

FLAGLER  COLLEGE  
TALLAHASSEE

Bulletin

**2016-2017**

Flagler College-Tallahassee  
On the Campus of  
Tallahassee Community College  
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## INTRODUCTION

Flagler College is a four-year, independent, non-sectarian institution, offering programs leading to the baccalaureate degree. Founded in 1968, the College was established as a memorial to Henry M. Flagler, industrialist, oil magnate, land developer, and railroad pioneer. Flagler was co-founder of Standard Oil and the single most pivotal figure in Florida's development.

Flagler College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Flagler College. Additionally, the College's teacher education programs are approved by the Florida Department of Education.

The partnership between Flagler College and Tallahassee Community College developed in response to a legislative mandate to increase the opportunities for students seeking four-year degrees. The Flagler College-Tallahassee program was initiated in response to an invitation by Dr. T.K. Wetherell, then President of the Tallahassee Community College, to Dr. William L. Proctor, then President of Flagler College. Established in the fall of the 2000-2001 academic year, the program offered courses leading to degrees in business administration and elementary education. Enrollment grew to 100 students during the first academic year and in subsequent years expanded to almost 500. A dual major in Elementary Education/Exceptional Student Education and a fourth major in Accounting were introduced in the fall of the 2002-2003 academic year. A major in Strategic Communication (Public Relations was introduced in the fall of the 2014-2015 academic year.

The schedule includes both day and evening classes. Day classes meet Monday through Friday. Students may participate in the day program on a full-time or part-time basis and may complete up to 16 credit hours per semester.

In the evening program, business administration and accounting classes are scheduled successively with one class meeting for four weeks. Evening classes meet Mondays, Tuesdays, and Thursdays from 6:00 p.m. to 9:20 p.m. with occasional class meetings on Wednesdays as needed to compensate for Federal holidays. This schedule enables students who work, or who have family and/or other commitments, to concentrate on the completion of one course at a time. In the education and strategic communication evening programs classes are scheduled successively with two classes meeting for eight weeks. Students may participate in the evening program on a full-time or part-time basis and may complete up to 13 credit hours per semester. Even though the classes are conducted consecutively in the evening program, the student enrolls for and is charged for the entire semester at the beginning of the semester. Therefore, semester fees and drop/add dates apply with respect to drop/add and financial refunds for evening students.

## **STUDENT RESPONSIBILITIES**

Students are responsible for knowing and complying with Flagler College rules and regulations as published in the *Flagler College-Tallahassee Bulletin* and those verbal or written policies as announced by the college administration.

Students are responsible for knowing and abiding by all academic policies, regulations and procedures as set forth in this *Bulletin* as well as in the *Flagler College Catalog*. The catalog can be found on the Flagler website [www.flagler.edu](http://www.flagler.edu). Students are also expected to be aware of specific course requirements, as set forth in course syllabi, distributed at the first meeting of each course.

Students are also responsible for knowing and abiding by all rules and regulations governing student conduct, which are prescribed to ensure the safety and well-being of all students and to promote the academic and social purposes of the College.

Students are given the privilege of enrolling in Flagler College-Tallahassee on the condition that they comply with the institution's 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 a student violates the rules of conduct or if the student's enrollment is deemed contrary to the best interest of the institution.

Students are required to participate in a mandatory advising session in their first semester with Flagler College-Tallahassee. This allows students to familiarize themselves with their academic advisors and also provides the students with a clear overview of programmatic requirements.

### **Education Majors**

All education majors must undergo a criminal background check and obtain a clearance card from Leon County Schools *prior to the initial practicum placement within the student's first semester of coursework*. Applications for the criminal background check must be obtained from the Flagler College - Tallahassee office, and students should apply at least four weeks prior to the first day of practicum. Students will not be allowed in schools to complete the clinical portion of their education without clearance from Leon County Schools. In addition, Education majors must obtain and provide proof of professional liability insurance and health insurance at the start of each semester. See the Education Department Chair or the Education Department Secretary for more information.

### **Business Administration and Accounting Majors**

All students are strongly encouraged to use a laptop computer to complete academic work in- and outside of the classroom. All business administration and accounting majors are required to have a laptop and to bring it to each class session. Laptop hardware and software requirements are distributed at the time of admission, during orientation, and are posted on the college website.

## ACADEMIC INFORMATION

The academic program is designed to provide a well-rounded education in the liberal arts tradition. Majors lead to the Bachelor of Arts degree in business administration, accounting, elementary education, elementary/exceptional student education, or strategic communication (public relations). Minors in marketing and finance are also offered.

Academic advising and counseling are provided by the faculty and staff, and Flagler College complies with the requirements of section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Students with documented disabilities and/or students with special needs are encouraged to contact the Dean to request academic accommodations. More information may be found at [http://www.flagler.edu/academics/academic-services/disability\\_services/](http://www.flagler.edu/academics/academic-services/disability_services/)

### **Admissions**

Applications for admission must be accompanied by a non-refundable application fee of \$25.00. Official copies of all college transcripts must be received prior to acceptance. All students must have completed an Associate of Arts (A.A.) degree, an Associate of Science (A.S.) degree coupled with the remaining pre-requisite requirements, or have a minimum of 60 transferable college credits, which fulfill the pre-requisite requirements, in which a grade of “C” or better was earned. No more than 64 semester hours may be transferred to Flagler College from a two-year college, and no more than 75 hours may be transferred to Flagler College from a four-year college or university.

### **Student Success Program (SSP)**

Flagler College-Tallahassee offers the Student Success Program to help students successfully transition from community college to Bachelor’s level college work. Students entering Flagler College-Tallahassee with a transfer grade-point-average below 2.50 will be assessed by an academic success coach. After an initial assessment, students may be referred to the PDH 300 personal development class and/or math tutoring. These students will also meet with the academic success coach and their advisors on a regular basis. The SSP is designed to strengthen academic foundations and to help students graduate on time.

### **Requirements for Admission to the Education Department**

Admissions criteria for the elementary and elementary/exceptional student education majors are based upon Florida Teacher Certification standards. Education students are permitted two semesters in which to meet all admission requirements including passage of the General Knowledge portion of the Florida Teacher Certification Exam.

A student who wishes to major in any area of education must meet the following conditions for acceptance to the Education Department: (1) achieve a cumulative 2.5 grade point average by completion of the first semester at Flagler College-Tallahassee and maintain it throughout the undergraduate program, (2) demonstrate dispositions, character and aptitude for teaching, (3) demonstrate the potential to be accepted for and to perform satisfactorily in a student teaching assignment, and (4) achievement of a passing score on the General Knowledge Test (FTCE). Because students are expected to demonstrate a satisfactory competence level in all education courses, no grade below C in any education major required course is accepted; this includes ancillary courses that are required for the major, but not an Education Department offering. A complete description of the Education Department Academic Standards is included in the *Education Student Handbook*.

## Tuition and Fees

<b>Application Fee</b>	<b>\$25.00</b>	payable at the time of application
<b>Advance Deposit</b>	<b>\$100.00</b>	payable upon confirmation of enrollment
<b>Tuition</b>	<b>\$230.00</b>	per semester credit hour - payable prior to the beginning of the semester
<b>Late Registration Fee</b>	<b>\$50.00</b>	for continuing students who do not attend pre-registration to approve their schedule
<b>Graduation Fee</b>	<b>\$100.00</b>	new students advance deposits will be applied towards this fee
<b>Internship Fee*</b>	<b>\$120.00</b>	payable prior to the beginning of the semester in which the student is to intern <b><i>*Education Majors only</i></b>

Students seeking admission to Flagler College-Tallahassee must submit a \$25.00 non-refundable fee to defray the administrative costs associated with the processing of the application. Students must supply official transcripts from every college they have attended prior to Flagler College-Tallahassee.

### **Equal Opportunity**

Flagler College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, is an equal opportunity institution that does not discriminate 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 in its admission, treatment, or access to, or employment in, its programs or activities.<sup>1</sup>

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

### **For inquiries regarding non-discrimination on the basis of sex:**

Dr. Donald K. Parks, Dean  
Flagler College-Tallahassee  
University Center  
Tallahassee, Florida 32304  
850-201-8070  
parks@tcc.fl.edu

OR

Dr. William L. Proctor, Chancellor and Title IX Coordinator  
Flagler College  
74 King Street  
St. Augustine, Florida 32084  
904-819-6210, proctorw@flagler.edu

**For inquiries regarding non-discrimination on the basis of disability:**

Dr. Donald K. Parks, Dean  
Flagler College-Tallahassee  
University Center  
Tallahassee, Florida 32304  
850-201-8070  
parksd@tcc.fl.edu

OR

Ms. Lynn Francisco, Director of Disability Services  
Flagler College  
74 King Street  
St. Augustine, FL 32084  
904-819-6460  
efrancisco@flagler.edu

**For inquiries regarding non-discrimination on the basis of age:**

Dr. Donald Parks, Dean  
Flagler College-Tallahassee  
University Center  
Tallahassee, Florida 32304  
850-201-8070  
parksd@tcc.fl.edu

OR

**Tricia Rampata, MS, PHR**  
*HR Generalist/Benefits Specialist*  
Human Resources  
Flagler College  
74 King Street  
St. Augustine, Florida 32084  
904-819-6311  
trampata@flagler.edu

More information may be found at <http://www.flagler.edu/legal/notice-of-non-discrimination.html>

### **Payment of Tuition and Fees**

Payment of the tuition charge is due prior to the beginning of the semester or upon receipt of an invoice from the Office of Business Services. Students are notified via email each semester that their bill is available for viewing or printing. The student account statement will reflect all tuition related charges and credit for financial aid awards that have been approved by the Financial Aid Office at the time of the statement. Any awards not shown on the student account statement must be verified and approved by the Financial Aid Office prior to deducting for purposes of calculating the payment due. Payment may be made online through Cashnet by following links from the student portal page. Checks and money orders are accepted for payment at the Flagler College office. Students who have filed an application for financial aid and/or student loans may be given an extension of this deadline pending receipt of student aid awards. **Late submission or failure to submit the payment for the outstanding balance by the deadline may result in a late fee charge of \$50.00. Failure to submit payment may also result in schedule cancellation.**

**If a student fails to pay their student account bill or any monies due and owing Flagler College at the time of their withdrawal, graduation, dismissal or notice of not returning, Flagler College may refer their delinquent account to a collection agency. These students will be responsible for paying the collection agency fee, expenses, including reasonable attorney's fees, necessary for the collection of the delinquent account. Finally, delinquent accounts may be reported to one or more of the national credit bureaus.**

### **Tuition Assistance**

In addition to the federal and state financial aid programs described in the Financial Aid section of this document, Flagler College-Tallahassee currently offers six tuition assistance programs.

- A. Full-time employees of Tallahassee Community College and their dependents are eligible for a tuition discount of 50% and will be charged \$115.00 per credit hour.
- B. Full-time instructional personnel employed by area school districts may be admitted as students during the fall, spring, and/or summer semesters; they are eligible for a 50% tuition discount and will be charged \$345.00 per three-credit course.
- C. Graduates of Flagler College who return to take additional classes may enroll in scheduled classes and will be charged \$115.00 per credit hour.  
Instructional personnel serving as a cooperating teacher for Flagler College interns receive a tuition waiver for a three-hour course. This waiver is valid for three years from the month of issue. A cooperating teacher may redeem one waiver per semester (fall, spring and/or summer). Tuition waivers are transferrable to immediate family members. Immediate family members are defined as a spouse or a child. Waivers are not transferrable to in-laws, grandchildren, etc. In the case when a waiver is transferred to an immediate family member, one waiver may be redeemed per year (fall, spring or summer semester).
- D. Sworn law enforcement officers are eligible for a tuition discount of 50% and will be charged \$115.00 per credit hour.
- E. Graduates of the Fostering Achievement program (former foster care participants) are eligible for a tuition discount of 50% and will be charged \$115.00 per credit hour.

### **Tuition Refunds for Complete Withdrawals**

Students who notify the Flagler College-Tallahassee office in writing of their intent to withdraw from the program and students who are dismissed from the program may be eligible for tuition refunds according to the following schedule:

- A. 100% adjustment for any student who withdraws or fails to report for classes during the semester's drop-add period (generally the first week of the semester).
- B. 75% adjustment (75% of charges cancelled) if the last class attended is prior to the end of the fourth week of the semester.
- C. 50% adjustment (50% of charges cancelled) if the last class attended is prior to the end of the sixth week of the semester.
- D. 25% adjustment (25% of charges cancelled) if the last class attended is prior to the end of the tenth week of the semester.
- E. No refund will be made for withdrawals after the beginning of the eleventh week of the semester.
- F. The dates for the fall, spring and summer semesters representing the end of the weeks referenced above will be established prior to the beginning of the semester.

**NOTE:** This schedule applies to evening students who withdraw completely (from all remaining classes scheduled for the semester) during any one of the four terms. If an evening student cannot attend all of the scheduled evening courses but does not want to withdraw completely he/she must provide written notice of his or her intent to drop an individual course during the semester's drop-add period in order to receive a full refund for that course. Adjustments for dropping individual classes are not made after the drop-add period even if the student has not yet attended the course.

### **Billing Adjustments**

Students who change the number of hours for which they have registered during the designated drop-add period at the beginning of the semester will be eligible for adjustments on their bills in accordance with their change of schedule. It should be noted, however, that students who reduce the number of hours to less than 12 will no longer be considered full-time students and may be ineligible for certain types of financial aid. Please read the following section on Financial Aid.

# FINANCIAL AID

There are two basic sources of funds for financial aid at Flagler College-Tallahassee: the federal government and the State of Florida. Federal financial aid includes the Pell Grant, the Stafford Loan, and the Parent Loan (PLUS). State of Florida financial aid includes the Florida Resident Access Grant (FRAG), the Florida Minority Teacher Scholarship and the Florida Bright Futures Scholarship Program (Florida Academic Scholars, Florida Medallion Scholarship).

Students must apply for financial aid to establish eligibility. Regardless of aid applied for, a student is responsible for his or her tuition and fees. Correct and timely completion of all required forms is the **student's** responsibility, and inaccurate, incomplete or delayed paperwork does not impact the responsibility the student has for his or her charges. Continued enrollment in each semester and future registration is contingent upon the student's account being paid. Financial Aid award levels are based in part upon a student's grade level (Junior year, Senior year etc.).

Financial aid is awarded either on a **need** or **non-need** basis. Following is a description of the aid available under each of these categories and directions on how to apply for that aid.

## **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.

If a student establishes **need**, the Financial Aid Office will develop an award package. It is important to note that any type of aid for which a student qualifies, even if **need** was not a factor, must be counted toward meeting a student's **need**.

The following types of need-based aid are available:

### **Federal Pell Grant**

A non-repayable grant awarded to the neediest students. The amount of the grant depends specifically on the student's EFC, and it ranges from \$602 to \$5,680.

### **Federal Subsidized Stafford Loan**

A fixed interest rate loan repayable after the student graduates or ceases enrollment on at least a half-time basis. The loan is the student's option, and the amount he/she can borrow is based on the student's level of **need** and his/her year in school. The maximum amount available for an academic year for a student who has earned 60 or more credit hours is \$5,500. Subsidized loans are interest free while the student is enrolled in at least six (6) credit hours.

## **Application Procedures for Need-Based Aid**

Complete the Free Application for Federal Student Aid (FAFSA) via the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

NOTE: Be sure to list Flagler College in the Step Six Section and use the Federal School Code for Flagler College: 007893.

You will eventually receive a Student Aid Report (SAR). Be sure to check your SAR carefully and report any corrections that need to be made.

If you listed Flagler College and the Federal School Code for Flagler College, the Financial Aid Office will be able to draw down your FAFSA information electronically.

You may be required to submit a copy of an official tax transcript and a Verification Worksheet to the Financial Aid Office during the application process. If you are independent, you will provide your tax transcript. If you are dependent, you will provide your tax transcript as well as your parents' tax transcript.

## **Non-Need Based Financial Aid**

The following types of financial aid are available on a **non-need** basis:

### **Federal Unsubsidized Stafford Loan**

A fixed interest rate loan repayable after the student graduates or ceases to be enrolled on at least a half-time basis. The maximum amount available for an academic year for student who has earned 60 or more credit hours is \$5,500. All students may qualify for an additional \$2,000 unsubsidized loan annually. To apply, a student must first submit the FAFSA for eligibility determination. Unsubsidized loans are interest bearing from the time they are disbursed.

### **Federal Parent Loan (PLUS)**

A fixed interest rate loan available to parents of dependent students. The maximum amount available is determined by subtracting all financial aid the student is receiving from the Estimated Cost of Attendance (FAFSA is not required).

A "Consent to Obtain Credit Report" form must be completed by one of the dependent student's parents. If a parent is denied a PLUS Loan due to a negative credit report, then the student is eligible to borrow additional Stafford Student Loan funds above the usual annual limit. Grade level determines the amount of additional loan funds for which a student may apply, e.g. juniors and seniors may borrow \$5,000 more per year.

### **Florida Bright Futures Scholarship Program**

A student transferring in to Flagler College who has been receiving one of these scholarships is eligible to continue receiving the scholarship if he/she has met the grade and hour requirement for renewal. The student should notify the Financial Aid Office that he/she has been receiving such a scholarship so that the state can be contacted for an eligibility determination.

### **Florida Resident Access Grant (FRAG)**

The FRAG was created by the 1979 Florida Legislature to provide tuition assistance to resident students attending eligible nonprofit colleges and universities located in the state. Funds for the support of the FRAG are contingent each year on the appropriations made available by the Florida Legislature. Thus, the amount of the grant varies from year to year.

Since the FRAG is a “tuition-specific” grant, the amount of the grant cannot exceed the cost of tuition. Further, if a student receives other “tuition-specific” assistance such as a private scholarship or Florida Pre-paid Program payments, the FRAG is subject to reduction so that the contribution of “tuition-specific” assistance does not exceed the cost of tuition.

To receive the FRAG, at least one of a dependent student’s parents must have been a one-year resident of the State of Florida prior to the first day of classes of the semester. For an independent student, he/she must have been a one-year resident, for other than educational purposes, prior to the first day of classes of the semester. A student must be enrolled on a full-time basis (12 hours or more), must be pursuing his/her first undergraduate degree, and must meet very specific Satisfactory Academic Progress requirements. These requirements include but are not limited to: maintaining a cumulative GPA of 2.0 and earning 12 hours each semester for which the FRAG is received. A student can only receive the FRAG for a maximum of nine semesters.

To apply for the FRAG, a student must complete the Florida Residency Affidavit which can be located under the forms tab at [financialaid.flagler.edu](http://financialaid.flagler.edu). The deadline date is October 2nd for fall entrants and February 12th for spring entrants. Students should understand that these deadlines are after school has already begun. If they delay applying for the FRAG until these deadlines, they will be responsible for their full tuition or may be denied clearance for that semester’s classes.

### **Florida Minority Teacher Scholarship**

This scholarship was initiated to attract minority students into teaching careers in the State of Florida. The amount of the scholarship is \$4,000 per year. A student must be a minority (African-American, Asian-American, Hispanic-American, Native American). In addition, a student must be a Florida resident, a junior or senior, and must be accepted into the Teacher Education Program at Flagler College. The student must have met all entrance requirements including passage of the General Knowledge portion of the Florida Teacher Certification Exam. Preference is given to community college transfer students. A student must have no more than 16 upper division credits when applying for the FFMT scholarship. A student may obtain an application from the Coordinator of Financial Aid. The application should be submitted to the Coordinator of Financial Aid two weeks prior to the deadline stated in the application. A student may apply for this grant at [ffmt.org](http://ffmt.org).

### **Florida Prepaid College Program**

A student who has entitlements under the Florida Prepaid College program may have his/her entitlements transferred to Flagler College. The student should contact both the Florida Prepaid Program (800-552-4723) and the Financial Aid

Office to make arrangements for this transfer. It is the student's responsibility to arrange for the transfer of entitlement from the institution he or she previously attended to Flagler College. Students are expected and responsible for filling out a Florida Prepaid semester authorization form, each semester.

**Faculty and Staff, Flagler College-Tallahassee Endowed Scholarship**

This scholarship was made possible by the generous gifts of faculty and staff of Flagler College-Tallahassee. One award of \$500 each is made on an annual basis to one student majoring in education and one student majoring in business or accounting.

To the extent possible, the recipient shall meet the following qualifications:

- 1) The recipient shall be a full-time student at Flagler College-Tallahassee;
- 2) The recipient shall be in good standing with the College;
- 3) The recipient shall have a cumulative grade point average of 3.0 or above on a 4.0 scale; and
- 4) Preference will be given to a student with demonstrated financial need, as determined by the Director of Financial Aid at Flagler College.

**Notification of Financial Aid Awards and the Student's Account**

When the student has been accepted to the College and confirmed his or her enrollment by submitting an advance deposit, the Financial Aid Office will determine the student's eligibility for financial aid and notify the student by means of an email. An award letter is emailed to continuing students once their grades from the previous semester have been posted by the College.

The award letter will indicate all items of financial aid of which the Financial Aid Office is aware at the time. If additional aid is received later, this could affect the aid already awarded.

In some instances, an award item will be marked as tentative or pending. This usually means that the Financial Aid Office is awaiting confirmation from the source of the award or awaiting some action on the student's part. This situation is particularly true in the cases of awards sponsored by the State of Florida and from private scholarship sources.

Students who are awarded (offered) financial aid and a Stafford Loan (Subsidized or Unsubsidized) must log on to *financialaid.flagler.edu* and accept or decline the award. This includes grants and loans.

If a student is a dependent, his or her parents may be eligible for a Parent Loan (PLUS). Plus Loans are not awarded (offered) or indicated on the award letter until an actual application is received at the Financial Aid Office.

If a student informs the Financial Aid Office about a private source scholarship, it will be indicated on the student's award letter as a tentative/pending award until confirmation is received from the provider of the scholarship. Private scholarship funds are applied upon receipt. The student is responsible for following up with the donor and the balance due if funds are not sent directly to the college.

Each item of confirmed financial aid will be credited directly to the student's account in the Business Office. Tentative/pending awards are not formally credited to a student's account; however, in some cases, the Business Office may allow tentative credit when the

student pays the bill. This is particularly true in the case of loans when a student has applied for a loan, but the actual disbursement has not been received.

If the aggregate total of a student's confirmed financial aid exceeds the Business Office charges, the student can receive a refund for the excess amount. Refunds are not made when the excess balance is credited by tentative/pending awards. Refunds will be issued through the student's BankMobile bank account. The student must activate their account and choose a refund option before monies can be released. Students may contact the Business Office with questions regarding their BankMobile account.

**Please Note: The timing of the receipt of credit refunds is subject to many delays. Students are cautioned not to rely on refunds to cover ongoing expenses with specific deadlines for payment such as rent.**

Evening students who are otherwise eligible for credit refunds must attend the second class of the semester (or six credit hours) before financial aid can be applied towards their account. Therefore, evening students who are eligible should expect their credit refund *no earlier than the 7<sup>th</sup>-8<sup>th</sup> week of the semester.*

### **Satisfactory Academic Progress**

Financial aid recipients are required to maintain *Satisfactory Academic Progress* to be eligible for financial aid. Satisfactory Academic Progress is comprised of three elements: Cumulative Grade Point Average (CGPA), Maximum Academic Terms of Eligibility, and Minimum Percentage of Work Completed per Academic Year.

### **Cumulative Grade Point Average (CGPA)**

Except for aid specified in the next paragraph (below), a student will be eligible for financial aid so long as he or she meets the CGPA requirements specified under the College's Academic Requirements for Continuation, as outlined in the "Academic Information" section. A student who does not meet these requirements but who successfully appeals a *dismissal* decision will continue to be eligible for financial aid, with the exception noted in the following two paragraphs.

There are certain State of Florida grants/scholarships which require a higher CGPA for renewal than those mentioned above. Following are those grants/scholarships in this category with the CGPA required for renewal indicated:

Florida Resident Access Grant	2.00
Florida Merit Scholarship	2.75
Vocational Gold Seal Scholarship	2.75
Florida Academic Scholars Scholarship	3.00
Florida Top Scholars Scholarship	3.00
Florida Minority Teacher Education Scholarship	2.50

Note: For the **Florida Resident Access Grant**, a one-year grace period is allowed if the CGPA falls below 2.0. For the Florida Academic Scholars and the Florida Top Scholars Scholarships, if the required 3.0 CGPA is not attained, these scholarships can be converted to the Florida Merit Scholarship if the student has at least a CGPA of 2.75.

### **Maximum Academic Terms of Eligibility**

A student is eligible to receive **need-based** financial aid for a maximum of 10 semesters of attendance. Attendance at all post-secondary schools is counted. Awards not based on **need** are normally available for a maximum of eight semesters. The Florida Resident Access Grant is available for nine semesters. The Vocational Gold Seal Scholarship is available for only 72 semester hours, after which it is converted to the Florida Merit Scholarship. The Florida Academic Scholars and Florida Merit Scholarship are available for a maximum of 120 semester hours.

### **Minimum Percentage of Work Completed**

A student in the day program is expected to earn hours at a rate that will allow him or her to meet the graduation requirement of 120 hours after four or five semesters of enrollment at Flagler College. A student in the evening program is expected to earn hours at a rate that will allow him or her to meet the graduation requirement of 120 hours after five semesters of enrollment. A student who takes longer than these specified times is subject to losing eligibility for any type of financial aid.

To be eligible for renewal, most grants/scholarships sponsored by the State of Florida require that the student earn the equivalent of 12 hours for each semester the student receives such a grant or scholarship during the preceding year. Hours earned during the succeeding summer school cannot be counted toward the fall and spring hours.

The scholarships under the Florida Bright Futures Scholarship Program (Top Scholars, Academic Scholars, Merit Scholarship and Vocational Gold Seal) require that the student earn the equivalent hours for each semester the scholarship is received.

### **Appeals**

A student has the right to appeal the denial of aid under this policy. The Flagler College-Tallahassee Financial Aid Office should be contacted for procedures.

### **Handling of Financial Aid in Cases of Withdrawal**

A student who does not begin attending classes is not eligible for any type of financial aid. Also, as discussed later in this section, a student is not eligible for any type of aid sponsored by the State of Florida if he or she withdraws before the end of the drop/add period. In either case, each item of financial aid will be canceled and returned to its source.

When a student begins attendance and subsequently withdraws, his or her financial aid is subject to adjustment depending on the withdrawal date and the type of aid. The adjustment will involve a determination of how much of the student's financial aid was "earned" and how much was "unearned." Earned financial aid will be retained in the student's account to apply to his or her charges. If the earned aid exceeds the student's adjusted charges, it can be retained by the student for other educational expenses. The financial aid that is unearned will be withdrawn from the student's account and returned to the source(s).

It should be noted that there will be instances of withdrawal when the amount of earned aid will be disproportionately lower to the adjusted charges than the original amount of aid was to the original charges. *In such instances, the student will be required to make payment using his or her own funds.* Also, there will be instances when, before withdrawal, a student will have been given a refund by the Business Office because his or

her payments and/or financial aid total exceeded the charges assessed, but upon withdrawing, *the student will have to repay some of these funds.*

The following paragraphs describe how each of the major sources of financial aid will be handled when a student withdraws.

### **Federal Aid**

Federal Aid includes: Subsidized Stafford Loan, Unsubsidized Stafford Loan, Parent Loan (PLUS), and Pell Grant.

A student who withdraws during the first 60% of a semester (beginning with the first day of classes) will have his or her federal aid adjusted based on the amount of time the student was enrolled. The amount of federal aid a student “earns” will be directly proportional to the percentage of time enrolled. There is no adjustment of federal aid after the 60% period.

The unearned amount of federal aid will be returned to the source using the following distribution priority: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Parent Loan (PLUS), and Pell Grant.

Example: A student has \$4,000 of federal aid consisting of a \$2,000 Subsidized Stafford Loan, and a \$2,000 Pell Grant. The student earns 30% (\$1,200) with 70% (\$2,800) unearned. Using the prescribed distribution, the Subsidized Stafford Loan of \$2,000 would be returned, and then \$800 of the Pell Grant would be returned.

In returning federal funds to the source, the College is not required to return funds which it does not have in its possession. If the amount required to be returned is not available in the student’s account, it is the student’s responsibility to repay these funds to the lender in accordance with the original terms of the loan contract. If the Pell Grant is involved, the student must make a cash payment to the College, which in turn, would be returned to the source. In the case of a Pell Grant, the student is required to repay only 50% of the amount awarded.

### **State of Florida Aid**

Included in this category are all grants and scholarships administered and/or sponsored by the State of Florida.

As previously mentioned, a student is not eligible for any Florida-sponsored aid if he or she withdraws before the end of the drop-add period.

A student who withdraws after the drop-add period and up through 60% of the semester will retain the Florida Aid received for the semester. However, the student will have failed to complete the hours needed to continue receiving the specific Florida Aid Funds and *will therefore be ineligible for those funds in future semesters.*

### **Handling of Financial Aid when Dropping from Full-Time to Part-Time Status**

When a student begins a semester as a full-time student (12 hours or more) but subsequently reduces his or her course load, resulting in less than full-time enrollment, the student’s financial aid likely will be affected. Also, a reduction in course load could affect the student’s eligibility for aid in the following years, since some aid requires that a specific number of hours be earned for renewal of that aid. (See section on Satisfactory

Academic Progress). *Before changing enrollment status from full-time to part-time status, a student should consult with the Financial Aid Office to ascertain the effect of that action on his or her aid.*

## **ACADEMIC POLICIES, REGULATIONS, AND PROCEDURES**

**Academic Honesty** The purposes of this policy are to define academic honesty and to prescribe the responsibilities of members of the faculty and the Dean and the Department Chairs in regard to informing students of the college standards and enforcing adherence to these standards as they relate to academic honesty.

Flagler College affirms the value of academic honesty and requires all students to adhere to the highest standards of integrity in their academic work. Students are entrusted to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Cheating, plagiarism, violation of test conditions, complicity in dishonest behavior, or other falsification of academic work is a serious breach of college expectations and is subject to immediate disciplinary action. The various forms of academic dishonesty are described in detail below.

Plagiarism is defined as any attempt to represent the work of another as one's own original work. More specifically, plagiarism is the direct appropriation of the language, thoughts or ideas of another, either literally or in paraphrase, without appropriate notification of the source and in such fashion as to imply that the work is one's own original work. Plagiarism includes, but is not limited to:

1. The quotation or other use of another person's words, ideas, logic, opinions, thoughts, or theories without use of quotation marks and acknowledgement of the source;
2. The paraphrasing of another person's words, ideas, logic, opinions, thoughts, or theories without acknowledgement of the source;
3. The quotation or other use of facts, statistics, or other data or materials that are not clearly common knowledge without acknowledgement of the sources;
4. Copying or purchasing all or any of another's academic, research, or creative work – even with the creator's knowledge and permission – and submitting it, in part or in its entirety, as one's own. This includes material available through the internet or other electronic sources and any material which has been copyrighted, its unauthorized use constitutes not only a breach of academic integrity, but also a violation of law that could lead to civil or criminal penalties.

Ignorance of the rule governing plagiarism is not an excuse. When in doubt, students should seek clarification from the instructor who issued the assignment.

To deter and detect cases of plagiarism, Flagler College subscribes to Turnitin.com, a web-based plagiarism detection service which enables professors to determine if a paper has been documented properly. This service is also available for use by students.

Fabrication is defined as the use of created or invented information or research for the purpose of deceiving an instructor or other college personnel.

Bribery is defined as the promising, offering, giving, receiving or soliciting of any materials, items or services of value to influence the judgment or conduct of college personnel.

Misrepresentation is defined as giving false information to any college representative with the intent to deceive or gain an unfair advantage. This may include using computer files generated by another person and submitting the information to an instructor as one's own work (unless expressly allowed by the instructor).

Cheating is defined as using, or attempting to use, in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized. Cheating also encompasses the provision or acceptance of any unauthorized assistance during an examination or assignment to be completed individually, including but not limited to talking to another student, viewing or copying another student's examination or assignment, making or receiving gestures from another student, or engaging another person to complete an assessment or examination in place of the student.

Collusion involves the cooperation of students with faculty or staff personnel in securing confidential information/material (tests, examinations, etc.); cooperative efforts by students and student assistants to gain access to examinations or answers to examinations for distribution; assisting in or contributing to the academic dishonesty of another individual; and seeking, obtaining, possessing, or giving to another person an examination or portions of an examination (not yet given), without permission of the instructor.

Recycling is defined as submission of a student's work that has previously counted for credit in another course. Recycling is not allowed unless explicitly authorized by the faculty members of both study units; in such a case, students must reference their previous work.

Sabotage is defined as the destruction or deliberate inhibition of progress of another student's work, including but not limited to the destruction or hiding of shared resources such as library materials, computer software and hardware and tampering with another person's laboratory experiments.

Falsification of data, information or records involves the forgery, alteration or misuse of college documents, academic records, research data or professional or academic credentials.

Instructors are responsible for explaining to students what constitutes academic dishonesty in relation to particular course requirements. Instructors are also responsible for ensuring that examinations and quizzes are administered in a fashion that discourages dishonesty.

Depending upon the nature of the case, a student guilty of academic dishonesty may receive a penalty ranging from a grade of "F" for the work in question to expulsion from the College. The official actions of the College may be solely academic in nature or both academic and disciplinary. In addition, a student who has been found guilty of academic dishonesty may be denied academic honors at graduation.

In all cases wherein an instructor accuses a student of academic dishonesty, the instructor will confer with the student in the presence of a witness and will inform the student of the charge of academic dishonesty, as well as the penalty the instructor is recommending to the Department Chair. The instructor will make a written record of the conference, will confirm in writing the accusation and penalty recommended, and will immediately refer the matter to the Department Chair.

The Department Chair will confer with the instructor, review the charge, meet with the accused student, and inform the student of the penalty to be imposed. The penalty may be more or less severe than that recommended by the instructor. The student will be advised that he/she may accept the penalty or may request a hearing. In the event that the student denies the allegation or objects to the severity of the penalty, the student may request a hearing before the Committee on Academic Standing.

The request for a hearing will be referred to the Committee on Academic Standing by the Department Chair. The faculty or staff member reporting the incident of alleged academic dishonesty will be responsible for preparing all material dealing with the case such as evidence, witnesses, etc. The Department Chair will prepare and issue the charge.

The procedure for the hearing is as follows:

- 1. Notice.** As soon as reasonably possible after the incident occurs, a written notice of the charge shall be given to the student by the Department Chair. The notice will include:
  - a)** a statement of the date, time and place of the hearing;
  - b)** a statement of the composition of the Committee on Academic Standing and the nature of the hearing; and
  - c)** a statement of the charge.

All parties shall be notified of the hearing at least one week in advance. The accused student, however, may waive the right to the one-week notification of his or her case. The student will acknowledge receipt of the notice by signing and returning it to the Department Chair. The signed notice will become a part of the record.

- 2. Safeguard the Student's Rights.** The Committee will consist of three faculty members. At least two of the members must come from a department other than that of the student being charged. All members of the Committee on Academic Standing, except the Chair, will refrain from pre-hearing conferences with any student involved in a scheduled hearing. The chair will advise the student of his or her 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 his or her behalf and to present evidence in his or her 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 the student's absence, and a decision may be rendered. The student, however, may request a postponement in the hearing, provided that the request is made at least 24 hours in advance of the hearing for good cause. The request for postponement must be submitted to the Chair of the Committee on Academic Standing, who may grant the request at his or her 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.

After all witnesses have been heard and all other testimony has been presented, the student shall be allowed to summarize his or her position. 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 chair votes only in the event of a tie.

All aspects of deliberations must be treated as confidential by the committee members. If the student is found guilty of academic dishonesty, the Committee on Academic Standing will recommend action or actions to be taken by the Department Chair. Such action may be of an academic, as well as of a disciplinary, nature.

4. Appeal. The student has the right to appeal the decision of the Department Chair. The appeal must be in writing and must be submitted to the Dean within three days of notification of the Department Chair'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. The student's right to appeal the charge will follow the prescribed procedures described, and every effort will be made to ensure the timely and fair adjudication of the case.

### **Respect and Civility**

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

Therefore, Flagler College students are expected to demonstrate civility in their speech and behavior. Civility is defined as courteous behavior and politeness. Students should note that this policy extends to electronic communications and person-to-person communications, in both campus offices and classrooms and off-campus venues such as practicum and internships settings.

In the case of a suspected case of incivility, a faculty or staff member will contact the Campus Dean and/or Department Chairperson in writing. Once the administrator(s) becomes aware of the situation, a meeting will be scheduled with the faculty or staff

member. After hearing the faculty or staff member, a meeting will be scheduled with the student or students involved. Periodically, additional individuals who witnessed the incident may be called to meet with the Dean and/or Department Chair.

At this point, a determination will be made as to whether there was a case of incivility. In the case where incivility has occurred, an appropriate disciplinary action will be reached and offered to the student as the result of Administrative Disposition. The student has the right to accept the results of the disposition or to have a hearing before the College Disciplinary Committee. Procedures for a College Disciplinary Committee hearing may be found on page 38 of this document.

### **Academic Requirement for Continuation**

Students are required to maintain a cumulative grade point average of 2.0 or better to remain in good academic standing. **In compliance with the Florida Department of Education, education majors must maintain a cumulative grade point average of 2.5 to maintain their status in the Education Program.**

The following procedures are designed to ensure thorough consideration of a student's progress and qualifications for continuation. At the conclusion of each term, the Dean and Department Chairs review the academic records of students whose semester average or cumulative average fall below a 2.0 (accounting, business administration, or strategic communication majors,) and 2.5 (education majors). The Dean and Department Chairs consider the student's cumulative grade point average, semester grade point average, number of semesters enrolled at Flagler College-Tallahassee, current academic status, declared major, performance related to academic aptitude, and performance related to the guidelines for continuation. Listed below are explanations of, and conditions for, the four types of action that can be taken by the Dean.

**Academic Warning:** An academic warning is issued to students whose semester grade point average is below 2.0 (accounting, business administration, or strategic communication majors) or 2.5 (education majors) 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 academic performance and to encourage renewed diligence in the pursuit of educational goals.

**Academic Probation:** A student whose cumulative grade point average is below 2.0 (accounting, business administration, or strategic communication majors,) or 2.5 (education majors), 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 is determined whether the student is returned to good standing, remains on probation, 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 (accounting, business administration, strategic communication majors) or 2.5 (education majors) grade point average in the subsequent semester. Based upon a review of the student's academic record, other conditions for continuation may also be stipulated. 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 the student's permanent record. Failure to satisfy any of these conditions may result in a continuation review and academic dismissal. *The Dean, at his*

or her discretion and irrespective of grades, may declare probationary status for any student whose time or talents are not being used properly.

### **Probationary Admission**

A student whose transfer grade point average is 2.49 or below may be admitted on a probationary basis for the first semester of enrollment. Specific requirements of the probationary semester may include intensive academic advising, tutoring, and completion of the PDH 300 course.

**Academic 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, the student's 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. Students who are academically suspended must go through the Flagler College readmission process.

**Academic Dismissal:** Academic dismissal is 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, the student's academic performance is consistently below the College's standards or otherwise indicates the inability to maintain good academic standing.*

Criteria used in a decision for dismissal include any of the following:

- (1) failure to maintain a minimal level of academic progress from semester to semester, as suggested in the following guidelines (Note that these guidelines are for accounting, business administration, strategic communication, majors. Education majors must maintain a 2.5 cumulative grade point average.)

Semester Hours Earned up to...	Cumulative Grade Point Average
72	1.92
84	1.96
96	2.00
72	1.92
84	1.96
96	2.00
108	2.00
120	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 academic department chairs.

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 College Chancellor within a period of time specified in the letter of dismissal. This appeal may be granted if, in the judgment of the Chancellor, such a decision will benefit both the student and the program.

### **Suspension or Dismissal during the Semester**

Students who are dismissed during the semester for disciplinary reasons will receive a grade of withdraw failing (WF) for the courses in which they were enrolled. In light of the block scheduling at Flagler College-Tallahassee, a suspension may result in future scheduling difficulties, and a possible delay in the student's expected graduation date and continuing financial aid. Therefore students will be required to meet with their academic advisors to review the impact of the suspension.

### **Administrative Withdrawal during the Semester**

Students who miss more than 20% of any course for any reason will be administratively withdrawn from the class. The transcript will reflect a grade of W or WF, depending upon the date by which the 20% limit is exceeded. The course will need to be repeated at a future date. In light of the block scheduling at Flagler College-Tallahassee, a withdrawal from a course may result in future scheduling difficulties, and a possible delay in the student's expected graduation date and continuing financial aid. Therefore, students will be required to meet with their academic advisors to review the impact of the withdrawal.

### **Writing Competency**

To ensure the quality of the Flagler College degree it is expected that all Flagler students will write at a college level. The College offers a writing skills course to help students who have writing deficiencies attain a level of writing proficiency that will help them succeed in their academic and professional lives. Students may be referred to the ENG 010 – Writing Skills course at the recommendation of any instructor.

Any student referred to this class must pass ENG 010 before graduating from Flagler College. ENG 010 is a non-credit course and will be graded on a (P) or (F) basis. Subsequent referrals might be possible based upon a student's performance in later classes. Students are encouraged to take advantage of resources available to them on the TCC campus. TCC's Learning Commons is open to all Flagler students who wish to improve their writing skills.

### **Class Attendance**

The nature of the educational process at Flagler College-Tallahassee, with emphasis on classroom teaching, seminars and special projects, presumes a continuous close working relationship between teacher and student. Accordingly, class attendance is deemed essential to the educational process.

Regular and punctual class attendance is expected of all students, and the responsibility for class attendance rests with the individual student. The student is expected to carry out all assigned work and to take all examinations as specified by the instructor. Failure to carry out assignments or to take examinations at designated times may result in a lower grade for the course. The student, therefore, must accept the consequences of not attending class.

Students with excessive absences will be administratively withdrawn from a course. Excessive absence is defined as failing to attend 80% of the scheduled class meetings. A student who is absent, for any reason, excused or unexcused, more than 20% of the scheduled class meetings for the academic semester/term will not receive credit for the course. A student who has excessive absences will be assigned a grade of W or WF, based upon the student's grade at the time the 20% limit is exceeded and/or based on the date that the student is withdrawn by the instructor (see academic calendar for details). *Individual instructors and departments may establish more stringent attendance requirements for their courses.*

Specific attendance policies, notwithstanding the college's requirement that students attend 80% of the classes, are determined by the individual instructor and are stated in the course syllabus, making clear the instructor's expectations regarding class attendance. Most instructors permit a small number of unexcused absences (without permission to make up work). The number of allowed unexcused absences is generally specified by the instructor at the beginning of the course, and the penalty for excessive unexcused absence is usually stated in the course syllabus. Attendance requirements for internships are determined in advance by the Department and are communicated in writing to the student intern.

Excused absences, with permission to make up missed assignments or exams, will be granted for the reasons listed below and are subject to verification:

- (1) Admission to a hospital
- (2) Serious illness/sickness
- (3) Serious emotional illness
- (4) Participation in approved academic events
- (5) Death of a family member or hospitalization of an immediate family member
- (6) Very unusual circumstances as determined by the Campus Dean.

Students requesting excused absences are responsible for notifying their instructor(s) and providing appropriate documentation verifying the excused absences. Students are responsible for making arrangements with their instructor(s) to make up missed assignments, class projects, or exams. Whenever possible, students should inform their instructor(s) in advance of a situation that will cause them to be absent from their class(es).

### **Continuing Students**

A continuing student, sometimes referred to as a returning student, is a student who was enrolled full-time during the previous semester. A continuing student is also a part-time student who enrolls full-time for the next immediate academic semester.

## **Graduation Requirements**

Business administration, accounting, and strategic communication (public relations) major degree requirements include completion of 120 semester hours with a minimum grade point average of 2.0 with no more than one grade below a C- earned in major course requirements. Elementary and elementary/exceptional student education majors must complete a minimum of 120 semester hours with a minimum grade point average of 2.5, and no grade below C- is permitted in major course requirements. The last consecutive 30 semester hours of all programs must be earned at Flagler College-Tallahassee.

Flagler College-Tallahassee holds two commencement ceremonies per year, in December and in May. *Participation in the commencement ceremony is an academic requirement for graduation.* Exceptions are granted under extremely unusual or emergency situations and must be requested and approved in writing no later than the time of graduation clearance.

Students must meet all graduation deadlines to be eligible to graduate. These include dates for completing the graduation checklist, payment of the graduation fee, attendance at graduation clearance and rehearsal, as well as any programmatic specific deadlines.

## **Honors**

Three degrees of distinction are awarded to graduating seniors based on their cumulative grade point averages for all graded academic work (does not include Pass/Fail) completed while at Flagler College-Tallahassee, including the semester's work in which the baccalaureate degree requirements are completed. According to the level of academic achievement, the degree may be awarded cum laude (3.5-3.69), magna cum laude (3.7-3.89) or summa cum laude (3.9-4.0).

To qualify for graduation with honors, a student majoring in accounting, business administration or strategic communication (public relations) must complete at least 56 credit hours of academic work at Flagler College-Tallahassee that carry letter grades of A, B, C or D. Pass/fail options are not applicable. All courses for which no quality points are assigned are included in this pass/fail category.

A student majoring in elementary education or elementary/exceptional student education must complete at least 45 credit hours of academic work at Flagler College-Tallahassee that carry letter grades of A, B, C or D and have completed all testing requirements. Pass/fail options are not applicable.

## **Early Participation In Commencement Ceremonies**

Students who have not completed all the necessary degree requirements, but who expect to complete their degree requirements by the end of the semester immediately following the commencement ceremony, may petition to march in the ceremony, if they satisfy all the following conditions:

1. The student must have completed at least 110 semester hours and must need no more than 10 additional semester hours to satisfy the degree requirements.
2. The student must have completed all other degree requirements, including testing and other requirements for his or her primary major.
3. The student must have a minimum 2.3 cumulative grade point average (Education majors must have a minimum 2.5 cumulative grade point average.)

4. The student must attempt to complete all degree requirements by the end of the semester immediately following the ceremony, as evidenced by registering for the required coursework.

A student who meets these conditions and who wishes to march during the commencement ceremony must submit his or her request in writing to the Dean at least six weeks prior to the end of the semester.

Students who march early will receive their diploma at the conclusion of the semester in which their final coursework was taken or program requirements were met. Official transcripts indicating their degree completion are typically available within three weeks of the conclusion of the semester. Students who walk early will not be recognized as honor graduates during the Commencement Ceremony.

### **Repeat Courses**

Students may repeat a course in which a grade of 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 grade assigned for the repeated course will be computed into the student's 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" or "WF" was originally earned will receive credit hours for the repeat course, provided that a passing grade is earned. Students who repeat a course in which a grade of "D" was originally earned will not receive any credit hours for the repeat course, since credit hours have already been awarded.

*Students who earn a grade of 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 are counted as attempts. Students may appeal to the Dean to be considered for an additional attempt at a course.***

**In light of the block scheduling at Flagler College-Tallahassee, an unsatisfactory grade in a course may result in future scheduling difficulties, and a possible delay in the student's expected graduation date and continuing financial aid. Therefore students will be required to meet with their academic advisors to review the impact of the unsatisfactory grade.**

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

### **President's List and Dean's List**

The President's List and the Dean'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 named to the President's List.

### **Block Scheduling**

Flagler College – Tallahassee schedules students in blocks, moving students through sequences of classes. Class sections and instructors are scheduled by the institution,

thereby eliminating the need to “cancel” class sections that do not “make,” deny students a seat when classes have filled to capacity or delay a graduation date because of schedule conflicts. Block scheduling does not allow for the accommodation of individual preferences with regard to class times, class sequencing, faculty selection or other personal requests for those students who want to remain in full-time status.

In light of the block scheduling at Flagler College-Tallahassee, a withdrawal, drop or unsatisfactory grade from a course may result in future scheduling difficulties, and a possible delay in the student’s expected graduation date and continuing financial aid. Therefore, students will be required to meet with their academic advisors to review the impact of the event.

### **Schedule Changes**

Subject to the approval of the Department Chair, a student may add courses during the first week of each semester. For information relating to the deadlines for dropping courses without academic penalty, please refer to the Academic Calendar for students. The calendars also reflect the dates in which a student may drop a course and receive a grade of W, as well as the dates that students, unless officially withdrawn from the College, will automatically earn a WF.

In light of the block scheduling at Flagler College-Tallahassee, a change in the student’s schedule may result in future scheduling difficulties. *A student should weigh possible changes very carefully, in that a change in schedule might well lead to a delay in the completion of the program and the graduation date.* Therefore students will be required to meet with their academic advisors to review the impact of dropping a course.

### **Registration for Continuing Students**

The Academic Calendar indicates dates and times for registration. At registration, students are given an opportunity to review the schedule of classes prepared for them by the Assistant Registrar, note any changes or adjustments that must be made, and sign the schedule indicating their approval and acceptance of the proposed schedule. Any student who fails to attend one of the scheduled registration meetings and has not made prior arrangements with the Assistant Registrar, will have his or her schedule (and subsequent seat in class) cancelled. The student who does not attend registration will incur a \$50.00 late registration fee if he or she decides at a later date to attend classes the following semester.

### **Student Evaluations**

The evaluative process at Flagler College places emphasis on all aspects of the student’s 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 and/or during the final examination period.**

### **Final Examinations**

In the day program, a period for final examinations is scheduled from Monday through Friday during the last week of the semester. Evening program exams are scheduled during the last class meeting of each course. The Dean or designee prepares the final examination

schedule and distributes it to faculty and students at the beginning of each semester. Faculty are required to adhere to the published schedule, and students must take the exams at the published times on campus in scheduled assigned rooms.

**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. Satisfaction of exit assessment requirements is necessary for graduation.

**Grade Correction**

Any errors in grades, including omissions, must be reported by the student to the instructor or Department Chair. A “Grade Correction Authorization” form may be obtained from the Assistant Registrar’s office and must be completed and signed by the appropriate faculty member. *No corrections, additions or changes will be made unless grade errors are reported to the Assistant 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.

**Grading of Academic Work**

Final grades are available to students, via the online portal, at the conclusion of each semester and are recorded on the student’s permanent record. The grading system is as follows:

<b>Grade</b>	<b>Meaning</b>	<b>Quality Points</b>	<b>Numerical Equivalent</b>
A	Superior	4.0	93-100
A-		3.7	90-92
B+		3.3	87-89
B	Good	3.0	83-86
B-		2.7	80-82
C+		2.3	77-79
C	Satisfactory	2.0	73-76
C-		1.7	70-72
D+		1.3	67-69
D	Passing	1.0	60-66
F	Failure	0.0	59 and lower
I	Incomplete		
W	Withdrew		
NG	No Grade		

For the purpose of computing a student’s grade point average, 4 quality points are given for each semester hour of A, 3.7 for each hour of A-, 3.3 for each hour of B+, 3 for each hour of B, 2.7 for each hour of B-, 2.3 for each hour of C+, 2 for each hour of C, 1.7 for each hour of C-, 1.3 for each hour of D+, and 1 for each hour of D. A grade of F, WF, or I is

counted as zero. The grade point average is calculated by dividing the total hours attempted into the total quality points.

**1. Grade Documentation**

At the end of each academic semester, all instructors will submit to the Assistant Registrar written grade documentation for all students.

If an instructor is no longer employed by Flagler College-Tallahassee, the student grade documentation will be used in the event of a grade appeal. The grade documentation will be maintained for one year then destroyed. Grade documentation for education majors will be maintained for three years. Education portfolios will be maintained for five years as will documentation of the education internship.

**2. Change of Grade**

Any errors in grades, including omissions, must be reported by the student to the Assistant Registrar. A “Grade Correction Authorization” form may be obtained from the Assistant Registrar’s Office and must be completed and signed by the appropriate faculty member, the Department Chair, the Dean, and Assistant Registrar. No corrections, additions, or changes will be made unless grade errors are reported to the Assistant Registrar within the first four 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 recorded on a permanent basis.

**3. Incomplete Grade**

A grade of “I” (Incomplete) is assigned by the instructor 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 course. In the absence of justifiable cause, an incomplete grade will not be assigned.

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 Assistant Registrar’s Office, and it must be signed by the student and the instructor.

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 course for which the incomplete grade was received. The eight-week period is the maximum time allowed, and the instructor should establish an earlier date, if possible. 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. Upon completion of the course requirements, the incomplete grade will be removed, and the final course grade will be used to compute the student’s grade point average.

**4. 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

department 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 the student's 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 Department Chair of the Education Program, the Department Chair of the Business Program, or the Department Chair of the Strategic Communication Program. The Program Department Chair, in turn, will consult with the instructor, and then inform the student of his or her decision.

If a student wishes to appeal the decision of the Department Chair of the Education Program, the Department Chair of the Business Administration Program, or the Coordinator of the Strategic Communication Program, he or she must submit a formal written appeal to the Dean. 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 Dean may dismiss a grade appeal for lack of merit, render a final decision in the matter, 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, who may accept or reject the recommendation. In either case, the decision of the Dean is final.

If an instructor is no longer employed by the College, the student grade documentation will be used in the event of a grade appeal. The grade documentation will be maintained for one year and then destroyed. Education portfolios will be maintained for five years as will documentation of the education internship.

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 the student's opinion, the reasons provided are inadequate or the action taken is too severe, the student should then contact the Department Chair. The Department Chair may counsel with the faculty member and the student in an effort to resolve the matter. The Department Chair, however, is not authorized to require that a student be reinstated in a class; rather, the Department Chair should submit a recommendation to the Dean. The Dean may rule in the matter or schedule a hearing with the faculty member and the student. In either case, the decision of the Dean is final.

##### **5. 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 hours 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 GPA 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 Associate of Arts (AA) 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. No grade below “C” in any Education courses is accepted. This is inclusive all general education courses required for the major.

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

In light of the block scheduling at Flagler College-Tallahassee, transfer credits accepted in required major coursework may result in future scheduling difficulties. A student should weigh applying for transfer credits very carefully, in that a change in schedule might well lead to a delay in completion of the program and the graduation date.

### **Transient Transfer Credits from Another Institution**

Flagler students who wish to take courses at another institution must complete the Application for Transient Study and must receive approval from the Assistant Registrar, before enrolling as a transient student at another college or university. Application forms are available in the Assistant Registrar’s office. *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 at another college or university after that student has enrolled at Flagler.* Students may earn up to 9 hours of credit from another institution. Seniors must complete their final 30 semester hours of credit at Flagler College. With the exception of prerequisite or general education requirements, students may not earn credit for courses taken at a two-year college after they have earned 60 or more semester hours.

### **Course Load**

The quantity unit of credit at Flagler College is the semester hour. A minimum of 12 semester hours is required for full-time status. Full-time course load for students enrolled in the day program is 15 hours and 12-15 hours for students enrolled in the evening program. Students may not register for a course overload without approval of the Department Chair. Normally, students must have earned a minimum grade point

average of 3.0 for two semesters preceding the semester in which they wish to register for a course overload.

### **Florida Teacher Certification Exam Requirements for Education Majors**

In order to continue in a Flagler College Education Program, all education majors must pass a basic skills entrance exam prior to the third semester of coursework. Students are strongly encouraged to take the General Knowledge (GK) portion of the Florida Teacher Certification Exam prior to enrolling at Flagler College.

If a student does not take the GK test prior to enrolling at Flagler, he or she will be required to take the exam in the first semester of coursework. If a student does not pass all subtests of the exam, she or he will be required to complete a mandatory remediation program during the second semester of coursework. Students who do not attempt the exam during the first semester will be enrolled in the mandatory remediation program during their second semester.

Flagler will accept only the General Knowledge as the entrance exam. Students who have not provided official proof of having passed this exam at the conclusion of their second semester of Flagler coursework will be placed on leave from the program until such proof is provided.

All education majors will be required to produce official passing test scores on all sections of the Florida Teacher Certification Exam (FTCE) prior to being assigned an internship site. These sections include the Professional Education (PED) Test, all applicable Subject Area Exams (SAE), and all sections of the General Knowledge (GK) Exam which include Math, English, Reading and Essay. Official test scores are posted electronically and the student is responsible for printing score reports and submitting them to the Department Secretary. Contracting for internship placements occurs months before a semester begins; therefore, official passing test scores must be submitted by October 15 of each year for spring semester interns, and March 15 of each year for fall semester interns.

# **POLICIES, RULES, AND REGULATIONS PERTAINING TO STUDENT CONDUCT, SAFETY AND SECURITY**

## **TCC Code of Conduct**

The TCC Student Conduct Code shall apply to students participating in programs delivered through TCC. The TCC Student Conduct Code is defined in the TCC catalog, the Student Handbook, and on TCC's web site. Flagler College also requires students enrolled in its programs and courses to adhere to additional standards set forth by Flagler College as outlined in the Flagler College-Tallahassee Bulletin.

## **Identification Cards**

All students who have been financially cleared can have a student identification card created following Orientation. This photo identification card is required for all students. It is non-transferable and should be carried by the student at all times.

This card is required for identification purposes in the TCC library, Lifetime Sports complex at TCC athletic or social events, and will need to be re-validated each semester.

**Students will be charged \$10.00 by TCC for replacement of a lost or misplaced identification card.** A new card may be obtained at the TCC Police Department.

## **E-Mail Accounts**

Students will be provided a TCC e-mail account with a password and log-in within the first three weeks of their initial semester at Flagler College-Tallahassee. Students are responsible for remembering their log-in and password and for regularly checking their E-mail account for messages from Flagler faculty or staff. **Faculty and staff will only communicate with students using TCC e-mail addresses.**

## **Alcoholic Beverages**

**The use or possession of alcoholic beverages on the campus by students is prohibited and is grounds for suspension from Flagler College-Tallahassee.**

Students are expected to comply with municipal, state and federal laws pertaining to the possession and use of alcoholic beverages off campus. Incidents of intoxication and/or misconduct involving the consumption of alcoholic beverages are subject to college disciplinary action regardless of the location of such incidents. Alcoholic beverage containers and bottle caps in automobiles are in conflict with the College's policy prohibiting consumption of alcohol on campus. When such containers are found in the automobile, it will be assumed that the alcohol was consumed on the campus, and the students involved will be charged with possession of alcohol. Physical evidence of any container of an alcoholic beverage in a student's automobile (whether empty, full or partially full) will constitute sufficient evidence to find a student guilty of possession of alcoholic beverages on campus.

Students found guilty of driving under the influence of alcoholic beverages (DUI) are subject to suspension. In the case of formal charges filed by a law enforcement agency, the College is not required to await legal adjudication of the case. If deemed advisable, the College may proceed with a disciplinary hearing on the basis of the evidence available.

### **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.

### **Disorderly Conduct**

From the time a student applies to the Flagler College-Tallahassee until the date at which the student's 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 semesters.

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 semester 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 semesters.

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. If, on the basis of the above-mentioned review, a student is not charged with any disciplinary action and has submitted an advanced deposit but is denied re-enrollment, the advanced deposit will be returned.

### **Disrespect**

Flagler College students are expected to be courteous, polite and respectful toward faculty, staff, administration, guests and other students. When a student is reported for being disrespectful, rude or discourteous, severe disciplinary action will be initiated. The policy includes all forms of communication to include in-person, e-mail, phone, social media, and the like.

### **Faculty-Student Relationships**

Faculty relationships with students shall be based upon the highest 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 program.

Appropriate friendships and associations are encouraged. The maintenance of appropriate and necessary professional relationships, 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 his or her application for admission or readmission is subject to suspension or expulsion.

### **Firearms, Fireworks, Explosives**

The possession or use of firearms, 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, paintball, carbon dioxide and spring propelled guns, swords, dirks, knives, brass knuckles, blackjacks, bow and arrows or crossbows or other devices designed or intended to propel a missile of any kind, stun guns, stun batons, tasers or other electronic or electric weapons or other implement for the infliction of serious bodily injury, or any other instrument deemed to be a weapon. This list is not intended to list all possible weapons; final determination is at the discretion of the College.

As an educational institution, Flagler College is exempt from the provisions of Florida Statute 790.251, the Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008, which permits Florida residents to keep lawfully possessed firearms that are locked inside or locked to a private motor vehicle at the workplace. No students, staff, or faculty members and no contract workers, interns, volunteers or guests are allowed to bring a firearm to the Tallahassee Community College campus or keep a firearm locked inside their vehicle in any College parking lot. Exceptions to this policy are active sworn law enforcement officers.

Violators of this regulation will be subject to suspension or expulsion from Flagler College-Tallahassee.

### **Bullying and Hazing**

It is the policy of Flagler College to maintain a learning and work environment that is free from bullying and hazing of any type. It shall be a violation of College policy for any student, instructor, faculty member, staff member, administrator, volunteer, campus guest, or third-party (i.e. contracted vendor) to bully or haze any student, employee or other member of the College community on any College property, at any College function, event or activity, or through the use of any electronic or digital technology, whether or not such use occurs on College property.

The College will act promptly to investigate all instances of bullying or hazing, take appropriate steps to protect individuals from further bullying or hazing that comes to its attention, and, if it is determined that a policy violation has occurred, take appropriate action reasonably calculated to end the behavior and to appropriately discipline any student, instructor, faculty member, staff member, administrator, or other employee, volunteer, campus guest, or third-party (i.e. contracted vendor) and/or take other appropriate action reasonably calculated to end the behavior. This disciplinary action could possibly include termination of an employee or expulsion of a student who has violated the policy.

### **Notice of Nondiscrimination**

As a recipient of Federal funds, Flagler College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities. Sexual Misconduct (as defined by the Flagler College Student Sexual Misconduct Policy and

Procedures, available at [www.flagler.edu/studentsexualmisconductpolicy](http://www.flagler.edu/studentsexualmisconductpolicy)) is a form of sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to Flagler College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. Flagler College's Title IX Coordinator is Dr. William L. Proctor, whose office is on the third floor of Proctor Library. Dr. Proctor may be contacted by phone at 904-819-6210 or by e-mail at [proctorw@flagler.edu](mailto:proctorw@flagler.edu).

### **Non-Prescription and Controlled Substances**

In accordance with Flagler College's commitment to academic excellence and the belief that the use of mind-altering drugs leads to impaired judgment and reduced achievement, the possession or use of any illegal drug is prohibited. No student may be in possession of, deliver, dispense, distribute, administer, manufacture or wholesale any controlled substance, including marijuana, narcotics, hallucinogens, and other chemical analog or drug-related paraphernalia prohibited by state or Federal Drug Laws. Any student who violates this regulation is subject to immediate suspension, dismissal or expulsion from Flagler College-Tallahassee.

### **Privacy of Student Records**

The College makes every attempt to enforce the provisions of the Family Educational Rights and Privacy Act (**FERPA**) of 1974. 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 reason", access to the student's records, unless the student signs a waiver.

- (1) *The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.* Students should submit to the Assistant Registrar, the Assistant Dean of Academic Affairs, the Dean of Academic Affairs, the Dean of Student Services, the Director of Business Services, the Director of Financial Aid, the head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect and purpose(s) for inspection. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The appropriate College official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- (2) *The right to request the amendment of the student's education 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 his or her 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.
- (3) *The right to consent to disclosure of personally-identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is 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); a person with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest, if the official needs to review an educational record in order to fulfill his or her professional responsibilities.

*(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:*

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

Directory information may be released by the College without the student's written consent. Directory information may include student name, address, e-mail 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 the student's prior written consent. The student, at the time of registration, must request in writing that the directory information not be released. The student must notify the Assistant Registrar in writing each academic year of enrollment to deny the release of information. To deny the release of information, including photographs in recognized activities, programs, services, and sports, the student must notify in writing the Assistant Registrar each academic year.

### **Readmitted Students**

Former students, whose enrollment at Flagler College has been voluntarily or involuntarily interrupted, including academic suspension or dismissal, must petition the Dean in writing for readmission to the College. The request for readmission should include reasons for leaving Flagler and for wanting to re-enroll and must be received at least eight weeks prior to the start of the semester in which the student wants to return. All requests must include current contact information and the semester for which readmission is being requested.

Former students who have attended another college or university for at least one semester must be eligible to re-enroll at that institution, if they desire to return to Flagler. Students who have attended another institution for at least one semester must have earned a cumulative GPA of 2.0 or better since last attending Flagler to be eligible for readmission. Official transcripts from the institution(s) attended must be submitted to the Assistant Registrar.

In some instances, an on-campus interview may be required. Any student who withdraws from the College for reasons of illness must have medical clearance from the attending physician prior to readmission. Any student who applies for readmission must be cleared

by the Office of Business Services, the Campus Dean, the Department Chair, and the Assistant Registrar.

Students seeking readmission will be required to submit a new enrollment confirmation form and advanced deposit. Students may appeal in writing to the Dean to waive the advanced deposit.

### **Smoking Policy**

All facilities (buildings and grounds) owned or operated by TCC are designed as non-smoking areas unless indicated otherwise. Faculty, staff, students and visitors who choose to use tobacco products may do so only in areas designated for smoking. It is the responsibility of the individual to properly dispose of tobacco waste products. This policy includes all tobacco products, including products such as smokeless tobacco.

### **Student Complaints**

Students who wish to file a formal complaint must do so in writing. A written student complaint should be addressed to the Campus Dean. The complaint will be acknowledged within five days and a copy of the written communication is filed with the Director of External Programs. The Campus Dean shall subsequently send a memorandum outlining the action taken to address the complaint. The Director of External Programs is responsible for receiving and logging student complaints and for ensuring that complaints are properly processed. If the student is not satisfied with the action taken or with the proposed resolution, he or she may appeal the matter to the Chancellor; however, such 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 Chancellor may elect to meet with the student and with the person(s) to whom the complaint is directed; however, the Chancellor's decision is final.

### **Vehicles and Parking Regulations**

Students with automobiles must provide evidence of vehicle registration to the College Administration during orientation. All vehicles must be registered with the College's Administration and must exhibit a College parking decal in the lower right-hand corner of the rear window. Reverse-In parking is prohibited on TCC's campus.

### **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.

### **Withdrawal from the Program**

A student who finds it necessary to withdraw from Flagler College-Tallahassee must complete an official withdrawal form, which can be obtained from the Flagler office. When a student leaves the College without following the proper procedures, his or her permanent record is marked as an "administrative withdrawal." Students who do not adhere to the prescribed procedures for withdrawing are subject to failing grades in all courses.

### **Disciplinary Procedures**

The College has high standards of personal conduct and ethics. These standards are embodied in rules, regulations and policies which the College has adopted to maintain order on campus, to promote student safety and welfare, and to further its institutional aims and values. They limit some activities and 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 and compliance with these rules as stated in this Bulletin as well as in the *Catalog*, which can be found on the Flagler website [www.flagler.edu](http://www.flagler.edu).

The College's disciplinary policies and procedures are explained below. The student's rights under the College disciplinary procedures are not as extensive as a defendant's in a criminal prosecution in a court of law or a student's due process rights in disciplinary proceedings at public institutions. Rather, they are intended to provide an expeditious, administratively practical but fundamentally fair process for resolving contested disciplinary cases in the context of a private, traditional, academic institution, 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 the rights of the accused. By enrolling at the Flagler College-Tallahassee, students accept the college disciplinary process as fundamentally fair and agree to abide by its disciplinary policies and procedures, as stated in this Bulletin and in the *Catalog* as they may be amended from time to time.

### **Review and Referral**

Disciplinary complaints are reviewed by the Dean for appropriate disposition. As a rule, if there is a possibility that a student may be suspended, dismissed or expelled from Flagler College-Tallahassee, the case is deemed to involve a major infraction. In such cases, the student is given a choice between administrative disposition or hearing before a disciplinary committee. The Dean may dispose of some complaints without formal proceedings by issuing a verbal warning or written reprimand.

### **Administrative Disposition**

If the student charged with a major violation does not contest the charge, the student has the option of administrative disposition by the Dean. By choosing this option, the student waives the right to contest the charges at a disciplinary hearing and the other rights afforded in the hearing process. The Dean takes such disciplinary action as may be appropriate, and his/her decision is not subject to appeal.

The hearing procedures enumerated below do not apply when a student does not contest the charges and accepts administrative disposition by the Dean.

### **College Disciplinary Committee**

A college disciplinary committee may be appointed to review cases involving major violations and to make recommendations as to the guilt or innocence and, if appropriate, as to what disciplinary action should be taken.

Generally, cases involving the possibility of suspension, dismissal or expulsion are referred to a college disciplinary committee for hearing. However, the Dean will conduct a hearing when cases are initiated during the last two weeks of the fall or spring semester, or at any time during the summer session, or during the vacations or breaks between semesters. For purpose of this provision, a case is deemed to be initiated when the Dean gives the student formal written notice of the charges.

### **College Continuation Committee**

In cases involving sensitive or confidential information in which the student's continuing enrollment is in question, the Dean may appoint a faculty/administrative ad hoc committee to hear the case and recommend appropriate action.

Matters referred to the committee may be of a disciplinary nature and also may involve problems related to the social or emotional adjustment of a student. The committee may recommend such action as probation, suspension, dismissal, expulsion, voluntary withdrawal, or other appropriate action.

### **Disciplinary Hearing Procedures**

Under the foregoing guidelines, a college disciplinary committee, the College Continuation Committee, and the Dean all have occasion to conduct disciplinary hearings in contested cases involving major violations. The basic procedures in such cases are as follows:

- A. The student is given written notice of the charges.
- B. The student is notified of the date, time and place of the hearing.
- C. The student has the opportunity to respond to the charges and to present evidence and witnesses on his or her behalf. However, evidence may be rejected if it is deemed immaterial, cumulative or otherwise unworthy of consideration.
- D. In hearings conducted by a 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 recommendations of the committee are forwarded to the Dean, who determines guilt or innocence and, if appropriate, takes disciplinary action, after due consideration of the committee's findings and recommendations.
- E. In hearings before the College Continuation Committee, the Committee makes recommendations as to the student's adjustment to and continuing enrollment at the College. The Committee may make such other recommendations as may be appropriate, including guilt or innocence and disciplinary action where rules infractions are involved.
- F. In hearings conducted by the Dean, the Dean hears the evidence and reaches a decision in the case without committee involvement.
- G. The Dean notifies the student in writing of the disposition of the charges and any disciplinary action.
- H. The student has the right to appeal any adverse decision to the College Chancellor. Such appeals must be in writing within 48 hours after the notice of disposition is delivered to the student. The decision of the College Chancellor on such an appeal is final, conclusive and binding.
- I. All hearings are closed to the public. The content of all hearings is kept confidential by committee members, and the names of those involved will not be made public. The results may be published in the college newspaper by case number designation only and without the disclosure of personal identity.

- J. 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.
- K. 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. It should be understood, however, 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 College Chancellor 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 a disciplinary decision will be reversed on appeal by the College Chancellor because of procedural technicalities unless it appears they resulted in the student being found guilty of an offense he or she did not commit.

### **Types of Disciplinary Action**

There are five general types of disciplinary action which may be imposed by the College:

**Reprimands:** Reprimands may be issued by the Dean verbally or in writing. A record of a verbal warning or a copy of a written reprimand is placed in a Student Affairs folder in the Office of the Dean and may be included in the records for 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 but does not warrant annotation on a student's official transcripts, the student will be placed on General Disciplinary Probation.

#### **b) Restrictive Disciplinary Probation**

Restrictive Disciplinary Probation results in the loss of good standing and becomes a matter of record. Restrictive Disciplinary Probation may include, but is not limited to campus restrictions and activity restrictions. Restrictions are in effect for the stated probationary period.

**Suspensions:** 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 a number of days to a number of semesters. A review of the student's records will be undertaken before re-enrollment is approved. A suspended student is prohibited from being on the college campus except by scheduled appointment for official business. Suspension will become a part of the student's permanent 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 the student's records will be undertaken before re-enrollment is approved.

**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 reasons, a full report will be placed in the student's permanent record.

**Finality**

Flagler College grants students the privilege of attending the institution on the condition that they accept and abide by its disciplinary policies and procedures. It is the policy of the College to internally resolve all disciplinary cases involving violations of the rules of conduct. As stated above, in contested cases involving major infractions, a student has the right to appeal to the College Chancellor. The Chancellor's decision on that appeal 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 College-Tallahassee, students agree to abide by any college disciplinary decision against them, subject only to the prescribed appeal to the College Chancellor. 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 the student's account is due and payable.

## COURSES OF INSTRUCTION

In the following section, courses are listed alphabetically by area and subject. Clear, correct, and effectively written and spoken English is expected of all students. Reading comprehension is equally important. Credit in any course may be withheld if the student fails to give evidence of competence in the prescribed reading and writing assignments.

<b>Program</b>	<b>Day or Night</b>	<b>Credit hours</b>	<b>Typical Program Length (Assumes full-time enrollment with no break in enrollment).</b>
Elementary Education	Day	65	4 Semesters
Elementary Education	Night	65	5 semesters
Elementary Education/Exceptional Student Education	Day	77	5 semesters
Elementary Education/Exceptional Student Education	Night	77	6 semesters
Business Administration	Day	60	4 Semesters
Business Administration	Night	60	5 Semesters
Accounting	Night	66	5 Semesters
Strategic Communication	Night	65	5 Semesters

### **Accounting (ACC)**

**Accounting Major** Accounting is the language of business. Accounting's objective is the communication of financial information to an entity's internal and external users for decision-making. The objective of Flagler College - Tallahassee's Accounting program is to furnish junior and senior level undergraduate students with an academic curriculum that emphasizes comprehensive learning in the field of accounting and business administration. The accentuation of relevant coursework in accounting and other business disciplines such as management, marketing, finance, business/corporate policy and economics will equip students with the tools for them to be successful in accounting careers (whether corporate, public accounting, not for profit organizations, or government service) or highly acknowledged Graduate programs. The coursework will prepare students for the option of pursuing professional licensing.

A total of 66 semester hours is required for the Accounting major.

## **Courses Required for the Accounting Major**

### **PREREQUISITE COURSE**

Entering students are encouraged to complete the prerequisite course before entering the program. In addition to the required prerequisite it is recommended entering students have previously taken Principles of Financial Accounting and Principles of Managerial Accounting prior to entry.

### **MAT 223 – Statistics (3)**

*Prerequisites: MAT 135 or placement.* An introduction to the fundamental concepts and methods of statistics. Topics include data organization; graphs and numerical measures; probability; binomial, normal, and sampling distributions; confidence intervals and hypothesis testing; correlation; and regression.

## **COURSES REQUIRED FOR THE ACCOUNTING MAJOR**

### **ACC 301 – Accounting Theory & Practice (3)**

This course introduces accounting majors to the process used in practice for the recognition, measurement and subsequent measurement (adjustments) of economic events affecting the financial position and results of operations of business entities. The course will then explore the framework of concepts and principles on which Generally Accepted Accounting Principles (GAAP) have been developed.

### **ACC 349 – Intermediate Accounting I (3)**

*Prerequisites: ACC 301.* A detailed study of the compilation of financial statements, disclosures, and their elements. Application of the revenue recognition principal to point of sale and alternative methods guided by FASC Topic 605 and SAS 101. The internal controls and reporting requirements over cash and equivalents is studied. The recognition, measurement, subsequent measurement and disclosure relating to receivables concludes the course.

### **ACC 350 – Intermediate Accounting II (3)**

*Prerequisite: ACC 349.* The recognition, measurement and disclosures relating to inventories and other inventory issues, operational assets, acquisition utilization and disposition. Accounting for long-term investments in stocks and bonds. The course concludes with current liabilities and contingencies.

### **ACC 359- Managerial Accounting (3)**

*Prerequisite: ACC 301.* Provides the student with the tools necessary to make better managerial decisions. Includes the use of accounting as a managerial tool for business strategy and implementation.

### **ACC 360 – Cost Accounting (3)**

*Prerequisite: ACC 359.* A continuation of ACC 359. Provides the student with the cost accounting concepts and practices necessary to plan and control operations as well as costing products, services, and customers.

### **ACC 361 – Federal Income Tax (3)**

*Prerequisites: ACC 301.* The Federal income tax law is examined as it applies primarily to individuals. A comprehensive understanding of the basic tax model including

gross income and exclusions, adjustments for, and from, adjusted gross income, exemptions, credits and property transactions.

**ACC 371 – Accounting Information Systems (3)**

*Prerequisites: ACC 301.* A study of information and reporting needs in business organizations including fundamentals of analysis, design, and installation of accounting and financial reporting systems.

**ACC 411 – Intermediate Accounting III (3)**

*Prerequisites: ACC 349 and ACC 350.* Study of the accounting for an entities capital structure including long term liabilities , such as bonds and long term notes, leases, accounting for income taxes (intra period tax allocation), and stockholders equity and earnings per share including fully dilutive.

**ACC 448 – Advanced Accounting (3)**

*Prerequisite: ACC 411.* Advanced topics in financial accounting including not for profit business, partnerships, consolidations, and intercompany eliminations.

**ACC 451 – Auditing (3)**

*Prerequisites: ACC 371 and ACC 411.* A study of the function and responsibilities of the auditor. Topics include the professional standard of ethics for auditors, the audit reports, and audit program and procedures. Senior standing of departmental approval. *Spring semester.*

**BUS 202 – Business Communications (3)**

An introduction to all forms of business communications, including such written forms as letters, memorandums, reports, and issue papers, plus experience in formal business presentations, including the design and use of visual aids.

**LAW 310– Legal Environment of Business (3)**

An introduction to legal issues that most directly impact business with emphasis on the authority, structure and organization of the American legal system; torts; crime; and contracts.

**BUS 301 – Financial Management I (3)**

*Prerequisites: ACC 301, MAT 223.* A study of the principles and practices of financial management. Topics examined include: financial statement analysis, financial markets and interest rates, risk and return, time value of money, stock and bond valuation, sources and costs of capital, and capital budgeting analysis.

**BUS 302 – Financial Management II (3)**

*Prerequisite: BUS 301.* A further study of the principles and practices of financial management. Topics examined include: capital structure and leverage, dividend and stock repurchase policy, working capital management, financial planning and forecasting, derivatives and risk management, multinational financial management, hybrid financing, and mergers and acquisitions.

**BUS 307 – Principles of Management (3)**

An introduction to the role of management in the successful operation of the business institution. Topics include human relations, leadership, motivation, quality, strategic planning, and the history of management thought.

**BUS 310 – Principles of Marketing (3)**

A survey of the principles, terminology, and functions of marketing, emphasizing product, price, place, and promotion. The course will provide an understanding of the role of marketing in the business environment.

**LAW 311– Advanced Business Law (3)**

*Prerequisite: LAW 310.* This course is a continuation of BUS 241 with emphasis on selected topics including business organizations, property, insurance, negotiable instruments, labor and creditor rights.

**BUS 470 – Strategic Management (3)**

*Prerequisites: BUS 301, BUS 307, BUS 310, and senior standing.* The first of two capstone courses for business majors. Through analysis of actual business cases, students will be expected to integrate the knowledge obtained in prior course work to analyze a firm's internal and external environment and develop, recommend, and implement business strategies in order to gain a competitive advantage.

**BUS 474 – Corporate Strategy (3)**

*Prerequisites: BUS 470 and senior standing.* A study of corporate level strategy formulation and implementation in business corporations. Case analyses are used to make decisions about corporate strategy and industry attractiveness.

**MIS 206 – Data Management for Business (3)**

*Prerequisite: MAT 135 or equivalent. Intermediate computer skills. MIS 120 or 121 is recommended.* This course forces on skills used by a variety of production applications through hands-on problem-solving projects. There is a specific emphasis on spreadsheets. Projects will include financial calculations, charting, database management, and data analysis to enhance business productivity, time management, and decision-making.

**ECO 201- Principles of Macroeconomics (3)**

An introduction to economic principles including national income determination, Keynesian and post-Keynesian theory, fiscal and monetary policy, plus an introduction to international economics

**ECO 202 – Principles of Microeconomics (3)**

An introduction of theories ranging from competition to monopoly. Includes a study of the firm, consumer behavior, and current economic problems.

**ELECTIVE COURSES****ACC 362 – Corporate Taxation (3)**

*Prerequisites: ACC 361.* This course will focus on the corporate entity as opposed to the individual taxpayer. Topics will include C-Corp, S-Corp and LLC entities. Extensive research techniques in taxation will accompany tax return preparation to provide students with practice simulations.

**ACC 455 – Professional Ethics and Regulation (3)**

*Prerequisites: ACC 451 or permission of instructor.* This course will provide students with the ethical groundings to reconcile conflicts between stakeholders' interests which frequently present themselves in practice.

**ACC 461 – Auditing II (3)**

*Prerequisite: ACC 451.* This course is a continuation of ACC 451. This course will provide students with additional topics and developments related to the audit profession.

**ACC 391, 392, 393 – Accounting Independent Study (3, 3, 3)**

*Prerequisite: Junior standing.* Work in special area of student interest, subject to departmental approval and supervision.

**ACC 481, 482, 483 – Accounting Internship (1-3, 1-3, 1-3)**

*Prerequisites: Junior standing with a minimum of 75 hours, with at least one full-time semester of credits earned at Flagler College prior to applying for the Internship Program; completion of ACC 211, 349, 350, and MIS 206; minimum of 2.8 grade point average; submission of application for internship and other internship-related forms to the Internship Coordinator for approval prior to registering for classes.* Practicum work experience allows the student to apply theories learned in the classroom to a practical experience. Course requires a paper, two evaluations by the company supervisor of the accounting intern, a log, completion of 120 hours for three credits (or 80 hours for two credits, or 40 hours for one credit); and periodic meetings with the Internship Coordinator. Students can earn a maximum of 6 credit hours of ACC and/or BUS internships credit. A maximum of 3 hours of ACC or BUS internship credit may be counting as a required business elective course. *For accounting majors only. These courses can be repeated with a different company, e.g. 481 can be taken twice, subject to availability and the coordinators consent. These courses are graded on a Pass/Fail system.*

**ACC 491, 492, 493 – Accounting Independent Study (3, 3, 3)**

*Prerequisite: Junior standing.* Work in special area of student interest, subject to departmental approval and supervision.

**COURSES REQUIRED FOR THE FINANCE MINOR****BUS 301 Financial Management (3)**

*Prerequisites: ACC 211, MAT 223.* A study of the principles and practices of financial management. Topics examined include: financial statement analysis, financial markets and interest rates, risk and return, time value of money, stock and bond valuation, sources and cost of capital, and capital budgeting analysis.

**BUS 302 Financial Management (3)**

*Prerequisite: BUS 301.* A further study of the principles and practices of financial management. Topics examined include: capital structure and leverage, dividend and stock repurchase policy, working capital management, financial planning and forecasting, derivatives and risk management, multinational financial management, hybrid financing, financing, and mergers and acquisitions.

**BUS 353 Investments (3)**

*Prerequisite: BUS 301* A study of investment principles, investment instruments, and the financial marketplace. Specific topics include: financial markets and securities, mutual funds and investment companies, portfolio theory and asset pricing models, market efficiency, bond valuation, and derivative securities.

**BUS 450 International Finance (3)**

*Prerequisite: BUS 301.* A study of the risks, opportunities, and financial management practices unique to multinational corporations. Specific topics include: the international flow of funds; government influence on exchange rates; international arbitrage and interest rate parity; the relationship of inflation, interest rates, and exchange rates; measuring and managing translation, transaction, and economic exposure; and multinational capital budgeting.

**BUS 453 Security Analysis and Portfolio Management (3)**

*Prerequisite: BUS 353.* A study of security analysis, asset allocation, and portfolio management. Specific topics include: investor objectives and the investment process, macroeconomic and industry analysis, equity valuation, financial statement analysis, portfolio management and performance evaluation, international markets and investment instruments, behavioral finance, and technical analysis.

**ECO 321 Money and Banking (3)**

*Prerequisites: ECO 201 and ECO 202.* A study of the functions of modern financial institutions, in particular, commercial banks, and the Federal Reserve System. Their organizational structure and role in the economy are viewed in the concept of monetary and fiscal theory and policy.

**COURSES REQUIRED FOR THE MARKETING MINOR**

The student minoring in marketing must satisfactorily complete 18 credit hours of study, including 15 hours of required courses BUS 310, 315, 318, 415, and 416 and 3 hours of electives from the following courses BUS 472 or BUS 481, 482, or 483.

**BUS 310 – Principles of Marketing (3)**

*Prerequisite: Junior standing.* A survey of the principles, terminology, and functions of marketing, emphasizing product, price, place, and promotion. The course will provide an understanding of the role of marketing in the business environment.

**BUS 315 – Selling Principles and Methods (3)**

*Prerequisite: BUS 310.* Examination of principles and methods of selling with emphasis on the development of effective salesperson/customer relationships and presentations.

**BUS 318 – Principles of Advertising (3)**

*Prerequisites: BUS 310 for business administration and accounting majors/minors and BUS 101 for students not majoring/minoring in business administration.* This is an intermediate-level advertising class addressing the structure of the advertising industry including agency, marketing, and public relations uses. The course covers advertising rationales, concepts, ethics, research methods, strategies, planning and the media mix including buying and placement considerations.

### **BUS 415 – Advanced Sales Communications (3)**

*Prerequisite: BUS 315.* This course will examine the many dynamic aspects of interpersonal communication as it relates to professional selling. Course objectives will include practical interpersonal communication skills, perceptions, listening, non-verbal communication, group dynamics, and professionalism. Additional learning objectives include planning and preparing sales messages, oral communications (both one-on-one and group), and adapting messages for specific sales situations.

### **BUS 416 Marketing Research (3)**

*Prerequisite: BUS 310 and MAT 223.* This course is designed for students who need to know how to use research in developing and evaluating marketing strategies and programs. Attention will be given to the evaluation of alternative research proposals, accumulation of required information, and analysis and use of research findings.

### **BUS 472 – Marketing Management (3)**

*Prerequisites: BUS 310.* The application of marketing concepts and techniques in a case study environment with emphasis on consumer behavior and the practical applications of marketing strategy.

## **BUSINESS ADMINISTRATION (BUS)**

### **Mission Statement:**

The mission of the Business Administration Major, in the Department of Business Administration, is to provide students with academic programs and experiences of general and specialized learning in the fields of business administration (Management, Marketing, Accounting, Finance and Economics) to prepare them for responsible careers in the world of business and for graduate or professional studies.

The Business Administration major requires 60 credit hours of coursework.

### **PREREQUISITE COURSES**

#### **MAT 223 – Statistics (3)**

*Prerequisites: MAT 135 or placement.* An introduction to the fundamental concepts and methods of statistics. Topics include data organization; graphs and numerical measures; probability; binomial, normal, and sampling distributions; confidence intervals and hypothesis testing; correlation; and regression.

### **COURSES REQUIRED FOR THE BUSINESS ADMINISTRATION MAJOR**

#### **ACC 302- Accounting Information for Decision Makers**

This course is a study of how financial and managerial accounting practices, principles and theories affect internal (mangers) and external (shareholders) users. Emphasis is on the understanding of the techniques used to analyze and report the results and financial position of entities and how this data is used to make business decisions.

#### **BUS 202 – Business Communications (3)**

An introduction to all forms of business communications, including written forms such as letters, memorandums, reports, and issue papers, plus experience in formal business presentations, including the design and use of visual aids.

**BUS 230 – Quantitative Methods in Business (3)**

*Prerequisites: MAT 135 or 171, and 223.* This course is a continuation and application of material learned in College Algebra and Statistics. Mathematical and statistical techniques will be introduced, reviewed, and demonstrated in business-related applications. Topics which will be applied in business decision-making will include: probability models, hypothesis testing, regression topics, basic calculus, and linear algebra.

**BUS 301 – Financial Management I (3)**

*Prerequisites: ACC 302, MAT 223.* A study of the principles and practices of financial management. Topics examined include: financial statement analysis, financial markets and interest rates, risk and return, time value of money, stock and bond valuation, sources and costs of capital, and capital budgeting analysis.

**BUS 302 – Financial Management II (3)**

*Prerequisite: BUS 301.* A further study of the principles and practices of financial management. Topics examined include: capital structure and leverage, dividend and stock repurchase policy, working capital management, financial planning and forecasting, derivatives and risk management, multinational financial management, hybrid financing, and mergers and acquisitions.

**BUS 303 – Management Information Systems (3)**

*Prerequisite: MIS 206.* This course provides an overview of information systems and how they provide value in organizations by supporting business objectives and decision-making. Topics to be covered include types of information systems, the general theory of global systems and their relationship to the overall organization, as well as global e-business, technology infrastructure, databases and information management, telecommunications, the Internet and wireless technology, security, enterprise relationships, knowledge based systems, emerging technologies, and ethical and social issues.

**BUS 307 – Principles of Management (3)**

An introduction to the role of management in the successful operation of the business institution. Topics include human relations, leadership, motivation, quality, strategic planning, and the history of management thought.

**BUS 310 – Principles of Marketing (3)**

*Prerequisite: Junior standing.* A survey of the principles, terminology, and functions of marketing, emphasizing product, price, place, and promotion. The course will provide an understanding of the role of marketing in the business environment.

**BUS 315 – Selling Principles and Methods (3)**

*Prerequisite: BUS 310.* Examination of principles and methods of selling with emphasis on the development of effective salesperson/customer relationships and presentations.

**BUS 352 – Financial Statement Analysis (3)**

*Prerequisite: ACC 302* Financial statement analysis consists of the application of analytical tools and techniques to financial statements and data in order to derive from them measurements and relationships that are significant and useful for decision making.

**BUS 430 – International Business (3)**

*Prerequisite: Junior standing.* This course is designed to familiarize the student with the fundamentals of international trade, including cultural, political and legal, economic, financial, operational, and organizational variables associated with today's global economy.

**BUS 461 – Human Resource Management (3)**

*Prerequisite: BUS 307.* An examination of the personnel function, focusing primarily on job analysis, recruitment, performance appraisal, compensation, benefits, and managing the work force. *Offered spring semesters.*

**BUS 470 – Strategic Management (3)**

*Prerequisites: BUS 301, BUS 307, BUS 310, and senior standing.* The first of two capstone courses for business majors. Through analysis of actual business cases, students will be expected to integrate the knowledge obtained in prior coursework to analyze a firm's internal and external environment and develop, recommend, and implement business strategies in order to gain a competitive advantage.

**BUS 474 – Corporate Strategy (3)**

*Prerequisites: BUS 470 and senior standing.* A study of corporate level strategy formulation and implementation in business corporations. Case analyses are used to make decisions about corporate strategy and industry attractiveness.

**ECO 201 – Principles of Macroeconomics (3)**

An introduction to macroeconomic principles including national income determination, principles of short-run economic fluctuations, long-run economic growth, fiscal and monetary policy, and an introduction to international economics.

**ECO 202 – Principles of Microeconomics (3)**

An introduction to the economic behavior of individual consumers and firms in perfect and imperfect markets. Analyzes spontaneous market order and explores economic issues including international trade, market failure, and the benefits and costs of government intervention. Microeconomic tools will be applied throughout the semester to evaluate contemporary public policy issues.

**ECO 321 – Money and Banking (3)**

*Prerequisites: ECO 201 and ECO 202.* A study of the functions of modern financial institutions, in particular, commercial banks and the Federal Reserve System. Their organizational structure and role in the economy are viewed in the concept of monetary and fiscal theory and policy.

**LAW 310 – Legal Environment of Business (3)**

An introduction to legal issues that most directly impact business with emphasis on the authority, structure and organization of the American legal system; torts; crime; and contracts.

**LAW 311 (3)**

*Prerequisite: LAW 310.* This course is a continuation of BUS 241 with emphasis on selected topics including business organizations, property, insurance, negotiable instruments, labor and creditor rights.

### **MIS 206 – Data Management for Business (3)**

*Prerequisite MAT 135 or equivalent. Intermediate computer skills. MIS 120 or 121 is recommended.* This course focuses on skills used by a variety of production applications through hands-on problem-solving projects. There is a specific emphasis on spreadsheets. Projects will include financial calculations, charting, database management, and data analysis to enhance business productivity, time management, and decision-making.

## **BUSINESS ADMINISTRATION ELECTIVE COURSES**

### **BUS 391, 392, 393 – Independent Study (1-6, 1-6, 1-6)**

*Prerequisite: Junior Standing.* Work in a special area of student interest, subject to departmental approval and supervision.

### **BUS 440 – Selected Topics (3)**

An in-depth examination of a current business topic that is not covered in existing courses.

### **BUS 481, 482, 483 – Business Internship (1-3, 1-3, 1-3)**

*Prerequisites: Junior standing with a minimum of 75 hours, with at least one full-time semester of credits earned at Flagler College prior to applying for the Internship Program; completion of BUS 307, BUS 310, ACC 302, ECO 201, ECO 202, and MIS 206; minimum of 2.8 grade point average; submission of application for internship and other internship-related forms to the Internship Coordinator for approval prior to registering for classes.* Practicum work experience allows the student to apply theories learned in the classroom to a practical experience. Course requires a paper, two evaluations by the company supervisor of the accounting intern, a log, completion of 120 hours for three credits (or 80 hours for two credits, or 40 hours for one credit); and periodic meetings with the Internship Coordinator. Students can earn a maximum of 6 credit hours of ACC or BUS internship credits. A maximum of 3 hours of ACC or BUS internship credits may be counted as a required business elective course. *For business administration majors only. These courses can be repeated with a different company, e.g. 481 can be taken twice, subject to availability and the coordinator's consent. These courses are graded on a Pass/Fail system.*

## **COURSES REQUIRED FOR THE FINANCE MINOR**

### **BUS 301 Financial Management (3)**

*Prerequisites: ACC 211, MAT 223.* A study of the principles and practices of financial management. Topics examined include: financial statement analysis, financial markets and interest rates, risk and return, time value of money, stock and bond valuation, sources and cost of capital, and capital budgeting analysis.

### **BUS 302 Financial Management (3)**

*Prerequisite: BUS 301.* A further study of the principles and practices of financial management. Topics examined include: capital structure and leverage, dividend and stock repurchase policy, working capital management, financial planning and forecasting, derivatives and risk management, multinational financial management, hybrid financing, financing, and mergers and acquisitions.

**BUS 353 Investments (3)**

*Prerequisite: BUS 301* A study of investment principles, investment instruments, and the financial marketplace. Specific topics include: financial markets and securities, mutual funds and investment companies, portfolio theory and asset pricing models, market efficiency, bond valuation, and derivative securities.

**BUS 450 International Finance (3)**

*Prerequisite: BUS 301.* A study of the risks, opportunities, and financial management practices unique to multinational corporations. Specific topics include: the international flow of funds; government influence on exchange rates; international arbitrage and interest rate parity; the relationship of inflation, interest rates, and exchange rates; measuring and managing translation, transaction, and economic exposure; and multinational capital budgeting.

**BUS 453 Security Analysis and Portfolio Management (3)**

*Prerequisite: BUS 353.* A study of security analysis, asset allocation, and portfolio management. Specific topics include: investor objectives and the investment process, macroeconomic and industry analysis, equity valuation, financial statement analysis, portfolio management and performance evaluation, international markets and investment instruments, behavioral finance, and technical analysis.

**ECO 321 Money and Banking (3)**

*Prerequisites: ECO 201 and ECO 202.* A study of the functions of modern financial institutions, in particular, commercial banks, and the Federal Reserve System. Their organizational structure and role in the economy are viewed in the concept of monetary and fiscal theory and policy.

**COURSES REQUIRED FOR THE MARKETING MINOR**

The student minoring in marketing must satisfactorily complete 18 credit hours of study, including 12 hours of required courses BUS 310, 315, 318, and 415, and 6 hours of electives from the following courses BUS 416, 462, 472 or BUS 481, 482, or 483.

**BUS 310 – Principles of Marketing (3)**

*Prerequisite: Junior standing.* A survey of the principles, terminology, and functions of marketing, emphasizing product, price, place, and promotion. The course will provide an understanding of the role of marketing in the business environment.

**BUS 315 – Selling Principles and Methods (3)**

*Prerequisite: BUS 310.* Examination of principles and methods of selling with emphasis on the development of effective salesperson/customer relationships and presentations.

**BUS 318 – Principles of Advertising (3)**

*Prerequisites: BUS 310 for business administration and accounting majors/minors and BUS 101 for students not majoring/minoring in business administration.* This is an intermediate-level advertising class addressing the structure of the advertising industry including agency, marketing, and public relations uses. The course covers advertising rationales, concepts, ethics, research methods, strategies, planning and the media mix including buying and placement considerations.

**BUS 415 – Advanced Sales Communications (3)**

*Prerequisite: BUS 315.* This course will examine the many dynamic aspects of interpersonal communication as it relates to professional selling. Course objectives will include practical interpersonal communication skills, perceptions, listening, non-verbal communication, group dynamics, and professionalism. Additional learning objectives include planning and preparing sales messages, oral communications (both one-on-one and group), and adapting messages for specific sales situations.

**BUS 416 – Marketing Research (3)**

*Prerequisite: BUS 310 and MAT 223.* This course is designed for students who need to know how to use research in developing and evaluating marketing strategies and programs. Attention will be given to the evaluation of alternative research proposals, accumulation of required information, and analysis and use of research findings.

**BUS 472 – Marketing Management (3)**

*Prerequisite: BUS 310.* The application of marketing concepts and techniques in a case study environment with emphasis on consumer behavior and the practical applications of marketing strategy.

## **ELEMENTARY EDUCATION**

Students majoring in Elementary Education with the ESOL and Reading Endorsements must complete the following general education requirements: two English courses, two social science courses (including American History), one public speaking course, two humanities courses, three math courses (including a Liberal Arts math), and three science courses.

In addition, Elementary Education majors must complete two prerequisite courses: EDU 201: Social Foundations of Education (or an equivalent course), and EDU 202: Introduction to Teaching and Learning (or an equivalent course).

The professional education and subject area specific courses that the elementary education major must complete are as follow: EDU 241, EDU 321, EDU 354, EDU 355, EDU 357, EDU 461, EDU 481, EEL 301, EEL 302, EEL 342, EEL 362, EEL 364, EEL 365, EEL 431, EEL 455, ESL 315, ESL 325, ESL 415 and ESE 309.

## **ELEMENTARY/EXCEPTIONAL STUDENT EDUCATION**

Students majoring in Elementary/Exceptional Student Education with the ESOL and Reading Endorsements must complete the following general education requirements: two English courses, two social science courses (including American History), two humanities courses, three math courses (including a Liberal Arts math), and three science courses.

In addition, Elementary/Exceptional Student Education majors must complete two prerequisite courses: EDU 201: Social Foundations of Education (or an equivalent course) and EDU 202: Introduction to Teaching and Learning (or an equivalent course).

The professional education and subject area specific courses that the elementary education major must complete are as follow: EDU 241, EDU 321, EDU 354, EDU 355, EDU 357, EDU 461, EDU 481, EEL 301, EEL 302, EEL 342, EEL 362, EEL 364, EEL 365, EEL 431, EEL 455, ESL 315, ESL 325, ESL 415, ESE 309, ESE 330, ESE 365, ESE 420, and ESE 425.

## **PROFESSIONAL EDUCATION COURSES REQUIRED FOR ALL EDUCATION MAJORS (EDU)**

### **EDU 201- Social Foundations of Education (3)**

An overview of the teaching profession, the social and political forces that have influenced the American educational system, and contemporary issues affecting education at different levels (national, state, district, and school).

### **EDU 202 – Introduction to Teaching and Learning (3)**

Provide students with a background in the teaching and learning processes. Includes the study of human development particular to cognitive, personal, social, and moral behavior. Emphasis will be placed on behavioral and cognitive theories of learning and motivation of the learner.

**EDU 241 – Portfolio Development (1)**

An introductory course designed to familiarize students with programmatic requirements including portfolio requirements and development of the pre-internship portfolio for all education majors.

**EDU 321 – General Methods and Instruction (3)**

*Prerequisite: EDU 201 and EDU 202 or departmental permission.* A survey of various models and strategies with practice in instructional planning and lesson presentation.

**EDU 354 – Instructional Design (3)**

*Co-requisite: EDU 321 or departmental permission.* Educational technology applied to classroom instruction in grades K-12 and in exceptional student education. Laboratory required.

**EDU 355 – Tests and Measurements (3)**

*Prerequisites: EDU 321 and one methods course.* Basic principles of education testing to include: content measured by state achievement tests; how data may be used to improve student learning; and statistical concepts necessary to administer and interpret testing instruments.

**EDU 357 – Classroom Management, School Safety, Professional Ethics, and Educational Law (3)**

*Prerequisites: EDU 201, EDU 202 and one methods course or departmental permission.* A study of research based practices for effectively managing a classroom. Attention will also be given to issues of school safety, ethics and the teaching profession, and laws governing educational systems.

**EDU 461 – Professional Development Seminar (1)**

*Prerequisites: Enrollment in final semester of coursework prior to internship.* A study of topics to include Florida Accomplished Practices, managing and using a portfolio, legal issues in education, certification requirements, and internship responsibilities.

**EDU 481 – Internship (15)**

*Prerequisites: Permission of the Education Department, and passage of all FTCE required for major.* Student teaching requires one full semester of the student's senior year. No other courses may be taken during the internship without special permission of the Department. Elementary Education majors with a concentration in Exceptional Student Education will intern in both specialization areas.

**PROFESSIONAL EDUCATION COURSES SPECIAL CONDITIONS****EDU 340 – Selected Topics in Education (3)**

*Prerequisites: EDU 201, EDU 202 and EDU 321 or instructional permission.* Seminars investigating or exploring topics in education not covered in other courses, issues emerging in the field.

**EDU 440 – Selected Topics (3)**

*Prerequisites: Instructor permission, majors only.* Advanced seminars investigating specialized issues, topics, or research in education and subfields. Focus is on developing depth in areas not addressed significantly in other education courses.

### **EDU 491, 492, 493 – Independent Studies (3, 3, 3)**

Independent or directed study on a subject chosen and outlined by the advanced student with the approval of the instructor and the Department Chairperson. The study should involve considerable research and may include practical experience with students.

### **ELEMENTARY EDUCATION (EEL)**

The following courses are required for all elementary education majors. This major is designed for the student whose primary interest is teaching in the elementary classroom, grades kindergarten to sixth. Content in each methods course will include instruction on teaching the objectives and goals in the Next Generation Sunshine State Standards and/or the Florida Standards.

#### **EEL 301 – Elementary Reading Instruction (3)**

*Prerequisite: EDU 201, EDU 202, or departmental permission.* This course will provide students with an understanding of the reading process, beginning reading instruction, and teaching reading across the content areas for the primary and intermediate grades. *Practicum required.*

#### **EEL 302 – Children’s Literature: Reading Across the Content Areas (3)**

*Prerequisite: EDU 201, EDU 202, or departmental permission.* Students will be immersed in a variety of quality children’s literature. Distinguishing features of fiction and nonfiction text, as well as strategies and techniques designed to facilitate reading comprehension across the content areas will be covered in this course.

#### **EEL 342- Elementary Methods in Social Studies (3)**

*Prerequisite: EDU 321.* Strategies and methods for teaching social studies in the elementary school. *Practicum required.*

#### **EEL 362 – Elementary Methods – Mathematics (3)**

*Prerequisite: EDU 321.* Techniques of diagnosing and analyzing mathematical problems and teaching mathematical operations such as addition, subtraction, multiplication, and division. *Practicum required.*

#### **EEL 364 – Elementary Methods in Science (3)**

*Prerequisite: EDU 321.* Strategies and methods for teaching science in the elementary school. *Practicum required.*

#### **EEL 365 – Elementary Methods in the Arts (3)**

*Prerequisite: EDU 321.* An interdisciplinary approach to teaching music, art, dance/movement, and creative drama in the elementary grades. *Practicum required.*

#### **EEL 431 – Elementary Methods of Language Arts (3)**

*Prerequisites: EDU 321, EEL 301, EEL 302.* Gain an understanding of reading and writing processes and the principles of and techniques/strategies for teaching an effective language arts program. *Practicum required.*

**EEL 455 – Diagnostic Reading (3)**

*Prerequisites: EDU 321, EEL 301, and EEL 431.* Examines various kinds of reading problems with techniques for diagnosis of difficulties and possible methods of treatment. *Practicum required.*

**English for Speakers of Other Languages (ESOL)****ESL 315 – Cross Cultural Communications (3)**

This course examines diversity in the sociopolitical, cultural, and linguistic contexts of teaching and learning.

**ESL 325 – Applied Linguistics (Approved for ESOL Credit) (3)**

*Prerequisite: EDU 201 and EDU 202.* This course is designed to provide the student with means for examining language and culture and to extend this inquiry to education settings.

**ESL 415 – ESOL Curriculum and Materials Development (3)**

*Prerequisite: ESL 315.* The purpose of this course is to study curricula taught to English Language Learners (ELL) students and the types of instructional material that may be developed to assist LEP students in achieving success in public school classrooms. *Practicum required.*

**Exceptional Student Education (ESE)**

Students with a specialization in exceptional student education and elementary education are required to complete the ESE courses specified for their major.

**ESE 309 – Introduction to Exceptionality (3)**

*Prerequisite: EDU 201 and EDU 202 or departmental permission.* An introductory course in the field of special education. Various categories of students identified in the Individuals with Disabilities Education Act (IDEA) will be examined. *Practicum required.*

**ESE 330 – Techniques in Assessment of Exceptional Children (3)**

*Prerequisites: EDU 201, EDU 202 and ESE 309, or departmental permission. (Recommended: EDU 355).* The student will develop skills in understanding measurement in the areas of intelligence, adaptive behavior, social emotional behavior, and academic achievement.

**ESE 365 – Language Development and Speech Disabilities (3)**

*Prerequisite: EDU 201 and EDU 202 or departmental permission.* A survey of the development of language and speech in children with consideration of the problems of students served in the Exceptional Student education programs. Observation in special education settings required.

**ESE 420 – Instructional Practices: Elementary Students with Mild/Moderate Disabilities (3)**

*Prerequisites: Enrollment in or completion of ESE 309 and EEL 301.* Students learn instructional approaches and materials for teaching pre-academic, academic, and social/behavioral skills through assessment, task analysis, and applications of research supported methodologies for students with mild/moderate disabilities within the school environment. *Practicum required.*

### **ESE 425 – Instructional Practices: Secondary Students with Mild/Moderate Disabilities (3)**

*Prerequisite: Enrollment in or completion of ESE 309.* A study of best practices for managing and teaching secondary students with mild to moderate disabilities. Content includes but not limited to: instructional practices for teaching subject matter; individual educational /transitional plans; classroom management techniques; teaching 50 and 90 minute instructional blocks; using technology to enhance academic instruction and; and, state testing requirements for standard and special high school diplomas. *Practicum required.*

## **Exceptional Student Education, Special Conditions**

### **EDD 344 – Introduction to American Sign Language (3)**

*Prerequisites: None.* A beginning level course which takes students who have no knowledge of Sign Language to the point where they can feel comfortable in a wide variety of situations. This may include, within a deaf community or with a child with special needs that may need or use an alternate form of communication.

### **ESE 450 – Senior Research Seminar in Special Education (3)**

*Prerequisites: ESE 309 and ESE 420 or ESE 425 or permission of Instructor.* Students learn the scientific method and procedures used in educational research (action, experimental, descriptive, philosophical, and historical) and apply that knowledge through reading, reviewing, discussing research, and conducting a small research project/artifact in conjunction with the 25 hour field based practicum assignment.

The content of exceptional student education courses at Flagler College follows the standards and ethics established for professional training and practice by the Council for Exceptional Children, and incorporates the Florida Department of Education accomplished practices for pre-service teachers, and the ESE K-12 Competencies and Skills Required for Teacher Certification in Florida, 20th Edition.

## **Strategic Communication (Public Relations)**

The Strategic Communication (Public Relations) major is an integrated degree program that prepares students for careers in business, communications, government and non-profit organizations. The successful candidate achieves broad knowledge of, and skill sets in, writing, oral communication, public relations, marketing and sales. Students will also earn a minor in marketing. The marketing minor will prepare the graduate for entry level positions in sales and is ideal for students who may wish to apply their skills in private or public sector leadership roles. The internship program will deepen the candidate's experience in one or more core areas. With these skill sets, the Flagler College-Tallahassee Strategic Communication graduate will be a competitive candidate for marketing, sales, advertising, public relations and management positions in the public and private sectors.

A total of 47 hours is required for the Strategic Communication (Public Relations) major to include: COM 208, 213, 224, 226, 311, 358, 359, 362, 403, 420, 462, 463, 464, (481, or 482, or 483), Art 230 and BUS 310. In addition, students will complete one of two minors. The minor in marketing requires 15 additional hours beyond the major, including BUS 315, 318, 415, 416, 472, or 483. The minor in business administration requires 24 additional hours beyond the major, including ACC 301 or 302, BUS 301, 307, CSC 206 or 121, ECO 201 and 202, MAT 223, and one additional 200 level or higher BUS elective course.

### **PREREQUISITE COURSES**

#### **COM 101 - Speech Communication**

An introduction to speech communication with special emphasis on the practical skills of public speaking. Learning objectives include civility and listening skills, planning and preparing a message, putting information into oral presentation form, and adapting messages to specific speaking situations.

#### **ENG 152 - Research Topics in College Writing**

*Prerequisite: ENG 142 or placement.* This is an active, hands-on course that carries beyond the classroom, providing students with advanced skills for future academic endeavors. The objective of this course is to present writing as a process of inventing, drafting, revising, critiquing, and researching for assignments that may be thematically linked to topics created within a Learning Community. Formal writing assignments build in complexity, beginning with personal/expository writing, moving to research writing. A research project may be included, and topics may vary. *Students who earn a grade of D+, D, F, or WF in ENG 152 must retake the course until they achieve a grade of C- or higher.*

### **CORE REQUIREMENTS**

#### **COM 208 - Introduction to Media**

This is an introductory course on Mass Communication in the United States today. It examines the historical, economic, technological, political, and legal influences on the major media and the industries that produce content for them. Students closely examine the news, public relations, broadcasting, advertising, and entertainment industries.

**COM 213 - Media Literacy**

*Prerequisites:* COM 208. This course introduces students to the critical thinking skills used when interpreting media messages and their impact. Using digital media as a model, students will understand how the structure, frameworks, and elements of media shapes these messages, as well as analyze cognitive, emotional, and social reactions to such messages.

**COM 362 - Media Ethics**

*Prerequisites:* COM 217 or COM 222 or COM 235 or COM 251. This course examines applied and professional ethics that define responsible communication among media practitioners. Issues to be addressed include truthfulness, privacy, secrecy, professional accountability, media and social justice, and the values cultivated by the entertainment industry.

**COM 420 - Media Law**

*Prerequisites:* COM 362 or PLA 380. A study of the legal rights and responsibilities of the mass media and their relationship to contemporary law. Includes problems of constitutional law. Libel, privacy, access, confidentiality, and government regulation.

**MAJOR REQUIREMENTS****COM 224 - Foundations of PR/Strategic Communication (equivalent to COM 222)**

*Prerequisites:* COM 208 and COM 213. An introduction to the process of how organizations develop communication plans that enable them to present and promote their objectives to stakeholders. Emphasis is placed upon how brand and reputation messages maintain the identity of organizations.

**COM 226 - Writing and Production for PR/Strategic Communication (equivalent to COM 215)**

*Prerequisites:* COM 213 and COM 224. Students will learn how to write strategically and create effective messages for public relations and advertising. Through skill-based and technology-enriched writing and productions activities students will learn the principles of identifying and reaching targeted stakeholders through well executed messages.

**COM 311 - Advanced Writing for PR/Strategic Communication (equivalent to COM 310)**

*Prerequisites:* COM 224 or permission. This course includes writing for print, electronic, controlled, and uncontrolled media and publications. Emphasis is given to research, audience analysis, and selection of appropriate writing styles and media. The course prepares students for advanced writing in public relations and provides practice in developing news releases, event planning, report writing, newsletters, and presentations.

### **COM 358 - Social Media for PR/Strategic Communication (equivalent to COM 355)**

*Prerequisites: COM 224 or permission.* This course will focus on how to tap into the new consumer-driven media environment and gain access to audience intelligence necessary to properly brand and promote a company or client. We will compare traditional mainstream media used in public relations to new social media and emphasize the marriage that needs to exist between the two if promotional efforts are to be maximized in a rapidly changing environment.

### **COM 359 - Digital Media for PR/Strategic Communication**

*This course is designed as a follow-up to COM 358.* This course is designed to provide students with realistic skills and experiences in the research, planning, execution and evaluations of emerging digital media as applied to the fields of communication such as public relations and advertising. They will gain knowledge of the characteristics of digital media in addition to a demographic and psychographic analysis of specific audiences that utilizes these communication tools.

### **COM 403 - PR/Strategic Communication Theory and Research (equivalent to COM 402)**

*Prerequisites: COM 208 Introduction to Media and COM 224 Foundations of Strategic Communication.* An examination of pertinent theories of persuasion and media and related research methods, for the process of research and evaluation in strategic communication. Student will be expected to carry out a proprietary research project and final research proposal/report.

### **COM 462 - PR/Strategic Communication Case Analysis**

*Prerequisites: COM 224 Foundations of PR/Strategic Communication and COM 362 Media Ethics.* A course focusing on the comprehension and application of the concepts of organizational rhetoric to cases where strategic messages are conveyed to stakeholders. The central aim of the course is for students to develop the capacity for practice reason – applying principles to specific instances – so that they understand the impact and consequences of strategic communication.

### **COM 463 - PR/Strategic Communication Campaigns**

*Prerequisite: COM 311.* Using the principles and techniques of public relations to analyze case studies and to create strategies and campaigns. Course includes the analysis of a specific situation and the design and construction of an actual campaign. Includes use of desktop publishing and an introduction to public relations in cyberspace.

### **COM 464 - Portfolio for PR/Strategic Communication**

Strategic communication majors who have accrued 75 or more hours in the major may take this course. It requires the preparation of an electronic portfolio in strategic communication and is the requirement for COM 481 internship for strategic communication and is the requirement for COM 481 internship for strategic communication majors. The portfolio must be acceptable to a majority of the full-time strategic communication faculty

### **COM 481, 482, or 483 - Communication Internship (1-12, 1-12, 1-12)**

*Prerequisites; 60 hours and 2.5 GPA and a grade of "C" in the following classes for each track: PR/Strategic Communication: COM 464; Journalism: COM 242, COM 253 and COM 323; Documentary Production: COM 323; Practical experience off campus*

in a professional setting where the student works under the tutelage of a professional practitioner. *(May be repeated for up to 3 credit hours towards graduation.) This course is graded on a Pass/Fail system*

## **PROFESSIONAL ENHANCEMENT ELECTIVES**

### **ART 230 - Graphic Design for the Non-Major**

An introductory course to the field of graphic design for the student who does not intend to pursue a major in Graphic Design.

### **BUS 310 - Principles of Marketing**

*Prerequisite: Junior standing.* A survey of the principles, terminology and functions of marketing, emphasizing product, price, place and promotion. The course will provide an understanding of the role of marketing in the business environment.

## **COURSES REQUIRED FOR THE MARKETING MINOR**

The student minoring in marketing must satisfactorily complete 18 credit hours of study, including 12 hours of required courses BUS 310, 315, 318, and 415, and 6 hours of electives from the following courses BUS 416, 462, 472 or BUS 481, 482, or 483.

### **BUS 310 – Principles of Marketing (3)**

*Prerequisite: Junior standing.* A survey of the principles, terminology, and functions of marketing, emphasizing product, price, place, and promotion. The course will provide an understanding of the role of marketing in the business environment.

### **BUS 315 – Selling Principles and Methods (3)**

*Prerequisite: BUS 310.* Examination of principles and methods of selling with emphasis on the development of effective salesperson/customer relationships and presentations.

### **BUS 318 – Principles of Advertising (3)**

*Prerequisites: BUS 310 for business administration and accounting majors/minors and BUS 101 for students not majoring/minoring in business administration.* This is an intermediate-level advertising class addressing the structure of the advertising industry including agency, marketing, and public relations uses. The course covers advertising rationales, concepts, ethics, research methods, strategies, planning and the media mix including buying and placement considerations.

### **BUS 415 – Advanced Sales Communications (3)**

*Prerequisite: BUS 315.* This course will examine the many dynamic aspects of interpersonal communication as it relates to professional selling. Course objectives will include practical interpersonal communication skills, perceptions, listening, non-verbal communication, group dynamics, and professionalism. Additional learning objectives include planning and preparing sales messages, oral communications (both one-on-one and group), and adapting messages for specific sales situations.



# THE FULL TIME FACULTY

## Business Administration/Accounting Departments

KIM BIANCO M.B.A., Florida Southern College Certified Public Accountant	<i>Assistant Professor Accounting</i>
RICHARD C. LEONARD Ph.D., Walden University	<i>Professor Business Administration</i>
KATHLEEN MASTERSON M.B.A., Florida State University Certified Public Accountant	<i>Assistant Professor Accounting</i>
PAUL MICHAEL M.B.A., Barry University	Visiting Instructor
FRANK TROMBINO Ph.D., North Central University	<i>Associate Professor Department Chair, Business Administration</i>

# THE FULL TIME FACULTY

## Education Department

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SUSAN CHAVIANO Ph.D., Columbia State University	<i>Assistant Professor Exceptional Student Education Coordinator Education</i>
MELANIE JENSEN Ph.D., University of Florida	<i>Professor Department Chair, Education</i>
SUSAN MARTELLI M.A., University of South Florida	<i>Coordinator of Clinical Education</i>
SUSAN STRAUSS Ph.D., Florida State University	<i>Professor Reading and Language Arts Coordinator Education</i>

# THE FULL TIME FACULTY

## Strategic Communication (Public Relations) Department

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LAWRENCE BODKIN M.S., Florida State University	<i>Visiting Professor</i>
AUDREY POST M.A., Florida State University	<i>Assistant Professor</i>

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B.S., University of Georgia

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SHAWNIQUE BRANCH MTax, Nova Southeastern University	<i>Assistant Registrar</i>
SUSAN CONKLIN A.A., A.S., Miami-Dade Community College	<i>Assistant Director of Academic Services/HR</i>
ASARI FLETCHER M.S., Florida State University	<i>Coordinator of Recruitment and Marketing</i>
JANET RODDENBERRY	<i>Assistant Director of Student Accounts</i>
LINDA SMITH	<i>College Secretary</i>
ANNETTE YOUNG B.S., University of Utah	<i>Coordinator of Financial Aid</i>
MARY PAT ZACKER	<i>Secretary, Education Department</i>



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Individuals who do not wish for their photograph or videotaping image to be taken should contact the Admissions Office.