of Residence Life and the Dean of Students in all matters involving students and their guests. Unauthorized persons are not allowed on campus at any time. Additionally, Security Officers will be alert to prevent any unauthorized items from being brought on or taken off campus. In order to keep out unauthorized persons, and for the security of resident students, all doors to the outside are locked at specified times. Any accident or incident of theft/vandalism is to be reported immediately to the Office of Campus Safety and Security, and a detailed incident report must be completed. Students may also file a report about a crime or motor vehicle accident occurring on campus to an SAPD campus Police Officer.

Skateboards/Roller Skates/Blades/Hoverboards/Scooters: Skateboards, scooters and roller skates/blades are strictly prohibited from being used anywhere on the College campus. This includes wearing rollerblades or skates while leaving or entering a college building. The City of St. Augustine, by way of a city ordinance, also prohibits the use of these items on its streets and sidewalks. Riding bicycles on campus is also prohibited. Use and possession of hoverboards on campus is prohibited.

Smoke and Tobacco-Free Campus: The Flagler College campus is smoke and tobacco-free. The use of smoke and tobacco products is prohibited on property, interior and exterior, owned, rented, or managed by Flagler College and extends to vehicles parked on campus or in college parking facilities. The policy applies to all Flagler College students, faculty, employees, contractors, visitors, and external individuals or companies.

Definition of Terms: “Smoking” means inhaling, exhaling, burning, or other personal use of any lit or unlit tobacco or simulated tobacco product, including cigarettes; electronic cigarettes; vaping products, including Juuls; cigars; electronic cigars; hookahs; pipe tobacco; and any other tobacco products or simulated tobacco products.

“Tobacco use” means the personal use of any tobacco or simulated tobacco product, whether intended to be lit or not, which includes, but is not limited to: smoking, as defined above; the use of any other device intended to simulate smoking; as well as the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.

“College Property” includes all property owned, rented, or managed by Flagler College including the interiors and exteriors of all buildings, land, parking facilities, college-owned or leased vehicles (regardless of location), athletic facilities, rooftops, plazas, courtyards, entrance/ exit ways, and any indoor or outdoor areas owned, rented, or managed by the College.

Tobacco use and exposure to secondhand smoke by non-users constitute a significant health hazard. The purpose of this policy is to reduce student and employee exposure to the harmful effects of smoking and tobacco use in the educational environment. Flagler College is committed to providing all members of the College with a clean and healthy environment and to help everyone achieve academic excellence. Those who violate this policy by smoking or using tobacco in the manner prohibited above will be subject to corrective actions consistent with current college procedures that address the violation.

Student Identification Cards: A Flagler College Identification Card is required for identification purposes on all college property; you may be asked to leave the property if the ID cannot be presented. A fee of \$50 must be paid to obtain a replacement for a lost or damaged card.

Unauthorized Entry: Any student who attempts to enter, or enters, a College facility or any restricted area without proper authorization or identification is subject to disciplinary action, including suspension or expulsion. Any students who permits entry to an unauthorized individual shall be subject to disciplinary action including suspension or expulsion.

Vehicles and Parking Regulations: In order for students to park a vehicle (automobile, motorcycle, moped/scooter) in any campus parking facilities, they must purchase and display an active parking decal. Students must provide the Parking Office with a receipt of payment, College Identification Card, or a valid driver license, in order to receive their parking decal. If a registered vehicle is sold, or otherwise disposed of, the parking decal should be removed and returned to the Parking Office. A new parking decal will be issued at no charge if the decal is returned. A fee of \$50.00 will be added if the decal is not returned. Because parking on campus and off campus is very limited, it is suggested that students arrive early enough for class to look for a legal parking space. Parking regulations will be strictly enforced, and students should be sure to read the agreement they check when obtaining their decal. Kenan Hall parking lot and some other parking lots have reserved spaces designated “RESERVED 24/7,” which are not to be used at any time. Some additional spaces have been designated Authorized Guest Parking Only and are not for student usage. If a student’s vehicle is using a disable hang tag or disability license plate, proof of disability qualifications must be presented when applying for a parking decal. Vehicles that are improperly parked and/or not displaying an active parking decal are subject to parking citations and immobilization via vehicle booting. Students are required to comply with state laws governing the operating of all motor vehicles.

Flagler College’s location in St. Augustine means that bicycles will provide residents adequate transportation around campus and the downtown area. Racks are provided throughout the campus and bicycles are to be locked at racks only. We recommend using “U” bolt-type locks, as cable locks have proven to be totally ineffective as a deterrent to bike thefts. Bicycles may be registered at no cost, with the Office of Campus Safety and Security, by giving the owner’s name, the bicycle’s serial number, and a description. Campus Security would strongly recommend any student using a bicycle on campus to register with them. The College is not responsible for the instances of bicycle

theft. The college is not responsible for bicycles being stored over the semester break. Bicycles chained/locked to railings, sign posts, benches, trees, etc. will be issued a warning notice for the first violation. Bicycles will be impounded on the second offence. Impounded bicycles can be retrieved with Campus Security's approval. Bicycles left anywhere on campus after Summer Term A will be impounded and donated to a local non-profit organization.

Due to the limited parking on campus for full-sized vehicles; motorcycles, scooters, and or mopeds are to be parked in designated spaces only. Motorcycles, scooters, and/or mopeds are not to be left on campus or city sidewalks, this includes near bike racks.

Violating College Requirements or Public Health Orders: Following the health orders in place to reduce the risk of spreading infectious disease.

- a. Failing to follow any and all applicable federal, state, and/or local public health orders. If multiple orders apply or in the event of conflict between or among them, students are required to follow the most restrictive public health order.
- b. Failing to follow College policies, procedures, and any other requirements in place to help reduce the risk of contracting or spreading infectious diseases.
- c. To the extent consistent with College policy, failing to comply with any additional or more specific actions required by a campus department to limit the spread of infectious disease, while participating in a program or activity, utilizing a service or benefit, or using College facilities.
- d. Failing to abide by face covering requirements. If College policy, procedures, or other requirements and/or public health orders require wearing face coverings, students are required to wear face coverings that cover the nose and mouth whenever indoors on campus and whenever outdoors on campus when physical distancing of six feet or more is not possible. This does not apply to: (1) offices when used only by one student with a closed door; (2) private living spaces such as the interior of a residence hall room and bathroom, but not including communal living spaces that are accessible to all students in a building such as shared lounges; or (3) when a specific activity the student is participating in cannot be reasonably done while wearing a face covering with this exception applying only as long as the duration of the activity, including but not limited to while eating in a University dining hall or center, or while exercising in the College weight room.
- e. Failing to abide by gathering requirements. All on campus gatherings, public or private, must comply with applicable College policy, procedure, or other requirements and the most restrictive public health order in place. All off campus gatherings, public or private, must comply with the most restrictive public health order in place. For example, if specific capacity or density limitations or guidelines are in place, student must abide by those parameters.

Student Infectious Disease Mitigation:

1. Purpose and scope of Student Conduct
 - a. The health and safety of member of the College community are the primary concerns of the College. To this end, we have instituted expectations for students pertaining to the mitigation of the spread of infectious disease. The College added this section, which outlines prohibited conduct for students, to provide the structures necessary to maintain an in-person academic experience, while mitigating the spread of infectious disease.
 - b. This section applies to all College students as defined in the Student Code of Conduct.

- c. This section is based on recommendations and requirements found in Public Health Orders issued from the Florida Department of Public Health, and St. John’s County Public Health. They are also based on Flagler College policies.
2. Beyond the expectations found in this section, and to mitigate the risk of spread of infectious diseases, students are strongly encouraged to take personal responsibility for the health and safety of themselves and others by following these recommendations:
 - a. Educating oneself about the infectious disease and following all CDC guidelines.
 - b. Understanding the local, regional, and statewide recommendations.
 - c. Understanding the campus expectations.
 - d. If contacted by an individual performing contact tracing, students are strongly urged to participate in a timely manner.
 - e. Monitoring public health orders and College policies and ensure that one is informed of their requirements and recommendations as they are updated.
 3. Reasonable Accommodations of this code:
 - a. If a student feels they may require an accommodation due to a disability in order to comply with all or parts of this policy, they should contact Disability Services. Disability Services will go through normal accommodation process and provide a student with an accommodations letter if appropriate.
 - b. If a student feels they may require an accommodation due to religion or creed in order to comply with all or parts of this policy, they should contact The Office of Compliance.

Violations of Local, State and Federal Laws: The College, upon learning of a student’s arrest, will inquire into the nature of the charge and note any violations of College regulations. These violations may result in disciplinary action. In cases where the safety or welfare of others may be jeopardized, the College may suspend or expel prior to legal adjudication of the charges. In such instances, the case may be referred to the appropriate committee for review and recommendation. However, the student may be summarily suspended pending a hearing.

ADMINISTRATIVE POLICIES

Address Change: Students are required to keep the Office of the Registrar informed of their current mailing address. Forms to record a change of address are available in the Office of the Registrar or found on-line at the My Flagler website under the [Office of the Registrar](#).

Advance Deposit - New On-Campus Resident: New on-campus resident students are required to submit an advance deposit as a confirmation of their intention to live on campus at Flagler College. This deposit is non-refundable and will be applied to their room charges in the Spring semester. If the student does not reside in the Residence hall for both the Fall and Spring semester, the advance deposit is forfeited. For new students (first year and transfers), advance deposits are due on or before January 15th for Early Decision applicants, or on or before May 1st for Regular Decision applicants. New Resident advance deposits reserve an enrollment space as well as a residence hall.

Advance Deposit - Returning On-Campus Resident: The College has limited housing for returning students and cannot guarantee that housing will be available. A limited number of housing contracts for returning students are offered on a first come, first serve basis during Housing Week (advertised well in advance). The completed housing contract must be submitted prior to the deadline and a non-refundable deposit of \$400 is due within 1 week of an accepted housing contract. If the housing contract or the advance deposit is not submitted by the deadlines, then the housing contract is void. If

the student does not reside as an on-campus resident for both the Fall and Spring semester, the advance deposit is forfeited.

Age Discrimination Flagler College Age Discrimination Grievance Procedure for Students:

Flagler College (“Flagler” or the “College”) is committed to ensuring that no individual is subjected to discrimination in connection with, or denied access to, the College’s programs or activities because of their age. The College will take steps to prevent the recurrence of any discrimination and to correct discriminatory effects on the complainant and others, if appropriate.

In support of this commitment, the College has adopted the following Grievance Procedure to ensure the prompt and equitable resolution of complaints alleging any action prohibited by the Age Discrimination Act of 1975. This law and its accompanying regulations may be examined in the Human Resources office located at 7 Martin Luther King Ave. The College has designated the Office of Human Resources, to coordinate its efforts to comply with this law and its accompanying regulations. The following is their contact information:

**Office of Human Resources
148 Oveido Street
Saint Augustine, Florida 32084
904-826-2605**

Who May Grieve?

Any student currently enrolled at the College who believes he or she has been discriminated against or harassed on the basis of age by a College employee (e.g., administrator, faculty, staff, adjunct faculty, or other agent of the College); College student; or, in certain circumstances, by a visitor to the College, may use this process to file a grievance (the “Grievant”).

What May Be Grieved?

An action or decision may be grieved if it involves alleged discrimination or harassment by a College employee; College student; or, in certain circumstances, by a visitor to the College against a student on the basis of that student’s age.

Confidentiality and Prohibition Against Retaliation

The College will treat all information submitted in connection with a grievance filed under this Procedure as confidential. Subject to FERPA and other applicable privacy laws, however, the College official investigating the grievance will inform individuals with a legitimate need to know of the grievance and may provide them related information as necessary to allow the College official investigating the grievance to conduct a meaningful and thorough investigation. The College official investigating the grievance will inform all involved parties of the need to maintain the confidentiality of such information.

Flagler College prohibits retaliation for submitting a grievance or participating in a grievance investigation. Retaliation includes threats, intimidation, reprisals, and adverse actions. The College official investigating the grievance will advise all involved parties of this strict prohibition against retaliation.

Informal Grievance Procedure

The Informal Grievance Procedure is designed to facilitate a satisfactory resolution of the grievance in an informal manner. The Grievant has the option to forego the Informal Grievance Procedure and move immediately to the Formal Grievance Procedure.

A Grievant initiate the Informal Grievance Procedure by contacting the Office of Human Resources by e-mail, phone, or in person. If the Chief Human Resources Officer is the subject of the grievance, the Grievant initiates the Informal Grievance Procedure by contacting the President of the College, located at 74 King Street, Ponce de Leon Hall. The President will assign an administrator in lieu of the Chief Human Resources Officer. To initiate the Informal Grievance Procedure, a Grievant is not required to submit the grievance in writing, but the Office of Human Resources may ask the Grievant to do so or to submit other evidence, if necessary to facilitate a satisfactory resolution.

The Office of Human Resources will attempt to expeditiously facilitate a satisfactory resolution. A representative of the Office of Human Resources may meet in person with the Grievant, confer with the individual(s) against whom the grievance is filed, attempt to arrange a meeting between the Grievant and the individual(s) against whom the grievance is filed, or take any other steps the Office of Human Resources believes will be useful in promoting resolution.

Within twenty-one (21) calendar days after the Office of Human Resources receives the grievance complaint, they will inform the Grievant and, as appropriate, the individual(s) against whom the grievance is filed in writing of the outcome of the Informal Grievance Procedure.

Formal Grievance Procedure

If the Grievant is not satisfied with the resolution reached using the Informal Grievance Procedure, or if the Grievant chooses not to use the Informal Grievance Procedure, the Grievant may initiate the Formal Grievance Procedure by submitting a written complaint to the Office of Human Resources. If the Chief Human Resources Officer is the subject of the grievance, the Grievant initiates the Formal Grievance Procedure by contacting the President of the College located at 74 King Street, Ponce de Leon Hall. The President will assign an administrator in lieu of the Chief Human Resources Officer. A Grievant who chooses to initiate the Formal Grievance Procedure after participating in the Informal Grievance Procedure must do so within fourteen (14) calendar days of receipt of the Office of Human Resources' written notification of the outcome of the Informal Grievance Procedure. The written complaint must:

- must be dated;
- state the problem or action alleged to be discriminatory and the date of the alleged action;
- state how the action is discriminatory or how the decision is unreasonable;
- name the individual(s) against whom the grievance is filed;
- state the requested remedy; and
- be signed by the Grievant.

Within seven (7) calendar days of receiving the written complaint, the Office of Human Resources will provide written notification of receipt of the complaint to the Grievant and to the individual(s) against whom the grievance is filed. The Office of Human Resources will also conduct a thorough and

impartial investigation of the complaint, affording all relevant persons an opportunity to present witnesses and submit evidence regarding the allegations.

Within thirty (30) days of receipt of the written complaint, the Office of Human Resources will provide the Grievant and the individual(s) against whom the complaint is filed a written decision regarding the grievance. The decision will include findings of fact, a conclusion, and, if applicable, an explanation of remedies, which may include the imposition of disciplinary sanctions and/or referral to an individual's supervisor or another administrator for the determination and imposition of disciplinary sanctions.

Appeal

The Grievant and/or the individual(s) against whom the grievance is filed may appeal within fourteen (14) calendar days of receiving the Office of Human Resources' written decision and/or any associated disciplinary sanctions by writing to the Office of the President of the College located at 74 King Street, Ponce de Leon Hall. The written appeal must clearly set forth the grounds for the appeal and must include all supporting evidence. Generally, the Office of the President of the College will limit their review of the Office of Human Resources' decision to determining whether the Office of Human Resources considered the proper facts and whether there were any procedural irregularities.

Within twenty-one (21) days of receipt of the appeal, the Office of Human Resources will provide the grievant and the individual(s) against whom the grievance is filed a written decision regarding the appeal. The decision of the Office of Human Resources is final, and the College will disregard any subsequent appeals (in any form) to any College representative, including the College President.

Adjustment of Deadlines

The Office of Human Resources or the College President may change the above deadlines for good cause, such as urgent priorities, and semester or summer breaks. Likewise, if the application of time deadlines creates a hardship due to the urgency of the matter or the proximity of an event, the Office of Human Resources or the College President, at the request of the Grievant, will determine if an expedited procedure can be created.

Interim Measures

If necessary while any Grievance investigation is ongoing, the College will take interim measures to stop discrimination or prevent its recurrence and to correct any discriminatory effects on the complainant and others, if appropriate. Such interim measures may include, but are not limited to, limiting interaction between the parties, or, if deemed warranted, placing the individual against whom the grievance is filed on paid leave.

Confidentiality of Records

Once the Office of Human Resources or the College President has made the final decision regarding the grievance, the records related to the grievance will be confidentially maintained in the Human Resources office for three years.

Disability Accommodations

The College will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations as needed to participate in this Grievance Procedure. Requests for

accommodations must be made to the Director of Disability Services, whose office is located in Room 211 of the Proctor Library. The Director will review the supporting disability-related documentation, make a decision about the request, notify the student about approved accommodations, and make arrangements for the accommodations. Accommodations may include, but are not limited to, providing interpreters for the deaf, providing recordings of materials for the blind, and assuring a barrier-free location for the proceedings.

External Complaints

The availability and use of this Grievance Procedure do not prevent a student from filing a complaint of discrimination with external agencies such as the U.S. Department of Education, Office for Civil Rights.

Campus Communication: A Flagler College-assigned email account is the official means of communication between the College and the student. Students are required to check their Flagler College email on a regular basis to ensure receipt of official notices in a timely manner. All official announcements regarding scheduling, billing, emergency information, upcoming deadlines, and other important information will be sent to students via their Flagler College email accounts.

Students must pay close attention to any email with the following subject labels:

- **Emergency:** These are emails directly related to the safety and well-being of students may be at risk.
- **Urgent:** These emails contain information that is highly time-sensitive.
- **Official:** These emails relate to official college business such as a meeting with a college administrator or registration for classes.

Computer Use Policy: All users of Flagler College computers must comply with the policies set forth in Administrative Policy Manual Volume II under Computer Systems and Electronic Communications in the located in the reference section of the Proctor Library. Any activity that is illegal is a violation of Flagler College policy. Violations will be dealt with according to standard disciplinary measures. If you believe that a violation of this policy has occurred, contact the Office of Institutional Technology or a reference librarian. The College reserves the right to periodically update this policy.

Disrespect: Flagler College students are expected to be courteous, polite and respectful toward faculty, staff, administration, resident advisors, guests and other students. When a student is reported for being disrespectful, rude, or discourteous, severe disciplinary action may be initiated.

Distribution of Products or Publications: Unauthorized distribution of products, flyers, posters, sample materials, gratis or by reduced cost, is prohibited on campus. The distribution of material approved by the Office of Student Affairs will be allowed, provided steps have been taken to preserve the aesthetic appearance of the campus. All chalk drawings or notifications need prior approval.

Nonofficial or off-campus printed material shall not be distributed or circulated without first being identified and approved by the Office of Student Affairs. Further, the distribution of material or circulation of petitions to captive audiences, such as in the classroom, at registration, in study areas or in residential units, will not be permitted.

Expending Club Monies: Clubs and organizations in good standing with the Flagler College Student Government Association may apply for funding in the form of a grant. SGA will review submissions and approve as they see fit. To be considered in good standing by the SGA, club and organizations must be able to provide their constitution and proposed budget for funding upon request. Club and

organizations following the submission approval and request timeline will be considered. Once a club or organization is approved for funding by the SGA, purchases will be handled through the Office of Student Leadership & Engagement.

All fundraisers, both inside and outside the College, must receive prior approval from the Office of Student Leadership & Engagement and the Office of Institutional Advancement. The Director of the Office of Student Leadership & Engagement will work with clubs and organizations regarding agency funds. Refunds will not be granted without receipts. It should be noted that club monies may not be spent on alcohol, nor may clubs have bank accounts outside the College.

Faculty-Student Relationships: Faculty relationships with students shall be based upon the highest and professional principles and shall contribute to the general well-being of the students and the institution. Actions that impair the professional relationship between a faculty member and a student are detrimental to the entire College. Appropriate friendships and associations are encouraged. The maintenance of appropriate and necessary professional relationships, however, must take precedence over social relationships and must be preserved, if necessary, by curtailing actions that would impair the standards and objectives of the College.

Falsification of Records: A student who has withheld or has given false information on their application for admission or readmission is subject to suspension or expulsion.

Fan Behavior: Flagler College encourages good sportsmanship by student-athletes, coaches and spectators, and expects all individuals to cooperate by supporting the participants and the officials in a positive manner. The use of obscene gestures, profanity, as well as racist, sexist or unduly provocative language or actions, intimidating action or actions not of the highest standards toward officials, opponents or spectators will not be tolerated and will be grounds for removal from all athletic facilities. In addition, currently enrolled students who violate this policy will be subject to disciplinary action.

Specific violations of this policy shall include, but are not limited to, the following behavior or acts:

- Striking or physically abusing an official, an opposing coach, a player, or a spectator
- Intentionally inciting participants or a spectator to violent or abusive action
- Using profane or vulgar language, vulgarity, taunting or ridiculing or making obscene gestures
- Entering the competition area with the intent of unsportsmanlike behavior or conduct
- Being in possession of or under the influence of alcohol or drugs.

FLAGLER COLLEGE

FLAGLER COLLEGE POLICY STATEMENT (FCPS) #125

SUBJECT: Student Complaints

The purpose of this policy is to establish the procedures for addressing written student complaints *other than the following:*

- *Complaints related to grades (see Grade Appeal Process in Flagler College Catalog and Appeal of Grade in the Student Handbook)*

- *Complaints related to academic disciplinary actions (see Appeal of Disciplinary Action in the Flagler College Catalog and in the Student Handbook)*
- *Complaints related to disciplinary actions related to violations of the Student Code of Conduct (see Disciplinary Procedures in the Student Handbook)*
- *Complaints of sexual harassment or sexual or gender-based misconduct (see the Sexual Harassment Policy in the Student Handbook for contact information for the College's Title IX Coordinator)*
- *Complaints of discrimination on the basis of disability, race, color, national origin, and religion (See Notice of Non-Discrimination for contact information)*

When appropriate, students are encouraged to resolve problems or conflicts through informal means with their instructors, program directors, or department heads before they initiate a formal complaint. If the matter cannot be resolved by informal means, students may submit written complaints in accordance with the following procedures.

These procedures are intended to ensure that written student complaints are addressed in a timely manner, that patterns of similar complaints may be readily discerned, and that appropriate actions are taken to address complaints.

1. A written student complaint should be addressed to the appropriate member of the President's Cabinet, namely the Vice President of Academic Affairs and Dean of the Faculty, the Vice President of Business Services, the Vice President of Enrollment Management, the Vice President of Student Affairs.
2. The administrator who receives the written student complaint shall acknowledge the complaint within five (5) working days and forward a copy of their letter with a copy of the student complaint to the Assistant to the President. The administrator shall subsequently send a memorandum outlining the action taken to address the complaint. Possible actions include conferring with the appropriate personnel or arranging a meeting with the student to discuss their complaint. However, if in the opinion of the administrator, the complaint is without merit, the student shall be so advised, and a copy of the communication will be forwarded to the Assistant to the President.
3. The Vice President, Chief of Staff, shall be responsible for receiving and logging written student complaints and for ensuring that complaints are properly processed.
4. If the student is not satisfied with the action taken or with the proposed resolution, he or she may appeal the matter to the President; however, such an appeal must be based upon evidence of the neglect or violation of college policies or procedures by a member of the staff or faculty. The merits of such policies or procedures are not subject to appeal.
5. The President may elect to meet with the student and with the person(s) to whom the complaint is directed; however, the President's decision is final, and the President or the President's designee will notify the student of the decision or the action to be taken.

The table below is intended to assist students in identifying the appropriate office and/or person(s) to whom problems or conflicts should be addressed prior to submitting a written complaint to a member of the President's Cabinet.

Problem or Issue Concerning	Primary Contact	Secondary Contact
Billing, Tuition, and Fees	Business Office	Vice President of Business Services
Campus Safety	Director of Safety and Security	Dean of Student Affairs
Career Development Center	Director of Career Development Center	Vice President of Student Affairs
Class Attendance	Instructor	Department Chairman Dean of Academic Life
Class Schedule and Registration	Advisor	Registrar
Ethnicity	Coordinator of Title IX and Equity Investigator	Vice President of Human Resources
Financial Aid	Director of Financial Aid	Vice President of Enrollment Management
Dining Services	Director of Dining Services	Vice President of Business Services
Health	Senior Director for Health and Wellness/CARE Coordinator	Vice President of Student Affairs
Housing OFF Campus	Administrative Assistant of Student Affairs	Vice President of Student Affairs Dean of Student Affairs
Housing ON Campus	Director of Residential and Integrated Student Experience Assistance Director of Housing Operations	Vice President of Student Affairs Dean of Student Affairs
Instruction	Instructor	Department Chairman
Library Services	Director of Library Services	Vice President of Academic Affairs and Dean of the Faculty
Mail Service	Supervisor of Mail and Duplicating Services	Vice President of Business Services

Problem or Issue Concerning	Primary Contact	Secondary Contact
Maintenance	Superintendent of Plant and Grounds	Vice President of Business Services
Student Leadership & Engagement	Director of Student Leadership & Engagement	Vice President of Student Affairs Dean of Student Engagement
Race	Coordinator of Title IX and Equity Investigator	Vice President of Human Resources
Rules & Regulations: Athletics	Coach	Athletics Director
Rules & Regulations: Campus	Vice President of Student Affairs	Assistant/Associate Dean of Academic Affairs/Associate Dean of Student Services
Technology Services	Chief Information Officer	N/A

Harassment: In compliance with federal regulations, the College prohibits any and all forms of harassment based on personal attributes: age, gender, race, color, national origin, creed, religion, marital status, financial status, sexual orientation, gender identity or expression, disability or any other protected characteristic. The College also prohibits the practice of hazing. The College will act promptly to investigate all written complaints of harassment because of age, gender, race, color, national origin, creed, religion, marital status, financial status, sexual orientation, gender identity or expression, disability, or any other protected characteristic, or hazing; to take appropriate action to protect individuals from further harassment; and, if it is determined that unlawful harassment occurred, to appropriately discipline any student who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment. Harassment consist of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors, individual's age, gender or creed, or an individual's physical or mental impairment. Hazing consists of any action taken or situation created (the willingness of an individual to participate notwithstanding) upon which initiation, admission into or affiliation with an organization is directly or indirectly conditioned and which produces mental or physical discomfort, embarrassment, harassment, or ridicule.

Holidays and Vacations: Students should consult the online College calendar for holiday schedules. The residence halls are closed for the Christmas Holidays. No overnight guests are permitted in the residence halls during: Spring Break, Thanksgiving, or the first or last week of each semester.

Notice Concerning Financial Aid Penalties for Drug Violations: This notice is required to be sent to all enrolled students per the Federal Higher Education Opportunity Act (Public Law 110-315) (HEOA) enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA). This legislation, specifically Section 484(r), sets forth the rules governing the

consequences upon a student's Federal Financial Aid eligibility if convicted under any Federal or State Law involving the possession or sale of a controlled substance.

A "controlled substance" is defined in Section 102(6) of the Controlled Substance Act (21 U.S.C. 802(6)) as follows: The term "controlled substance" means a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of part B of this subchapter. The term does not include distilled spirits, wine, malt beverages, or tobacco, as those terms are defined or used in subtitle E of the Internal Revenue Code of 1986. Please review the Controlled Substance Act online at <http://www.deadiversion.usdoj.gov/21cfr/21usc/802.htm>.

Section 484(r) SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES:

(1) IN GENERAL: A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance: Ineligibility period is:

First offense	1 Year
Second offense	2 Years
Third offense	Indefinite

The sale of a controlled substance: Ineligibility period is:

First offense	2 Years
Second offense	Indefinite

(2) REHABILITATION: A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if:

(A) The student satisfactorily completes a drug rehabilitation program that:

- (i) Complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and
- (ii) Includes two unannounced drug tests; or

(B) The conviction is reversed, set aside or otherwise rendered nugatory.

(3) DEFINITIONS: In this subsection, the term 'controlled substance' has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

(4) EFFECTIVE DATE- The amendment made by paragraph (1), regarding suspension of eligibility for drug-related offenses, shall apply with respect to financial assistance to cover the costs of attendance for periods of enrollment beginning after the date of enactment.

Off-Campus Activities: All student clubs or organizations need to be aware of College policy regarding off-campus activities sponsored by an official club or organization. Each organization is responsible for student conduct or behavior at sponsored off-campus events. Disorderly conduct is any disruptive behavior that adversely affects the College community or interferes with the purposes and aims of the institution. Students violating this regulation are subject to dismissal or suspension from the College. Student organizations not exercising the proper degree of judgment and supervision may be subject to loss of charter.

Privacy of Student Records: The College enforces the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as Amended. This regulation, as it applies to institutions of higher learning, ensures that students have access to certain records that pertain to them. It prohibits others,

except faculty members or administrators who have “a need to know” and parents who claim their student as a dependent for tax purposes, from access to their records, unless the student signs a waiver. This waiver, the "Release of Student Information Request" form, may be obtained from the Office of the Registrar or found on-line at the My Flagler website under the Office of the Registrar Forms. The “Release of Student Information” form remains in effect until the student rescinds it in writing.

In accordance with FERPA, Flagler College affords students certain rights with respect to their student records. They are:

The right to inspect and review their educational records within 45 days from the College receiving the request for access.

A "Request to Review Student Education Record" form is available in and must be submitted to the Office of the Registrar.

The right to request the amendment of their educational records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to college officials with legitimate educational interests. A school official may be considered a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including campus safety and security personnel and health services staff); contractors, consultants, volunteers or other parties; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

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 that office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Flagler College complies with the Student Right to Know Act.

Readmitted Students: Students previously enrolled at Flagler College having withdrawn or “taken off” a semester or longer must petition the Office of the Registrar. Current part-time students who wish to return as full-time students must notify the Office of the Registrar in writing. The Request for Readmission form can be found at the My Flagler website under the Office of the Registrar.

Refund Policy: A student who pays the charges for a term but does not begin attending classes and subsequently withdraws may be entitled to a refund of some or all charges paid for that term. Any and all potential refunds or account balance adjustment calculations will be based on the date that written notification is received from the student in the Office of the Registrar. For a student who voluntarily withdraws or is administratively withdrawn, the last day the student attended a class or

classes will be the determining factor. The refund policy is presented in detail in the “Tuition and Fees” section of the College Catalog.

Student Complaints:

The purpose of this policy is to establish the procedures for addressing written student complaints other than the following:

- Complaints related to grades (see Grade Appeal Process in Flagler College Catalog and Appeal of Grade in the Student Handbook)
- Complaints related to academic disciplinary actions (see Appeal of Disciplinary Action in the Flagler College Catalog and in the Student Handbook)
- Complaints related to disciplinary actions related to violations of the Student Code of Conduct (see Disciplinary Procedures in the Student Handbook)
- Complaints of sexual harassment (see Sexual Harassment in the Student Handbook for contact information for the College’s Title IX Coordinator)
- Complaints of discrimination on the basis of disability (See Students with Disabilities in the Flagler College Catalog)

When appropriate, students are encouraged to resolve problems or conflicts through informal means with their instructors, program directors, or department heads before they initiate a formal complaint. If the matter cannot be resolved by informal means, students may submit written complaints in accordance with the following procedures.

These procedures are intended to ensure that written student complaints are addressed in a timely manner, that patterns of similar complaints may be readily discerned, and that appropriate actions are taken to address complaints.

1. A written student complaint should be addressed to the appropriate member of the President’s Cabinet, namely the Vice President of Academic Affairs and Dean of the Faculty, the Dean of Academic Life, the Vice President of Business Services, the Vice President of Enrollment Management, the Vice President of Student Affairs, or the Dean of Students.
2. The administrator who receives the written student complaint shall acknowledge the complaint within five (5) working days and forward a copy of their letter with a copy of the student complaint to the Assistant to the President. The administrator shall subsequently send a memorandum outlining the action taken to address the complaint. Possible actions include conferring with the appropriate personnel or arranging a meeting with the student to discuss their complaint. However, if in the opinion of the administrator, the complaint is without merit, the student shall be so advised, and a copy of the communication will be forwarded to the Assistant to the President.
3. The Assistant to the President shall be responsible for receiving and logging written student complaints and for ensuring that complaints are properly processed.
4. If the student is not satisfied with the action taken or with the proposed resolution, he or she may appeal the matter to the President; however, such an appeal must be based upon evidence of the neglect or violation of college policies or procedures by a member of the staff or faculty. The merits of such policies or procedures are not subject to appeal.
5. The President may elect to meet with the student and with the person(s) to whom the complaint is directed; however, the President’s decision is final, and the President or his designee will notify the student of the decision or the action to be taken. The table below is

intended to assist students in identifying the appropriate office and/or person(s) to whom problems or conflicts should be addressed prior to submitting a written complaint to a member of the President's Cabinet.

Problem or Issue Concerning	Primary Contact	Secondary Contact
Billing, Tuition, and Fees	Business Office	Vice President of Business Services
Campus Safety	Director of Safety and Security	Vice President of Student Affairs
Career Planning	Director of Career Planning	Vice President of Student Affairs
Class Attendance	Instructor	Department Chairman and Dean of Academic Life
Class Schedule and Registration	Advisor/CACE	College Registrar
Financial Aid	Director of Financial Aid	Vice President of Student Enrollment Mgt.
Dining Services	Director of Dining Services	Vice President of Business Services
Health	Health Services	Vice President of Student Affairs
Housing OFF Campus	Dean of Students	Vice President of Student Affairs
Housing ON Campus	Director of Residence Life	Vice President of Student Affairs or Dean of Students
Instruction	Instructor	Department Chairman
Library Services	Director of Library Services	Vice President of Academic Affairs
Mail Service	Supervisor of Mail Services	Vice President of Business Services

Maintenance	Superintendent of Plant/Grounds	Vice President of Business Services
On Campus Activities	Director of Student Activities	Vice President of Student Affairs
Rules & Regulations: Athletics	Coach	Director of Athletics
Rules & Regulations: Campus	Dean of Students	Vice President of Student Affairs
Technology Services	Chief Information Officer	N/A
Transcripts	College Registrar	Vice President of Academic Affairs

Withdrawal from the College: A student who finds it necessary to withdraw from the College must complete an official withdrawal form, which can be obtained from the Office of the Registrar, located on the second floor of the Ringhaver Student Center. The withdrawal form requires the student to obtain clearance signatures from Academic Advising and Retention, Financial Aid, Business Services, and the Office of the Registrar. If the student is a new freshman, the withdrawal form would also require the signature of the Senior Director of the Center for Advising and the Core Experience. If the student is an international student, the withdrawal form would also require the signature of the Director of the International Center. When a student leaves the College without following the proper procedures, their permanent record is marked as an administrative (unofficial) withdrawal. Students who do not adhere to the prescribed procedure for withdrawing are subject to receiving failing grades in all courses. Before leaving, all Resident students must return all room and mailbox keys to the Office of Residence Life or Office of Safety and Security.

Withdrawal from a Course: Students may withdraw from a single course using the [Single Class Withdrawal](#) form. If this change results in their status changing to part-time, the [Withdrawal from Full-Time to Part-Time](#) form must also be completed. This form should be submitted to the Office of the Registrar once completed. If after withdrawing from a single course the student is no longer enrolled in any other courses for the semester or term, an official withdrawal must be completed (see the Withdrawal from the College section above).

DISCIPLINARY PROCEDURES

Disciplinary Procedures: The College strives to maintain high standards of personal conduct and ethics. These standards are expressed in rules, regulations and policies which the College has adopted to maintain order on campus, to promote student safety and welfare, to foster civility and respect among constituents and to further the College’s purpose, goals and values. In some instances, the rules, regulations and policies may limit certain activities and proscribe behavior that is detrimental to the orderly operation of the institution and to the pursuit of its goals. All students are charged with knowledge of these rules as stated in the Catalog and in the Student Handbook and are required to comply with them.

Under the College's disciplinary procedures, their rights are not as extensive as those of a defendant in a criminal prosecution in a court of law. Moreover, the disciplinary procedures at Flagler may differ somewhat from those at colleges and universities, especially with respect to a student's due process rights in disciplinary proceedings at public institutions. The College's disciplinary procedures are intended to provide an expeditious, administratively practical but fundamentally fair process for resolving contested disciplinary cases in the context of a private, traditional institution of higher education, where the institutional interest in upholding high standards of conduct, maintaining order on campus and protecting the health, safety and welfare of the student body must be balanced against ensuring the rights of the accused. By enrolling at Flagler, students accept the College disciplinary process as fundamentally fair and agree to abide by its disciplinary policies and procedures, as stated in the Student Handbook and as they may be amended from time to time.

Grievance procedures with regard to sexual harassment, sexual assault, or sexual battery, will be provided by the Title IX Coordinator. Referral back to these Disciplinary procedures may be part of the process.

Review and Referral: The Dean of Students reviews disciplinary complaints for appropriate disposition. If there is a possibility that a student may be suspended, dismissed or expelled from the College, the case is deemed to involve a major infraction. In such cases, the student is given a choice between an administrative hearing conducted by the Dean of Students or a hearing conducted by the College Disciplinary Committee. The Dean may refer less serious complaints to the Student Judiciary Council or dispose of them without formal proceedings by issuing a verbal warning or written reprimand.

Administrative Disposition: If the student who is charged with a major violation does not contest the charge, the student may elect to have an administrative hearing conducted by the Dean of Students. In choosing this option, the student waives his/her right to contest the charges at a disciplinary hearing and forfeits other rights afforded in the hearing process. The Dean of Students takes such disciplinary action as may be appropriate. The Dean's decision is not subject to appeal.

The hearing procedures outlined below do not apply when a student does not contest the charges and agrees to have an administrative hearing conducted by the Dean of Student Affairs.

College Disciplinary Committee: The College Disciplinary Committee reviews cases involving major violations of College rules and regulations (e.g., those involving the possibility of suspension, dismissal, or expulsion), determines the guilt or innocence of the accused, and makes recommendations regarding the disciplinary actions that should be taken by the College. The Committee reports its findings and recommendations to the Dean of Students for his/her review and consideration.

The College Disciplinary Committee shall consist of five individuals: two staff members appointed by the President, two faculty members appointed by the Dean of Academic Life (upon the recommendation of the Faculty Senate), and one student appointed by the Vice President of Student Affairs.

In general, cases involving the possibility of suspension, dismissal or expulsion are referred to the College Disciplinary Committee for hearing. However, the Dean of Students will conduct a hearing when cases occur during the summer session, or during the vacations or breaks between terms. For purpose of this provision, a case is deemed to be initiated when the Office of Student Affairs gives the student formal written notice of the charges.

College Continuation Committee: Matters referred to the College Continuation Committee may be of an academic or disciplinary nature and also may involve behavioral, social or emotional problems, which call into question their continuing enrollment at Flagler.

In these instances, the Vice President of Student Affairs, in consultation with the Dean of Academic Life, shall appoint an ad hoc College Continuation Committee to hear the case and to recommend appropriate action. The ad hoc committee may recommend to the Vice President of Student Affairs such action as probation, suspension, dismissal, expulsion, voluntary withdrawal, or other stipulations. The Dean of Academic Life's decision is not subject to appeal.

Disciplinary Hearing Procedures: Under the foregoing guidelines, the College Disciplinary Committee, the College Continuation Committee, the Vice President of Student Affairs, and the Dean of Students all have occasion to conduct disciplinary hearings in contested cases, which may result in a student being suspended, dismissed, or expelled from the College.

The College endeavors to follow its procedures in contested disciplinary cases. It should be understood, however, that the procedures for disciplinary hearings are not intended to mirror the procedures found in a court of law. Representation by counsel; confrontation and cross-examination of witnesses; discovery and appeals beyond the Vice President of Student Affairs are not allowed. The focus of disciplinary hearings is not on process and or procedure; rather, hearings are conducted to determine whether or not a student has committed a serious violation of the rules of conduct.

The basic procedures in such cases are as follows:

1. The student is given written notice of the charges. The written notification shall include:
 - a. the nature of the hearing and the hearing body;
 - b. the specific charges of complaint; and
 - c. the date, time and place of the hearing.
2. During the hearing the accused student has the opportunity to respond to the charges and to present evidence and witnesses on their behalf. However, evidence may be rejected if it is deemed immaterial, cumulative or otherwise unworthy of consideration.
3. In hearings conducted by the College Disciplinary Committee, the Committee makes a recommendation as to the guilt or innocence of the student and, if appropriate, as to what disciplinary action should be taken. The Committee reports its findings and recommendation(s) to the Dean of Students. After due consideration of the Committee's findings, the Dean shall determine guilt or innocence and, if appropriate, shall take disciplinary action.
4. In hearings conducted by the Dean of Students, the Dean investigates the matter, listens to the accused, considers the evidence presented and makes a decision about the guilt or innocence of the accused.
5. In hearings before the College Continuation Committee, the Committee makes recommendations on the advisability of allowing the student to remain enrolled at the College. The Committee may make other recommendations, as may be appropriate, including guilt or innocence and disciplinary action where infractions of rules, regulations or requirements are involved.

If the matter is academic in nature (e.g., failure to attend class, incivility toward the instructor or students in class, disruptive behavior in class, etc.), the Committee shall report its findings and recommendation(s) to the Dean of Academic Life. If the matter is non-academic in nature (e.g.,

social, behavioral, emotional, psychological, etc.), the Committee shall report its findings and recommendation(s) to the Dean of Students.

After due consideration of the College Continuation Committee's findings and recommendations, the Dean of Students or the Dean of Academic Life shall determine guilt or innocence and, if appropriate, shall take disciplinary action. The Dean of Students or the Dean of Academic Life shall notify the student in writing of the disposition of the charges and any disciplinary action. The Dean of Academic Life or the Vice President of Student Affairs will handle appeals of the decision(s) rendered upon the recommendation(s) of the College Continuation Committee.

6. The Dean of Students shall notify the student in writing of the disposition of the charges and any disciplinary action.
7. The student has the right to appeal any adverse decision to the Vice President of Student Affairs. Such appeals must be in writing and submitted 48 hours after the notice of disposition is delivered to the student. The Vice President of Student Affairs will conduct his/her own investigation into the matter, will confer with the Dean, and will meet with the accused student. After considering the evidence, the Vice President of Student Affairs will make a decision on the appeal. The Vice President may uphold the decision of the Committee and the Dean; may modify the decision of the Committee and the Dean; or may approve their appeal. The decision of the Vice President of Student Affairs is final.

All hearings are closed to the public. Committee members, administrators and staff, keep the content of all hearings confidential. The names of those involved will not be made public.

The College reserves the right to modify the foregoing procedures in response to the exigencies and circumstances of a particular case.

8. The college will, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The term "crime of violence" means:

- a) An offense that has as an element the use, attempted use or threatened use of physical force against the person or property of another, or
- b) Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

The final results of any disciplinary proceeding:

- i. Shall include only the name of the student, the violation committed and any sanction imposed by the institution on that student; and
- ii. May include the name of any other student, such as a victim or witness, only with the written consent of that other student.

9. Flagler College reserves the right to summarily suspend a student prior to hearing when such action is deemed necessary. The student must leave campus as instructed. The student will be notified of the hearing date.

1. The College reserves the right to modify the foregoing procedures in response to the exigencies and circumstances of a particular case. The College endeavors to follow the foregoing procedures in contested disciplinary cases. However, it should be understood that it is not intended that College disciplinary boards and officials adhere to the procedures of a court of law. Representation by counsel, confrontation and cross-examination of witnesses, discovery and appeals beyond the Vice President of Student Affairs are not allowed. The focus is not process and procedure, but rather whether or not the student has committed a serious violation of the rules of conduct. Accordingly, it is unlikely that the Vice President of Student Affairs will reverse a disciplinary decision on appeal because of procedural technicalities, unless it appears they resulted in the student being found guilty of an offense he or she did not commit.

Summary Suspension: Flagler College reserves the right to summarily suspend a student prior to a hearing when such action is deemed necessary. The student must leave campus, as directed. The student will be notified of the hearing date.

Types of Disciplinary Action: There are five general types of disciplinary action that may be imposed by the College: reprimands, probation, suspension, dismissal and expulsion. Each type of disciplinary action is explained below.

Reprimands: The Dean of Students may issue reprimands notifying a student or students of possible misconduct or violation of College rules or regulations. Reprimands may be issued verbally; however, a written record of reprimands shall be placed in their file in the Office of Student Affairs and may be included in any subsequent proceedings of related or unrelated offenses.

Probation: There are two types of probations — General and Restrictive. Probation usually involves constructive guidelines intended to motivate the student to comply with College regulations and to promote both academic success and social adjustment.

- a) General Disciplinary Probation: When a violation requires more than a letter of reprimand, the student will be placed on General Disciplinary Probation.
- b) Restrictive Disciplinary Probation: Restrictive Disciplinary Probation results in the loss of good standing and is placed in the Student Confidential file in the Office of Student Affairs. Restrictive Disciplinary Probation may include, but is not limited to, residence hall restrictions, campus restrictions, activity restrictions, and club/organization restrictions. Restrictions are in effect for the stated probationary period.

Suspension: A student involved in a serious violation of College rules or regulations or in repeated incidents of misconduct may be suspended. The length of the suspension period will be clearly defined and may extend from the remaining days in a semester to a number of semesters. A suspended student is prohibited from being on the College campus except by scheduled appointment for official business. After the suspension period is completed, the student will be allowed to resume his/her enrollment at the College. Depending on the circumstances, the student may or may not be placed on probation. Suspension will become a part of their permanent record until the time of the suspension is completed, at which point it will be removed from the record.

Dismissal: In instances wherein, the College does not wish to specify a definite period of suspension, the term “dismissal” rather than “suspension” will be applied. A dismissal entails the possibility of appeal and readmission to the College under appropriate circumstances at a later date. A review of their records will be undertaken before re-enrollment is approved. “Dismissal” will become a part of their permanent record.

Expulsion: When a violation is so severe that the College will not allow the student to remain enrolled or be readmitted, the student will be expelled. When a student has been expelled from the College for disciplinary or academic reasons, a full report will be placed in their file and become part of their permanent record.

Finality: Flagler College grants students the privilege of attending the institution on the condition that they accept and abide by its rules, regulations, policies and procedures. It is the policy and practice of the College to internally resolve all disciplinary cases involving violations of rules and regulations. As stated previously, in contested cases involving major infractions, a student has the right to appeal adverse decisions (e.g., suspension, dismissal or expulsion) to the Vice President of Student Affairs. The decision of the Vice President of Student Affairs on those appeals is final, conclusive and binding. A disciplinary decision is not subject to any other appeal, judicial review or collateral attack in court. By accepting the privilege of attending Flagler, students agree to abide by all rules and regulations and agree to accept disciplinary decisions against them, subject only to the prescribed appeal to the Vice President of Student Affairs. Students waive any right to redress in court and agree and covenant not to sue the College on account of disciplinary action.

Financial Refund: In all cases involving suspension, dismissal or expulsion, no financial refunds will be made by the College, and their account is due and payable.

ACADEMIC POLICIES

Consent to Academic Policies, Regulations and Procedures: Students are responsible to know and abide by all academic policies, regulations and procedures as set forth in the Catalog and the Student Handbook. Students are also expected to be aware of specific course requirements, as set forth in the course syllabus distributed at the beginning of each term. Inasmuch as important information is periodically distributed by campus email, including communications from the faculty and administrators, students are required to check their Flagler College email regularly and to respond to written requests in a timely manner, see the College Catalog <https://catalog.flagler.edu/content.php>

Academic Advisement: A significant aspect of Flagler College's strength rests on the conviction that advisement is as crucial to education as the classroom experience. First-year students are advised by a professional academic advisor, housed in the Center for Advising and Core Experience, and are also provided with a faculty mentor. After the first year, students are advised by a faculty advisor in their major. Academic advisement is a continuous rather than periodic process, and students are encouraged to visit regularly with their advisors and mentors. Their advisor will provide assistance in planning a program of study, connection with campus resources, and general guidance from the first year to graduation; however, it is their responsibility to plan and carry out a program of study in accordance with departmental requirements. For additional information on Degree requirements, see the College Catalog <https://catalog.flagler.edu/content.php>.

Center for Advising and Core Experience: Flagler College's Center for Advising and Core Experience (CACE) provides advising support for all students, and full-time advising for first-year students. The Center also supports academic initiatives for new students, including the First Year Experience and Academic Orientation. Students should visit the Center on the third floor of the Proctor Library anytime during their enrollment for help with advising, degree planning, course selection, change or addition of majors or minors, or referrals to campus resources.

Continuing Students: A continuing student, sometimes referred to as a returning student, is a full-time student who was enrolled full-time during the previous semester.

Part-Time Students: The programs and activities of Flagler College are planned to meet the needs and interest of full-time students. A limited number of students, however, may be allowed to matriculate on a part-time basis (less than 12 hours), provided that space in the desired course(s) is available. All part-time students must apply for admission and be formally accepted prior to registering for classes. Part-time students are not eligible for medical and health services and may be restricted from membership in some student run clubs. While part-time students may be eligible for certain types of federal financial aid programs, they are not eligible for State of Florida or institutional financial aid programs. Full-time students who wish to change to part-time enrollment for the upcoming semester must complete a "[Request for Part-Time Registration](#)" form and must notify the Office of Registrar when requesting to return to full-time status.

Transfer Credits from Another Institution: Applicants transferring from another institution must be in good standing and must be eligible to return to the college or university previously attended. Transfer applicants from four-year institutions may receive a maximum of 75 semester hours of credit awarded. Recipients of the Associate of Arts (A.A.) Degree are generally admitted at the junior level; however, applicants who transfer from community/junior colleges will be allowed no more than 64 semester hours of credit toward the completion of degree requirements at Flagler.

Transfer credits will generally be granted for courses in which a grade of "C" or better was earned from regionally accredited institutions. Grades are not transferable; hence, quality points earned for transfer credits are not used in computing a student's grade point average at Flagler.

Students who have successfully completed the requirements for an A.A. Degree may transfer up to three courses in which a "D" grade was earned, provided the total number of transfer credits does not exceed 64 semester hours. In accordance with the ICUF (Independent Colleges and Universities of Florida) Articulation Agreement, Flagler College, as a member of ICUF, provides some basic guarantees to transfer students who have earned an A.A. Degree from any member institution of the State of Florida public university system. This guarantee includes the transfer of 60 credits to be applied toward the awarding of the baccalaureate degree and completion of the general education requirements at Flagler College.

The amount of transfer credit and advanced standing allowed by the College will be determined by the Office of the Registrar. In some instances, the Office of Academic Affairs and/or school deans are consulted prior to awarding transfer credit. Transfer students are responsible for submitting all official transcripts, CLEP, International Baccalaureate (IB), Advanced International Certificate of Education (AICE), Advanced Placement (AP), or CAPE (Caribbean Advanced Proficiency Examination) test scores, and for confirming their level of advanced standing prior to registering for classes at Flagler.

Transient Transfer Credits from Another Institution: Flagler students who wish to take courses at another institution during the summer must complete the [**Application for Transient Study**](#). Additionally, students must receive approval from their faculty advisor, the department chair of the course, and the Office of the Registrar, before enrolling as a transient student at another college or university. Application forms are available in the Office of the Registrar and on the Registrar page of [**my.flagler.edu**](http://my.flagler.edu). Students who fail to receive prior approval before enrolling at another institution will be denied transfer credit.

Flagler College limits the number of hours a student may earn during the summer at another college or university after that student has enrolled at Flagler. Students may earn up to nine semester hours of credit from another institution. Seniors must complete their final 30 semester hours of credit at Flagler College, except for those students participating in a Study Abroad or Study Away Program.

Students may not earn credit for courses taken at a two-year college after they have earned 60 or more semester hours. Transient study is not permitted during the fall or spring semester.

Registering for Courses at Another Flagler College Location: This policy prescribes procedures that students are to follow if they wish to take courses offered by Flagler College at another location. From time to time, students enrolled in Flagler College (St. Augustine) may request permission to register for a course (or courses) offered at Flagler College-Tallahassee. In like manner, Flagler College-Tallahassee students may request permission to register for a course (or courses) being offered at Flagler College (St. Augustine). It is anticipated that most of these requests will be for enrollment in the summer terms on the respective campuses.

Procedures:

1. Students submits request in writing to the Registrar (St. Augustine) or the Assistant Registrar (Tallahassee).
2. Registrar (St. Augustine) or the Assistant Registrar (Tallahassee) provides student with a Flagler College Alternate Campus Transfer Form.
3. Student obtains required signatures from School Dean (St. Augustine) or Department Chair (Tallahassee) to ensure that course will meet the requirements of the major.
4. Student obtains required signatures from the Dean of Academic Life (St. Augustine) and the Dean (Tallahassee).
5. The student returns the Flagler College Alternate Campus Transfer Form to the Office of the Registrar (St. Augustine) or the Assistant Registrar (Tallahassee). The home campus forwards the request to the receiving campus, who reviews the request to determine if there is space available in the requested course.
6. If space is available, the receiving campus sends a letter of approval to the student, with a copy to the home campus, noting the dates, meeting times, and location of the class meetings. The student is also notified of the applicable tuition charge, the registration deadline, and the date on which tuition payment and/or deposit are due.
7. The student will be required to confirm his/her intent to enroll in the course and to pay applicable charges as specified by the Registrar (St. Augustine) or Assistant Registrar (Tallahassee) and the Business Services Office personnel at the receiving campus.
8. It will be the responsibility of the student to discuss arrangements for financial aid with Financial Aid personnel at his/her home campus.

Schedule Changes: Courses may be added and/or dropped during the first week of each semester without penalty. After this time, a student may drop a course and receive a grade of "W." However, this policy does not apply to students enrolled in **ENG 142**, **ENG 152WI**, or **ENG 172WI** (see **General Education Program**) <https://catalog.flagler.edu/content.php> A student who is withdrawn from a course during the last four weeks of the semester will receive a grade of "WF," regardless of whether the withdrawal is student or faculty initiated.

Class Attendance: Flagler College holds all members of our community to the highest academic standards in its pursuit of academic excellence. Regular attendance at classes, laboratories and examinations is fundamental to this commitment. Students are, therefore, expected to attend class as part of their personal responsibility as members of this community.

Individual professors will establish specific attendance policies for each class and publish them in the syllabus at the beginning of every academic semester. Professors must also discuss with students on the first day of class the relationship between attendance, interaction in the classroom, and evaluation in specific courses. Students have the responsibility to take appropriate action to make up missed work where permitted by the professor's policy. Absences for official college events, for example

athletic or club academic travel, must be appropriately documented. All absences should be discussed with the professor in advance when possible.

Directory Information: The College may release Directory information without their written consent. Directory information may include student's name, address, telephone number, date of birth, dates of attendance, degrees and awards received, the most recent previous educational institution attended, photographs, participation in officially recognized activities and sports and the height and weight of athletes. A student has the right to refuse permission to release any or all directory information without their prior written consent. The student, at the time of registration, must request in writing that the directory information not be released. A "Request for Non-Disclosure of Information" form is available in the Office of the Registrar. The student must notify the Office of the Registrar in writing each academic year of enrollment to deny the release of this information. To deny the release of information, including photographs, pertaining to participation in recognized activities, programs, services and sports, the student must notify, in writing, the Office of Admissions, the Office of the Registrar, the Office of Academic Affairs, the Vice President of Student Affairs, the Director of Intercollegiate Athletics and the Office of Public Information each academic year.

Academic Honesty:

The chair, will refrain from pre-hearing conferences with any student involved in a scheduled hearing. The chair will advise the student of their rights and of the evidence being presented.

3. An Orderly Hearing. Academic dishonesty hearings are considered to be of an administrative nature; hence, the presence of counsel and the cross examination of witnesses are precluded. The student has the right to call witnesses to testify on their behalf and to present evidence in their defense. The hearing will be closed to any other persons not immediately involved in the situation.

If a student fails to appear at the specified hearing time, the hearing may proceed in their absence and a decision may be rendered. The student, however, may request a postponement in the hearing, provided that the request is made in advance of the hearing for good cause. The request for postponement must be submitted to the chair of the College Academic Disciplinary Committee, who may grant the request at their discretion.

The chair may admit credible affidavits, and the members shall use their discretion in determining the validity or amount of weight to be given to such affidavits.

Upon the completion of the presentation of evidence, the chair shall recess the hearing and the members shall meet privately to determine whether the charges are substantiated.

During the deliberations, each member bears an equal responsibility for decision-making and must cast a vote for or against all motions.

All decisions are determined by majority vote.

The Committee members must treat all aspects of deliberations as confidential. If the student is found guilty of academic dishonesty, the College Academic Disciplinary Committee will determine the action or actions to be taken. Such action may be of an academic, as well as a disciplinary, nature.

4. Appeal. The student has the right to appeal the decision of the College Academic Disciplinary Committee to the Vice President of Academic Affairs. The appeal must be in writing and must be submitted to the Vice President of Academic Affairs within three days of notification of the

Committee's decision. Such appeals are not of a de novo nature.

In the event that a charge of academic dishonesty occurs at the end of the semester and involves a graduating senior, a diploma will not be awarded to the student until the matter has been resolved sufficiently to justify the awarding of a degree. Their right to appeal the charge will follow the procedures described, and every effort will be made to ensure the timely and fair adjudication of the case.

Copyright Infringement and Digital Piracy: U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials. Except as permitted by the principles of "Fair Use," users may not copy or share printed works or digital material (including electronic text, graphic files, commercial software and audio and video files) without the explicit permission of the copyright holder. An attached copyright notice is not needed in order for this protection to apply. Anyone who willfully disregards copyright policy or associated licensing agreements does so at his/her own risk and assumes all liability.

Intellectual Property Rights: Copyright is the ownership and control of the intellectual property in original works of authorship. Flagler College does not generally claim ownership to scholarly or artistic works, regardless of their form of expression. These also include student-produced works, such as papers, articles and art/design pieces. Student ownership of such works does not preclude the College from using such works for internal instructional, educational, administrative and promotional purposes.

Student Evaluations: The evaluative process at Flagler College places emphasis on all aspects of their academic performance. Class attendance, participation, reports, projects, and test grades are considered in determining final grades. Continuous evaluative efforts, facilitated by a favorable faculty-student ratio, serve to identify learning deficiencies before the end of the course, thus enabling instructors to provide individual assistance when needed. Comprehensive examinations may be given in major fields of concentration during the final semester of the senior year.

Final Examinations: A period for final examinations is scheduled from Monday through Thursday during the last week of the fall and spring semesters. The Registrar prepares the final examination schedule and makes it available online on the campus website. Faculty are required to adhere to the published schedule, and students must take the exams at the published times. Students are strongly advised to refrain from making travel arrangements until the end of Final Examination Week.

Assessment: Because of the commitment to provide quality educational experiences, Flagler College uses information from and about students to improve programs, services and overall institutional effectiveness. The College obtains much of this information through the assessment of students' skills, abilities, competencies and satisfaction. From time-to-time, College faculty or staff may administer formal examinations, surveys or other forms of assessment designed to assess institutional effectiveness. Each year, the College asks student groups to complete surveys related to particular topics. To ensure that adequate data are collected, students are asked to cooperate with these assessment procedures. For additional information contact the Office of Institutional Research.

Exit Assessment: The College requires that all graduating seniors, during their final semester, participate in assessment procedures as defined for their majors. This assessment may be in the form of departmental, state or national exams; surveys; senior papers; portfolios; final projects or other types of assessment. Each academic department determines the particular form and time of these assessments. In cooperation with each department, the Office of Institutional Research may administer additional assessments. Satisfaction of exit assessment requirements is necessary for graduation.

Grading of Academic Work: Final grades are available to students via the campus website at the conclusion of each semester and at the end of summer term, and are recorded on their permanent record. At their request, copies of grade reports will be sent to the legal home permanent address furnished by the student.

The grading system is as follows:

P = Passing	B = Good	C -	I = Incomplete	AU = Audit
A = Excellent	B -	D+ = Below Average	NG = No Grade	
A-	C+	D	WF = Withdrew Failing	
B+	C = Average	F = Failure	W = Withdrew	

Incomplete Grade: A grade of “I” (Incomplete) is assigned at the instructor’s discretion when a student is unable to complete a course due to extenuating circumstances and when all requirements can be completed in a short time following the end of a term usually about eight weeks.

In order to receive an incomplete grade, a student must initiate the process by completing a “Request for Incomplete Grade” form. The form is available in the Registrar’s Office, and the student, the instructor, and the Dean of Academic Life must sign it. The student is responsible for making arrangements with the instructor to complete the requirements for the course and to remove the incomplete grade within eight weeks following the semester or term in which the incomplete grade was received. The eight-week period is the maximum time allowed. Students who fail to complete the course requirements within the prescribed period will automatically receive a grade of “F” for the course.

Incomplete grades are included in the calculation of a student’s grade point average as an “F” (zero quality points). Upon completion of the course requirements and the submission of a Change of Grade form by the professor, the incomplete grade will be removed and the final course grade will be used to compute their grade point average

Grade Correction: The student must report any errors in grades, including omissions, to the Office of the Registrar. A “Grade Correction Authorization” form may be obtained by the instructor from the Office of the Registrar and must be completed and signed by the appropriate faculty member, the department chairperson, the Dean of Academic Life and the Registrar. No corrections, additions or changes will be made unless the student reports grade errors to the Office of the Registrar within the first two weeks of the semester following the term in which the course was taken. Failure to report a grade error within the time specified above will result in the original grade being filed on a permanent basis.

Appeal of Grade: As a general rule, faculty decisions regarding academic matters within their purview are not subject to appeal, unless the student can present evidence indicating mitigating circumstances of a substantial nature. In an effort to minimize such occasions, it is anticipated that members of the faculty will provide students with adequate explanation of course requirements and grading standards. It is expected that attendance requirements and other standards pertaining to classroom deportment will be explicit. Additionally, grading procedures should be designed to keep students informed of their relative standing.

A student has the right to appeal a course grade, provided there is evidence that the grade is an inaccurate assessment of their work or that it is inconsistent with stated grading criteria. The student must first consult with the instructor to clarify the grading method used and the rationale for the grade issued. If the matter cannot be resolved between the student and the instructor, then the student

should consult with the appropriate department chair. The department chair, in turn, will consult with the instructor and then inform the student of their decision.

If a student wishes to appeal the department chair's decision, he or she must submit a formal written appeal to the Dean of the school in which the course was taken. Such an appeal must be submitted within two weeks of the beginning of the next semester and should contain information pertinent to the appeal. The Office of Academic Affairs may dismiss a grade appeal for lack of merit or may appoint a faculty committee to review the appeal and to consider all related evidence. If a committee is appointed, the Committee's recommendation will be forwarded to the Dean of Academic Life who will act on the committee's recommendation and will notify the student of his decision. The Dean's decision may differ from the Committee's recommendation. The Dean of Academic Life, at his/her discretion, may conduct a hearing without appointing a faculty committee. The decision of the Dean of Academic Life is final and may not be appealed further.

If the College no longer employs an instructor, the student grade documentation will be used in the event of a grade appeal. The grade documentation will be maintained in the Office of the Registrar for one year, and then destroyed.

Appeal of Academic Disciplinary Action: When a student wishes to appeal some other disciplinary action (e.g., expulsion from class) taken by a faculty member, the student must first contact the faculty member and obtain a thorough explanation of the reasons for the faculty member's action.

If, in their opinion, the reasons provided are inadequate or the action taken is too severe, the student should then contact the department chair. In the event that the chair is also the faculty member involved, the student should then contact the Dean of the school within which the course is being taken. The chair (or school dean) may counsel with the faculty member and the student in an effort to resolve the matter. The chair, however, is not authorized to require that a student be reinstated in a class; rather, the chair should submit a recommendation to the appropriate school dean.

If the issue is not resolved at the departmental or school level, the student may request a hearing with the Dean of Academic Life. A hearing will involve both the faculty member and the student. The Associate Vice President may conduct the hearing in an informal manner; however, the student should be advised of the date of the hearing and should have an adequate opportunity to present evidence or testimony in their behalf. The decision of the Associate Vice President may be appealed to the Vice President of Academic Affairs.

Grades of D or F in the Major or Minor: A student may earn no more than two grades below C- in the courses of a major, including ancillary courses, and only one grade below C- in the courses of a minor. An ancillary course is any course that is a requirement for the major but not a course offered within the major's Department Course offerings.

Repeat Courses: Students may only repeat a course in which a grade of D+, D, F, or WF was earned to improve their grade point average. While a record of both courses will remain on the transcript, only the most recent grade assigned for the repeated course will be computed into their cumulative grade point average. The most recent repeat grade recorded will be used in calculating the grade point average. Students who repeat a course in which a grade of "F" was originally earned will receive credit hours for the repeat course; provided that a passing grade is earned. However, students who repeat a course in which a grade of "D+, D" was originally earned will not receive credit hours for the repeat course, since credit hours have already been awarded.

Students who earn a grade of D+, D, F, or WF in a course at Flagler College may not repeat that course at another institution for purposes of transferring the grade or the credit back to Flagler College. No Flagler College course may be attempted more than three times; withdrawals (W, WF) are counted as attempts.

A student receiving financial aid, a student athlete or an international student who considers repeating a course should contact the Office of Financial Aid to determine if he/she will earn sufficient hours for continued eligibility of that financial aid.

Dean's List and President's List: The Dean's List and the President's List are compiled in recognition of students achieving a certain standard of academic excellence. To qualify for the Dean's List a student must complete at least 12 semester hours of letter-grade courses with a 3.4 grade point average and with no grade less than C- for the semester. Students who earn a 4.0 grade point average with at least 12 semester hours of graded credit are also named to the President's List.

Academic Requirements for Continuation: Attendance at Flagler College is a privilege granted solely by the College. Enrollment for one semester or term in no way obligates or requires the College to extend or continue a student's enrollment beyond the semester or term. At the conclusion of any semester or term, the College is at liberty to disallow a student to continue their enrollment. Moreover, the College reserves the right to withdraw, dismiss or suspend at any time a student whose conduct is adjudged as inconsistent with the traditions, rules, standards and regulations of the College.

The following procedures are designed to ensure that students are making satisfactory academic progress toward a degree and are meeting the prescribed academic requirements for continuation. Students at Flagler are required to maintain a cumulative grade point average of 2.0 or better to remain in good academic standing. At the conclusion of each term, the Dean of Academic Life reviews the academic records of students whose semester average or cumulative average falls below a 2.0. The Dean of Academic Life considers their cumulative grade point average, semester grade point average, number of semesters enrolled, current academic status, declared major, performance related to academic aptitude and performance related to the guidelines for continuation. After careful review and in light of his/her professional judgment, the Dean of Academic Life determines whether a student receives an academic warning, is placed on probation, is suspended, or is dismissed. Listed below are explanations of, and conditions for, the four types of action that can be taken by the Dean of Academic Life.

Warning: An academic warning is issued to students whose semester grade point average is below 2.0 and/or whose good academic standing is in jeopardy. Academic warning is a precautionary admonition that is meant to draw attention to a student's unsatisfactory academic performance and to encourage renewed diligence in the pursuit of educational goals.

Probation: A student whose cumulative grade point average is below 2.0, or whose academic performance is judged to be of poor quality, will be placed on academic probation. Probation covers a stated trial period during which it will be determined whether the student is returned to good standing, remains on probation, is suspended, or is dismissed at the end of the probation period for failure to meet the stated academic standards.

Students placed on academic probation are expected to complete at least 12 semester hours and to achieve a 2.0 grade point average in the subsequent term. All students on academic probation are required to meet regularly with advisors in the Center for Advising and the Core Experience. Other conditions for continuation may also be stipulated. For example, students may be required to repeat one or more courses in which they earned a grade of D+, D, or F. Students on probation are notified in writing of any continuation requirements that must be satisfied in the subsequent semester, and a copy of the notification is kept on file in their permanent record. Failure to satisfy any of these conditions may result in a continuation review and academic dismissal.

Students who fail to maintain satisfactory academic progress towards the awarding of a degree may lose eligibility for certain financial aid programs.

The Dean of Academic Life, at his/her discretion and irrespective of grades, may place a student on probation for failure to perform at a level commensurate with their ability.

Suspension: Academic suspension is the involuntary separation of the student from the College. Student records are reviewed carefully before a decision for suspension is made. Students are subject to academic suspension if, in the professional judgment of the Dean of Academic Life, their academic performance is consistently below the College's standards or otherwise indicates the inability to maintain good academic standing. Academic suspension will be for a specified time. After the period of suspension has lapsed, students will be allowed to return to the College, will be placed on probation and will be expected to meet certain expectations specified by the Dean of Academic Life. Suspension becomes a part of their permanent record until the time of the suspension is completed, at which point it will be removed from the record.

Dismissal: Academic dismissal is also the involuntary separation of the student from the College. Dismissal may or may not be a permanent separation, and it does not entail a definite time of eligibility to return. Student records are reviewed carefully before a decision for dismissal is made. Students are subject to academic dismissal if, in the professional judgment of the Dean of Academic Life, their academic performance is consistently below the College's standards or otherwise indicates the inability to maintain good academic standing. "Dismissal" will be a part of their permanent record.

Criteria used in a decision for suspension for any of the following:

- (1) Failure to maintain a minimal level of academic progress from semester to semester, as suggested in the following guidelines:

Semester Enrolled	Semester Hours in College	Quality Points Earned	Cumulative Grade Point Average Earned
1 st	12	15	1.20
2 nd	24	36	1.50
3 rd	36	60	1.67
4 th	48	84	1.75
5 th	60	111	1.85
6 th	72	138	1.92
7 th	84	165	1.96
8 th	96	192	2.00
9 th	108	216	2.00
10 th	120	240	2.00

- (2) Failure to meet the stipulated conditions for continuation as specified in the notification of being placed on academic probation;

- (3) Failure to remove the probationary status after two consecutive semesters on probation; and

- (4) Failure to make satisfactory academic progress toward fulfilling degree requirements beyond the junior year.

The guidelines for continuation listed in (1) above are regarded as minimal levels of progress. Students who fall below these levels are subject to automatic dismissal; however, students who are above these minimal requirements, but below the required 2.0 cumulative grade point average, are also subject to academic dismissal.

A decision for dismissal ultimately is made on the basis of a student's total academic record and in light of appropriate expectations of academic progress. Students who are experiencing academic difficulty are strongly encouraged to seek assistance from their academic advisors, their course instructors and the Office of Academic Affairs.

In the case of dismissal, a student may appeal the decision and request to be reinstated as a full-time student. All such appeals must be directed to the Vice President of Academic Affairs within a period of time specified in the letter of dismissal. This appeal may be granted if in the judgment of the Vice President of Academic Affairs, such a decision will benefit both the student and the College. There must be extenuating circumstances for the Vice President of Academic Affairs to consider an appeal of dismissal.

Suspension or Dismissal During the Semester or Term: Students who are suspended or dismissed during the term for academic reasons will receive a grade of withdraw (W) or withdraw failing (WF) for the courses in which they were enrolled. The grades assigned by the instructors will be based upon the time of separation from the College.

Students who are suspended or dismissed during the semester or term, for disciplinary reasons, will be assigned a grade of W or WF, depending upon the time of their suspension or dismissal.

Additional information is located at <https://my.flagler.edu/ICS/Academics>.

RESIDENCE LIFE

General Information: It is the intent of the College to make the residence hall environment an integral part of the total college program. To this end, the College brings together individuals of widely varied backgrounds, personalities, and educational interests and endeavors to provide an environment in which the students can develop both intellectually and socially. Moreover, it is believed that the residence hall program complements the total college program by helping students to realize their educational goals, to work toward solutions of personal problems, to refine personal values, and to develop greater concern and respect for one another. Additionally, the residence hall program is intended to encourage students to be participating individuals and to take a greater role in regulating their living conditions.

The residence halls are located in Ponce de Leon Hall, Lewis House, Cedar Hall, Abare Hall, and Florida East Coast Railway (FEC) A, B and C towers.

The residence halls are within close proximity to all other campus facilities including classrooms, faculty and administrative offices, the auditorium, the library, the dining hall, the gymnasium and other recreational facilities.

Musical Equipment: Radios, stereos, CD players, television, Bluetooth speakers, etc., should be played at a level not disturbing to others. Excessive noise may result in the removal of equipment by the Student Affairs staff. Drums, drum sets, or amplification equipment are not permitted. (Also see Courtesy Hours and Quiet Hours below)

Bicycles and Electric Scooters: College policy prohibits the entry of bicycles and electric scooters in any College building, including the residence halls. Fire safety evacuation precautions, room space allocation and resulting room and hall damage dictate this regulation. A violation will result in confiscation of the bicycle and/or electric scooter and a fine assessed. Confiscation of the bicycle and/or electric scooters may result in cutting of the bicycle lock. It is recommended that all bicycles and electric scooters be registered with the Office of Campus Safety and Security and be locked in a bike rack using a heavy-duty U-lock. Bicycles and electric scooters are not permitted to remain on campus over the break between spring and fall semester.

(Also see Fire Control and Escape Routes and Vehicles and Parking Regulations in the Administrative Policies section.)

Closing/Opening of Residence Halls: The contract for room and board begins and ends with the first and last day of classes as stated on the College Calendar. Residents may not reside on campus early; residents may not remain on campus beyond the indicated closing date unless they are graduating boarding seniors, approved athletic team members, or approved by the Office of Student Affairs. Any unauthorized stays on campus will result in a fine. (Also see Early Arrivals/Late Departures section)

Improper checkouts from Students will result in a \$100.00 charge applied to their Student Account. Students who are late for checking out will result in a \$50.00 PER hour charge applied to their Student Account.

Students who leave property in their rooms after moving out (after their contract has ended) will have a \$50.00 PER bag charge applied to their Student Account.

Students who do not clean their rooms will receive a cleaning fee placed on their Student Accounts.

Courtesy Hours: In order to curtail excessive noise and establish reasonable quiet for those students who wish to study during the daytime, courtesy hours are maintained from 9:00 am to 9:00 pm daily. (Also see Quiet hours below.)

Dismissal from Residence Hall: In order to ensure appropriate living conditions within the residence halls and to provide adequate opportunity for study, the Vice President of Student Affairs or the Dean of Students reserves the right to dismiss a student from the residence hall. The student is still responsible for the financial obligation regardless of the dismissal. A dismissed student must submit keys and vacate the residence halls within the designated time or 24 hours.

Early Arrivals/Late Departures:

- Students needing residence hall accommodations due to College-related activities are allowed to arrive early/stay late free of charge at the request of their coach/advisor and approval of the Vice President of Student Affairs or Dean of Students.
- Students requesting residence hall accommodations for the purpose of convenience will be allowed to arrive early/stay late at the approval of the Vice President of Student Affairs or Dean of Students. Students approved to arrive early/stay late for the purpose of convenience will be required to pay a \$75.00 convenience fee PER night. This fee will be charged to their account and be paid in the Business Services Office. Approval for early arrivals/late departures will be limited to 2 days prior to their normally scheduled arrival date and 2 days after their normally scheduled departure date.

- Students requesting to move belongings only into the residence halls for the purpose of convenience will be allowed to move their belongings in at the approval of the Vice President of Student Affairs or Dean of Students. Students approved to move belongings only into the residence halls early for the purpose of convenience will be required to pay a \$50.00 convenience fee PER night. This fee will be charged to their account and paid in the Business Services Office. Approval to move belongings only into the residence halls will be limited to 2 days prior to their normally scheduled arrival date.

Electrical Appliances: Electric (auto shut-off) iron, electric toothbrushes, shavers, curlers, curling irons, fans, hair dryers, radios, stereos, crock pots, George Forman type grills, and television sets may be used in the residence hall rooms. Unauthorized refrigerators or refrigerator type devices (plug-in coolers) and microwave ovens are not permitted. In addition, toaster ovens, hot plates, pressure cookers, air fryers, instapots or other appliances with a visible heating element are not permitted in the residence halls because of fire and safety regulations.

The Vice President of Student Affairs reserves the right to exclude any electrical appliance or fixture that may be judged as dangerous or a fire hazard (also see Refrigerator Policy).

Food in Rooms: Food is to be kept in tin or plastic containers to achieve maximum health and pest control. Food, utensils, dishes, or glasses may not be taken from the Dining Hall.

Furnishings: Each room has a twin XL bed, mattress, dresser, desk, desk chair, closet or wardrobe for each student and one wastebasket for the room. Students should bring an alarm clock, pillows, linens, study lamps, and flashlights. College furnishings are not to be removed from the room. College furnishings may not be dismantled. Bed risers are permitted on non-bunked beds, with approval from the Office of Residence Life.

Hall Meetings: There are mandatory floor meetings at the beginning and end of each semester and Resident Life staff will schedule additional meetings as needed for the residents on their floor. These meetings are designed to provide residents with information pertinent to residence hall life. Residents are required to attend these meetings. Missing a hall meeting is subject to a fine.

Housekeeping: The Custodial Staff will clean corridor areas and provide minimal cleaning supplies for student use. It is recommended that students bring additional cleaning supplies as well as a vacuum cleaner for their residence hall room. Authorized personnel will inspect rooms and baths at least monthly. If this inspection reveals that a room or bath is not being maintained at reasonable standards of cleanliness, the incident will be reported to the Office of Student Affairs. Students who have rooms or bathrooms in need of cleaning will be notified and given ample time to rectify the situation. If, after reasonable time, the room or bathroom has not been cleaned, the Custodial Staff may be instructed to clean the area(s) with appropriate billing to the student(s).

Nothing may be painted, hung, or displayed that would alter the appearance of the room or damage the interior walls. Additionally, reasonable standards of propriety are required. Hanging items in windows, visible from the streets or sidewalks is not permitted.

Hoverboards: The storage and/or use of hoverboards is expressly prohibited in residence halls. Anyone with hoverboards in the residence halls is in violation of Housing and Residential Life policy and must remove hoverboards immediately.

Keys & Key Cards (rooms): Room and/or ID/Key cards are distributed to resident students at the beginning of the semester in which they begin. All keys must be returned at the end of the semester in which the student leaves or the end of the academic year. Keys not returned will result in a \$100.00 lock change charge. A \$50.00 charge is assessed for the replacement of each key including

roommates. If an Abare Hall key is not returned the student will be charged \$75. Lost or damaged ID/key cards will be replaced at a charge of \$50.00. College policy prohibits duplication of residence hall room keys, ID/key cards, or entrance keys. Violators will be subject to disciplinary action. Rooms should be kept locked at all times. Students are subject to a \$50.00 charge for having security or the Resident Advisor open a room.

Lights: Residential students are encouraged to conserve energy and are requested to turn off lights and electrical equipment when leaving their room.

Maintenance and Housekeeping: The Office of Student Affairs will conduct general maintenance and housekeeping inspections monthly. The primary purpose of these inspections is to evaluate the general condition of each residence hall room and to recommend any necessary maintenance operations. Students are responsible for reasonable care of all common areas near their own living quarters. Any damage to hallways, floors, buildings (including exterior), and/or other common areas will be repaired and the cost assigned on a pro-rata basis to those deemed liable.

Microwave Policy: The College will provide a microwave and mini-fridge combination for each room. No other microwaves or refrigerators or freezers are permitted.

Off Campus Living: Flagler College Students who live off campus should be aware of their responsibility of being a good neighbor. All neighborhoods are not only students. Residents in neighborhoods typically have different schedules than students, go to bed earlier, get up earlier, and see their homes as more permanent residents. Students should familiarize themselves with city codes and ordinances particularly in relation to noise, parking on street and property, trash and recycling containers, homeowner association rules, open container laws, and legal number of residents per unit. Methods are available for neighbors to contact the College regarding potential violations. Reoccurring reports will be addressed by the College.

Overnight Guests: The term overnight guests refer to any guest who remains in the residence hall where they are not a contracted resident past midnight. Resident students may request one (1) guest to stay overnight for a maximum of two (2) nights. Only one (1) guest per room is allowed. There are NO GUESTS allowed during the first and last week of the semester, Finals Week, Spring Break, or Thanksgiving week. Students must register their overnight guests by submitting an Overnight Guest Request Form to the Division of Student Affairs during regular business hours (8:30am – 5:00pm). Payments should be made through CashNet.

COST

- \$10 per night if submitted three business days prior (mattress delivery available)
- \$10 per night if submitted less than three business days prior (mattress delivery NOT available)
- \$50 per night for each unregistered guest.

Pets: Properly documented services animals and non-aggressive fish are allowed in the residence halls. Fish are to be kept in a bowl/aquarium no larger than 10 gallons. For reasons of health, sanitation, and pest control, pets (including dogs, cats, rodents, reptiles, birds, or other animals) are **NOT** permitted in or on the College premises under any circumstances. A minimum charge of \$100.00 per day will automatically be assessed to the account of any student in violation of these regulations and the student will be billed additionally for any damage caused by such animals.

Emotional Support Animals: Emotional support animals may be permitted in the residence halls if appropriate documentation of the need for the animal is provided to the Office of Disability Services

and the Office of Residence Life. The documentation confirm that the animal has been prescribed for treatment purposes by a physical or mental healthcare provider or licensed therapist. No animal should be brought to campus until written permission is received. A minimum charge of \$100.00 per day will automatically be assessed to the account of any student in violation of these regulations and the student will be billed additionally for any damage caused by such animals.

Privacy of Rooms: The Flagler College administration anticipates that students will comply with the regulations and standards as presented in this Handbook. However, for the safety and well-being of all students, it is necessary for the College to reserve the right to enter student rooms at any time for reasons of emergency, security, maintenance or to maintain order. The staff of the Office of Student Affairs will conduct routine room inspections for cleanliness and orderliness. Students will be advised if the room is in need of improvement.

College officials may enter a student's room and conduct a search for purposes other than those stated above when the following conditions exist:

1. There is probable cause to believe that a violation of law or institutional regulations has occurred or is taking place.
2. Imminent danger to life, safety, health, or property is reasonably feared.

For these reasons, students are not permitted to install extra locks or dead-bolt security systems on their doors.

Property Damage: The College is responsible for property damage through normal wear and tear. However, for damage due to carelessness or malicious intent, the responsible individual(s) will be billed the cost of repair and/or replacement, and will be subject to disciplinary action. When the responsible individual(s) cannot be identified, the cost will be charged to all individuals living in the residence hall room, residence hall floor or wing, building (including exterior), commons areas, and/or entryways.

Quiet Hours: Quiet hours are to be maintained within the residence halls from:

- 10:00 pm to 7:00 am Monday-Friday
- 12:00 am – 9:00 am Saturday-Sunday

Radios, stereos, television sets, etc., are to be kept low so students wishing to study in their rooms may do so. Resident Life staff are responsible for maintaining quiet hours. Failure to cooperate with the Resident Life staff or comply with this regulation will result in disciplinary action by the Student Affairs staff.

Residence Hall Refund Policy: As a Flagler College Resident, you signed a Residence Hall Contract. This contract states the following:

A non-refundable deposit serves as a Binding Agreement to fully pay for room and board for the next academic year. Once the deposit is received, the student will not be released from the housing contract. The right of the student to occupy the room terminates when they cease to be registered as a full-time student; however, the student will still be charged for the room. The College may require the student to move from the residence hall as a disciplinary or other impacting measure, in which instance there will be no refund. The Flagler College Housing Contract is for the full academic year

and no refunds will be given. Flagler College does offer GradGuard, an insurance policy covering tuition and housing expenses, for an additional cost.

Residence Hall Policy: All new incoming freshmen must reside on campus, unless they live locally with their parents or are over 20 years of age. Transfer students who have completed less than 24 semester hours of credit are also required to live on campus. For students who enroll for the fall semester, housing contracts are for the full academic year; thus, the student is responsible for the Fall and Spring semester room charges.

Exceptions to this policy are: students who will complete their degree requirements at the end of the fall semester; students who are dismissed from the College for academic or disciplinary reasons; students who are interning away or in a study abroad program; or students who choose not to return to the College for the spring semester. Students entering Flagler in January will contract for housing for the spring semester only. Readmitted students, for whatever reason (return from study abroad, dismissal, etc.), are required to have permission of the Vice President of Student Affairs to reside in the residence halls.

Room Change Policy:

- Room changes are not allowed until 2 weeks after move-in
- Students are allowed one room change without any requirements
- Students must stay in the new room a minimum of 2 weeks
- For each requested room change after the first one, students must do the following:
 - a. Participate in roommate mediation with their current roommate(s) or pay a \$50 room change fee. This room change fee will be charged to their account and be paid in the Business Office.
 - b. Complete a roommate contract with their new roommate(s) and submit it to Residence Life Staff

Room Damage: All rooms are inspected before students move in and after they depart. Any damage to rooms during occupancy will be charged to the student(s) responsible. The cost for repairing damage to common areas will be pro-rated among residents unless persons responsible are reported.

Room Decoration: The use of decals, staples, tacks, tape, or 3M style hooks on residence hall walls, furniture, or doors IS PROHIBITED. For hanging wall decorations, the College recommends the use of “Fun Tac” or similar adhesive putty. It is their responsibility to see that decorations do not damage the room or furnishings, or create a fire hazard. Alcohol containers may not be used as room decorations. It is assumed that good taste will be used in the selection of room decorations. Nothing should be placed on any part of the fire sprinkler system, including pipes.

Visitors: Residence Hall Visitation: College policy does permit residence hall visitation by currently enrolled students who do not live in the hall they intend to visit if they are a guest of a student who does live in that hall. Residents must escort the guest at all times and can only proceed to the resident’s room. Roommate agreements are necessary before any guests are allowed to visit the room. All guests must be an enrolled Flagler College student or over the age of eighteen (18). All non-student guests must vacate the residence halls by midnight if they are not registered as overnight guests. Residents may only have two guests per visit. This policy applies to all Residence Halls. Students who violate any part of this regulation are subject to disciplinary action by the Dean of Students. In the event of a violation of this regulation all parties involved, occupants and visitors, are held responsible. The privilege of any individual, floor, or building may be revoked at any time.

Work Order System: The College provides a work order system for the campus to use so that our Facilities Team can be notified of any facility issues in a timely manner. Residential students are expected to utilize this work order system to log any facility concerns or issues within their rooms. By filling out the form, they are giving our Facilities Team permission to enter their space and fix the issue. Students will have 24 hours to submit a maintenance request from the time that the concern arises. A failure to do so can result in a fine placed on their student account as well as damage costs for the excessive wait period. Students should not utilize this system to order a lost key; they must contact the Office of Residence Life for a replacement key. No one can submit a maintenance request for a student on their behalf.

STUDENT ACTIVITIES

Eligibility for Extracurricular Activities: Students wishing to participate in organizations, clubs, honor societies, cheerleading squads, athletic teams, publications, etc., must maintain the grade point average prescribed by the club or organization. Students on restrictive disciplinary probation may forfeit their position in such organizations until the disciplinary probation is removed. All students are encouraged to participate in at least one club or organization on campus.

Student Groups on Campus: Student groups on campus consist of 4 types: honor societies, student clubs, special interest groups, and academic organizations. These groups sponsor a range of interesting and fun activities from academic to social to community service.

Honor Societies	
Alpha Chi (academic honor society)	Phi Omicron (communication honor society)
Alpha Kappa Delta (sociology honor society)	Pi Alpha Delta (pre-law honor society)
Alpha Phi Sigma (criminal justice honor society)	Pi Sigma Alpha (national political science honor society)
Alpha Psi Omega (theatre honor society)	Psi Chi (psychology honor society)
Kappa Delta Pi (education honor society)	Sigma Beta Delta (business honor society)
Omicron Delta Epsilon (economics honor society)	Sigma Tau Delta (English honor society)
Omicron Delta Kappa (leadership honor society)	
Phi Alpha Theta (history honor society)	
Student Clubs	
Anime Club	Gaming Guild
Archaeology Club	International Student Club
Black Female Development Circle	InterVarsity Christian Fellowship
Black Student Association	Lambda Chi Alpha
Campus Activities Board (CAB)	Metaphysic Esoteric Theocratic Association
Campus to City Westley Foundation	NAMI Flagler
Catholic College Fellowship	Phi Alpha Omega
CRU	Philosophy / Religion Symposium
Cultural Anthropology	Photography Club

Deaf Awareness Club	Pride Alliance
Film Club	The Pineapple Society
Flagler College Democrats	Social Sciences Club
Flagler College Republicans	St. Augustine Spirit Squad
Flagler College Volunteers	Student Government Association
FSTEAm	
Sport Clubs	
Dance Club	Quidditch Team
Dive Club	Rock Climbing
Men's Lacrosse Club	Surf Club
Men's Soccer Club	
Academic Organizations	Model United Nations
AIGA – Graphic Design	Phi Alpha Delta
Association of Fundraising Professionals	Public Relations Student Society of America (PRSSA)
Dow Advantage (Student-run Public Relations Firm)	Society for Advancement of Management (SAM)
ENACTUS	Society of Professional Journalists (SPJ)

Club Advisor: The Club Advisor is a faculty or staff member who serves as a sponsor to an organization or club.

The role of the Club Advisor is to:

1. Supervise the activities of the organization in accordance with the approved purpose of the organization and assist in the planning and coordination of activities
2. Provide continuity for the organization to ensure consistency of purpose and activities from year to year
3. Ensure the maintenance of accurate and complete records and minutes of the organization
4. Provide guidance and interpretation in the area of administrative policies and decisions
5. Report to the Director of Student Activities on the progress and needs of the organization

New Student Groups:

1. **Clubs:** The approval for a new club to become active comes from the Student Government Association, the Director of the Office of Student Leadership & Engagement and the Dean of Student Engagement & Career Development. All College club officers and members must be full-time Flagler students.

Students must request approval to form a new club by submitting a petition to the Director of Student Leadership & Engagement. The petition must include:

- a. A proposed constitution
- b. A statement of purpose
- c. A list of projected activities
- d. A proposed budget
- e. Names and signatures of at least 20 students interested in charter membership
- f. Names of provisional officers
- g. The name of the faculty or staff advisor

2. **Academic Organizations:** Students wishing to form a new academic organization must submit a petition to the Vice President of Academic Affairs. The approval for a new academic organization to become active comes from the Vice President of Academic Affairs, in consultation with the Vice President of Student Affairs, and the President's Cabinet. The petition must include:
 - a. A statement of purpose
 - b. All stipulations for membership
 - c. A list of and budget for projected activities or competitions
 - d. The names of provisional officers
 - e. The name of the faculty or administrative sponsor

3. **Special Interests Groups:** Students must request approval to form a new special interest group by submitting a petition to the Director of Student Leadership & Engagement to become active from the Student Government Association, and the Dean of Student Engagement & Career Development.
 - a. The petition must include:
 - b. A Special Interest Group name
 - c. A statement of purpose
 - d. A list of interested students
 - e. The name of the faculty or staff advisor
 - f. Name and contact of group leader who will act as liaison to the Director of Student Activities
 - g. Expected activities of the group
 - h. Membership Guidelines
 - i. Expenses/Budget
 - j. Present the group to the SGA, where a vote will take place for approval
 - k. Groups must also be approved by the Vice President of Student Affairs
 - l. Each Special Interest Group will be provided with the following privileges:
 - m. Opportunity to represent the group at club night
 - n. Allowed eight approved copies per event
 - o. Access to the Hammock and Flagler facilities for meetings and events
 - p. One mass email sent out for each group event

Special Interests Groups must renew their active status with the SGA each fall. This will entail going before the Student Government Association at the beginning of every academic year for approval. The group must present the purpose of the organization, the intentions, and SGA will vote.

Academic Honor Groups or Societies: Honor groups or societies are required to submit a petition for approval by the Vice President of Academic Affairs. These organizations are distinguished from other clubs and organizations by selection of membership. The College reserves the right to accept or deny clubs or organizations based on the college mission and its place in the local community. All fundraising projects for activities and organizations must have prior approval by, and be coordinated with, the Office of Student Affairs. Clubs and academic organizations are not permitted to solicit off-campus funding without prior approval.

Campus Publications: Campus publications are produced by student staff working closely with the Office of Public Information, which has administrative control and sets editorial policy. The Gargoyle, the official on-line College newspaper, published year-round for members of the Flagler College community can be found at <http://gargoyle.flagler.edu>. Students interested in working on The Gargoyle should contact the Office of Public Information.

Intercollegiate Athletics: Intercollegiate athletics are an integral part of the total College program. The College's intercollegiate teams compete against some of the top teams in the state, the region and the nation.

The College has nineteen (19) intercollegiate teams:

- Men's: Baseball, Basketball, Cross Country, Indoor Track and Field, Lacrosse, Tennis, Golf, Outdoor Track & Field, and Soccer
- Women's: Basketball, Cross Country, Indoor Track and Field, Lacrosse, Tennis, Golf, Outdoor Track & Field, Softball, Soccer, and Volleyball

The College is a member of the National Collegiate Athletic Association (NCAA) Division II and subscribes to the rules, regulations, and eligibility requirements set forth by this association. The College is also a member of the Peach Belt Conference.

Flagler College also has a Cheerleading Squad and a Pep Band which are under the supervision of the Intercollegiate Athletics Department.

The College will not tolerate inappropriate comments, signage, or actions at any intercollegiate event. Individuals will be subject to disciplinary action for violating this rule.

Campus Recreation: Campus Recreation is an important part of student life. Campus Recreation includes intramural sports leagues and tournaments. Their success depends mainly upon student interest and participation. The aims of intramural sports are to develop physical fitness, good sportsmanship, self-reliance, and an appreciation for teamwork. All students are encouraged to take part in some aspect of Campus Recreation, which includes tennis, golf softball, basketball, soccer, volleyball, flag football, swimming, table tennis, pool, miniature golf and bowling. Campus Recreation also provides Tai Chi, Zumba, Yoga, Pilates and Ballroom Dance classes and other recreational activities. Available space for classes is limited. Students interested in participating in Campus Recreation may contact the Director of Campus Recreation.

Resident Advisor Program: In addition to the professional staff, the College employs Resident Advisors whose duties include supervising the residence halls and ensuring that residence hall life contributes to the total education of each student. Resident Advisors are students currently enrolled at the College and are selected on the basis of their academic performance, class standing, maturity, leadership, personality and ability to assume responsibility. The Resident Advisors are assigned to each area of the residence hall, have responsibility for helping residential students maintain an environment conducive to study and assisting residents with academic, social and personal problems. The Resident Advisors are not regarded as counselors but play a vital role in referring students to the appropriate supportive service.

All students are required to cooperate in making the role of a Resident Advisor successful. To ensure that students understand the role of the Resident Advisor, it is important to clarify the responsibilities as follows:

1. To maintain courtesy and quiet hours
2. To assist with room inspections and fire drills
3. To assist students during illness or emergency
4. To schedule hall meetings
5. To report infractions of College regulations
6. To develop a sense of community among hall members
7. To initiate hall activity programs

Resident Advisors have the right to inspect packages that students are bringing in and confiscate any items determined to be in violation of the rules and regulations.

Speakers Policy: No commitment shall be made to a speaker without prior approval from the Vice President of Student Affairs and/or the Vice President of Academic Life. Clubs, organizations, and/or students wishing to sponsor a speaker at Flagler College should contact either of these individuals.