



Student Handbook

2023-2024



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Introduction

The Student Handbook provides all enrolled students with information regarding students' rights and responsibilities as members of the College community.

It is the student's responsibility to become familiar with and to adhere to all academic and College policies, procedures, and deadlines that are included in the Student Handbook and other sources including, but not limited to, the College catalog. It is also the student's responsibility to:

- Be proactive to research all available [services and resources](#), and ask questions of our 24/7 Lewis the Lion Chatbot.
- Utilize information made available via MyFlagler, the [College website](#), [Saints Connect](#), and the [College Catalog](#).
- Regularly check Flagler e-mail, [Canvas](#), and the [MyFlagler portal](#) for new information. E-mail is Flagler's official communication method.
- Regularly visit [academic support](#) to obtain pertinent academic information and curricular guidance.
- Know and understand degree requirements and work with your academic advisor to ensure progression toward degree completion.
- Take initiative to participate fully in required scholastic duties set forth in each course syllabus.
- Know and satisfy all financial obligations.
- Provide and maintain current and accurate personal information and records.
- Embrace and exhibit [Flagler College's Mission and Core Values](#).
- Be aware of personal safety and security policies on campus here in the Student Handbook, in the Student Code of Conduct, Residence Life Policies, and other policies posted within campus documents and on our website.

The College has the right to change policies and procedures at any time as necessary. While reasonable effort will be made to publicize such changes, a student is encouraged to seek current information from appropriate offices, because responsibility for complying with all applicable requirements ultimately rests with the student.

Flagler College Mission

Flagler College offers an exceptional education through a challenging, inclusive, and supportive academic community integrated with the thriving culture and history of this unique place, St. Augustine. We foster intellectual, social, and personal transformation in our students. We prepare them for a diverse world that will always need discerning individuals, responsible citizens, and visionary leaders. The College is committed to the preservation of the former Hotel Ponce de Leon and other historic structures that grace its campus.

Flagler College

Learning in pursuit of a life well-lived.

Core Values

At Flagler College, we strive for excellence by living our core values in service of our College's mission:

Transformative Learning

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We are committed to educating the whole person. As a community of inquiry, we value freedom of expression and the bond between teacher and student. We embrace a personalized education that is designed to transform lives and instill a passion for lifelong learning.

Respectful and Inclusive Community

We foster a sense of respect and appreciation for the dignity of all individuals. We cultivate an inclusive and diverse community that encourages civil and productive dialogue across differences.

Citizenship with Integrity

We believe that ethical citizenship should be exemplified on campus and in the community. We set high expectations for honesty, integrity, and individual responsibility. We are deeply committed to building a community of trust.

Thoughtful Stewardship

We are dedicated to stewardship: to the care of each other, to the preservation of our historical buildings and natural resources, to the responsible management of our financial resources and gifts, and to the celebration of the remarkable heritage of St. Augustine with its vibrant cultures and history.

Academic Calendar

The Flagler Academic Calendar provides pertinent information such as class start and end dates, registration periods, when grades will be posted, and commencement times and locations. To view these dates, times, and more, the [Flagler Academic Calendar](#) is the right place to go.

Accreditation Overview

Flagler College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. 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. The purpose for publishing the Commission on College's address and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the Flagler College and (2) to file a complaint for alleged non-compliance with a standard or requirement.

Please note that normal inquiries about the Flagler College, such as admissions requirements, financial aid, educational programs, and the like should be addressed directly to us and not to the Commission on Colleges office. For information specific to Flagler College, please contact: Admissions via email at admissions@flagler.edu or by calling 1-800-304-4208. For more information regarding the accreditation please refer to the [Flagler College Accreditation](#) webpage.

Alcohol and Other Drugs Policy and Programming

The purpose of the [Alcohol and Illegal Drugs policy](#) is to educate the College community regarding the harmful effects associated with the use of alcohol, other drugs and other addictive substances while identifying education and prevention programs offered to students, faculty and staff regarding these matters. This policy and the principles embodied *therein* provide the basis for all regulations as prescribed in the [College Catalog](#), the *Student Handbook*, the *Student Code of Conduct*, the *Faculty Manual*, the *Staff Personnel Handbook*, the [Annual Security and Fire Safety Report](#) and other college publications.

Identified below are resources available to those in our community that require assistance in addressing substance abuse and associated behaviors.

Alcohol and Other Drugs Prevention Resources:

- [Counseling](#)
- [Incoming Student Training](#)
- [Alcohol Resources](#)
- [Drug Resources](#)

Financial Aid

Flagler College acknowledges that financing a college education represents a major investment. While the College believes the primary responsibility in this endeavor rests with the student, we understand that many students cannot afford to pay the entire cost of college tuition. The College conducts a comprehensive financial aid program to assist students in meeting the costs they cannot pay. The primary purposes of the program are to make sure that students are aware of the availability of financial aid and to provide students with the opportunity to apply for that aid. Detailed information is available in the [Flagler College Catalog](#) and on the Flagler College website at <http://www.flagler.edu/admissions-aid/financial-aid/>. The office is located in Hanke Hall at 63 Cordova Street. Hours are 8:00 am to 5:00 pm EST, Monday through Friday. The telephone number is (904) 819-6225. Mail should be addressed to: Financial Aid Office, Flagler College, 74 King St., St. Augustine, FL 32084, or emailed to: financialaid@flagler.edu.

Flagler College Catalog

The [Flagler College Catalog](#) is published each year and includes information on admissions, scholarships and other financial aid, student life, academic programs and course offerings.

Important Phone Numbers

There are various units within the College that may be able to help you address questions.

[Faculty & Staff Directory](#)

Jeanne Clery Act

The [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#). Schools covered by the Clery Act are required to publish an Annual Security Report (ASR), disclosing their campus' security policies and crime statistics for the previous three years. The

Annual Security Report is located on the Safety and Security webpage, in addition to containing information regarding campus safety policies and crime statistics, this document includes helpful safety and security resources found on campus and in the community, information regarding use and access to the campus, and timely warnings when crimes occur. A paper copy is available on request made to the Security Office. The College also has various Campus Security Authorities (CSA) who are designated to report crimes when brought to their attention. A list of the CSA's can be found with the [Annual Security Report \(ASR\)](#).

OMNILERT

The College makes available to all students, staff, and faculty Omnilert text and email notifications of severe weather and other emergency notifications about potentially life-threatening situations and incidents, and timely warnings about Clery Act reportable crimes occurring on campus that pose an immediate or ongoing threat to the campus. All students and staff are automatically enrolled to receive Omnilert notifications, and are encouraged to download the Omnilert app on their phones to utilize features such as Tip Reporting and the Panic Alert.

Notice of Non-Discrimination

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

The Non-Discrimination and Equal Access Policy can be found here:

<https://www.flagler.edu/notice-non-discrimination>

For inquiries regarding non-discrimination:

Dr. Jess Kobryn

Senior Director of Institutional Equity, Title IX Coordinator, 504 Coordinator

JKobryn@flagler.edu (904) 826-8553

Reporting a Crime or Concern

The College has several mechanisms available to report a crime or infraction. For Emergencies, please contact the Saint Augustine Police Department (SAPD) by dialing "9-911" from any telephone on campus or 911 from your cellphone. When reporting emergencies please be prepared to:

- Briefly state the emergency or the nature of your call
- Clearly identify yourself
- Provide your location
- If applicable, provide a description of any suspect(s)

To report a non-emergency crime, students, faculty, and staff may contact Flagler Security by phone: (904) 819-6200 or dial 0 from an on-campus landline. Crimes or concerns can be reported to Security in person at the Ponce Security Office 24/7 or at the Abare Commons Office M-F, 7:00 AM – 3:00 PM.

To report a violation of the Student Code of Conduct, students, faculty, and staff may fill out a [Student Conduct Referral Form](#).

Student Complaints and Appeals

When appropriate, students are encouraged to resolve problems or conflicts through informal means with their instructors, program directors, or department heads before they initiate a formal complaint. If the matter cannot be resolved by informal means, students may submit written complaints in accordance with the following procedures. These procedures are intended to ensure that written student complaints are addressed in a timely manner, that patterns of similar complaints may be readily discerned, and that appropriate actions are taken to address complaints.

- [Written Student Complaint Procedures](#)

In the event a student cannot resolve a complaint with the College, the student has the right to file a complaint with the Florida Department of Education. The procedure for filing a complaint can be found at the following website: [FLDOE - Concerns and Complaints](#)

A student also has the right to file a complaint with the College's regional accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The procedure for filing a complaint can be found at the following website: [Complaints Against SACSCOC or its Accredited Institutions](#) (PDF)

Title IX/Sexual Harassment Policy

Flagler College is committed to providing an inclusive and welcoming educational and working environment for everyone — an environment in which sex or gender discrimination is not tolerated. Sexual harassment encompasses all forms of sex-based discrimination that may deny or limit an individual's ability to participate in or benefit from College programs or activities. Specific examples can include but are not limited to: sexual harassment, sexual assault, gender discrimination, dating violence, domestic violence, stalking, sexual exploitation, and sexual intimidation. Sexual harassment and retaliation are prohibited.

For the full Sexual Harassment Policy, to report an incident of sexual harassment, and for more information about Title IX, please visit www.flagler.edu/title-ix. If you have any questions about Title IX, contact the Title IX Coordinator at titleix@flagler.edu.

Academic Policies

Consent to Academic Policies, Regulations and Procedures: Students are responsible to know and abide by all academic policies, regulations and procedures as set forth in the Academic Catalog. Students are also expected to be aware of specific course requirements, as set forth in the course syllabus distributed at the beginning of each term. Inasmuch as important is periodically distributed by campus email, including communications from the faculty and administrators, students are required to check their Flagler College email regularly and to respond to written requests in a timely manner, see the College Catalog <https://catalog.flagler.edu/content.php>, and also see Academic Information <https://catalog.flagler.edu/content.php?catoid=10&navoid=289>.

Administrative Policies

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

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

Advance Deposit - Returning On-Campus Resident: The College has limited housing for returning students and cannot guarantee that housing will be available. A limited number of housing contracts for returning students are offered on a first come, first served basis during Housing Week (advertised well in advance). The completed housing contract must be submitted prior to the deadline and the non-refundable deposit of \$500 must be submitted by the day communicated. If the housing contract or the advance deposit is not submitted by the deadlines, then the housing contract is void. If the student does not reside as an on-campus resident for both the Fall and Spring semester, the advance deposit is forfeited.

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

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

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

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

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

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

Notice Concerning Financial Aid Penalties for Drug Violations: This notice is required to be sent to all enrolled students per the Federal Higher Education Opportunity Act (Public Law 110-315) (HEOA) enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA). This legislation, specifically Section 484(r), sets forth the rules governing the consequences upon a student's Federal Financial Aid eligibility if convicted under any Federal or State Law involving the possession or sale of a controlled substance.

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

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

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

If convicted of an offense involving:

The possession of a controlled substance: Ineligibility period is:

First offense	1 Year
Second offense	2 Years
Third offense	Indefinite

The sale of a controlled substance: Ineligibility period is:

First offense
Second offense

2 Years
Indefinite

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

- (A) The student satisfactorily completes a drug rehabilitation program that:
 - (i) Complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and
 - (ii) Includes two unannounced drug tests; or
- (B) The conviction is reversed, set aside or otherwise rendered nugatory.

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

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

Readmitted Students: Students previously enrolled at Flagler College having withdrawn or “taken off” a semester or longer will need to apply for readmission by contacting the Office of the Admissions at admissions@flagler.edu. The deadline to apply for fall semester readmission is August 1st and December 1st for the spring semester. Students that need to complete internships and/or FlagSHIP requirements should apply well in advance of the above deadlines.

Refund Policy: A student who pays the charges for a term but does not begin attending classes and subsequently withdraws may be entitled to a refund of some or all charges paid for that term. Any and all potential refunds or account balance adjustment calculations will be based on the date that written notification is received from the student in the Office of the Registrar. For a student who voluntarily withdraws or is administratively withdrawn, the last day the student attended a class or classes will be the determining factor. The refund policy is presented in detail in the “Tuition and Fees” section of the [College Catalog](#).

Withdrawal from the College: A student who finds it necessary to withdraw from the College must complete an official withdrawal form, which can be obtained from the Office of the Registrar, located at 20 Valencia. The withdrawal form requires the student to obtain clearance signatures from the Center for Advising and Core Experience (CACE), Financial Aid, Business Services, and the Office of the Registrar. If the student is a new freshman, the withdrawal form would also require the signature of the Dean of Access & Success. If the student is an international student, the withdrawal form would also require the signature of the Director of the International Center. When a student leaves the College without following the proper procedures, their permanent record is marked as an administrative (unofficial) withdrawal. Students who do not adhere to the prescribed procedure for withdrawing are subject to receiving failing grades in all courses. Before leaving, all Resident students must return room keys to the Office of Residence Life.

Withdrawal from a Course: Students may withdraw from a single course using the [Single Class Withdrawal](#) form. If this change results in their status changing to part-time, the [Withdrawal from Full-Time to Part-Time](#) form must also be completed. This form should be submitted to the Office of the Registrar once completed. If after withdrawing from a single

course the student is no longer enrolled in any other courses for the semester or term, an official withdrawal must be completed (see the Withdrawal from the College section above).

Student Code of Conduct

Student Responsibility for Rules and Regulations

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

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

From the time a student applies to the College, until the date at which their enrollment is officially terminated, the College reserves the right to take cognizance of any conduct on the part of the student that may disqualify him or her from initial enrollment or from continuing enrollment for successive terms.

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

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

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

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

Students Rights and Responsibilities

Student Rights:

Students have the right:

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1. To pursue an education and participate in the college community free from discrimination as defined by federal and state and to be judged on the basis of relevant abilities, qualifications, and performance;
2. To freely examine and exchange diverse ideas in a civil manner inside and outside the classroom;
3. To associate freely with other individuals, groups of individuals, and organizations for purposes that do not infringe on the rights of others;
4. To function in daily activities without unreasonable concerns for personal safety;
5. To expect discipline to be implemented through established procedures and to have the opportunity for continued institutional involvement (as appropriate) and through the appeal process;
6. To be free of unreasonable intrusions into personal records and/or matters relevant to identity, living space, and well-being;
7. To have support in understanding self and others, getting involved with organizations on campus, planning careers, and making decisions;
8. To have access to established procedures for respectfully presenting and addressing their concerns/complaints to the College;
9. To have access to a variety of activities beyond the classroom, which support intellectual and personal development;
10. To have access to qualified faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for the learning process;
11. To understand the requirements of academic programs and receive timely, useful, and regular information and advising about relevant academic and graduation requirements;
12. To be informed in writing (typically a syllabus) of the specific requirements and expected learning outcomes of the courses at the beginning of the semester and to expect that course requirements will not be changed without notice;
13. To have clear indication of their educational progress in those courses in which they are enrolled and to know how the various assignments are weighted;
14. To receive a fair, transparent and impartial assessment of performance as students;
15. To have a voice in decision-making within the college community, with opportunities including, but not limited to, the Student Government Association and participation in the Residence Hall Association.;

16. To expect academic and administrative policies that support intellectual inquiry, learning, and personal growth;
17. To have access to accurate information regarding tuition, fees, and charges for room and board, course availability, requirements for maintaining acceptable academic standards, and requirements for graduation;
18. To have all student-related college policies, made accessible in whatever format is necessitated by their disability or personal situation.

Student Responsibilities:

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

1. To behave in a manner that is civil and compatible with the College's function as an educational institution, both on and off campus and as local, community members;
2. To know and comply with the College's rules, regulations, policies, and procedures, as they exist at the time of admission and as they may be amended from time to time;
3. To facilitate the learning environment by abiding by the [College's attendance expectations](#), participating in class discussions, and completing assignments in compliance with the prescribed schedule;
4. To comply with the College's policies regarding the dissemination of communications by accessing their College e-mail accounts on a regular basis to ensure they receive official notices in a timely manner;
5. To refrain from willful disruption of the educational process, destruction of property, and interference with the orderly process of the community, or with the rights of other members of the College;
6. To respect the College's authority and responsibility to maintain order within the community and to exclude those who are disruptive of the educational process.

Student Disciplinary Violations/Judicial Policies

Listed below are categories of violations of the Student Code of Conduct. Within each category, behaviors or actions are described that constitute violations of the Code. The categories of violations are in writing to give students general notice of prohibited conduct. This Student Code of Conduct is not a criminal code; the illustrations below should be read broadly and are not designed to define misconduct in exhaustive terms. In addition to direct violations of the Code, students who aid, abet, incite, or attempt to commit prohibited behaviors or actions described below will be considered to have violated the Student Code of Conduct.

Alcohol – Prohibited Usage:

1. Possession, use and/or consumption of alcohol when under the legal drinking age, as defined by law.
2. Possession of open containers of alcohol or consuming of alcohol in non-approved areas.
3. Dispensing, selling, and/or supplying alcoholic beverages to an individual who is under the legal drinking age, as defined by law.
4. Possession or use of beer kegs, party balls, and/or other common sources of mass volume alcohol on campus, with the exception of College approved functions.
5. Public Intoxication: observable disruptive behavior resulting from excessive consumption of alcoholic beverages (to be determined by physical observation or BAC test, if available).
6. Violating other College or Residence Life policies while under the influence of alcohol. Students who choose to drink alcohol will be held fully responsible for their behavior while under the influence of alcohol.
7. Misrepresenting or misstating one's age or using altered identification in order to prove legal drinking age.
8. Possession or use of devices designed for the rapid consumption of alcohol, such as beer bongs and funnels. This includes games promoting the consumption of alcohol.
9. Driving while impaired.
10. Violation of the College's [Alcohol and Illegal Drugs Policy](#).

Animals, Pets, and Wildlife:

1. Possession or hosting of an animal on campus, including residence hall facilities, unless prior approval has been obtained through appropriate channels. This includes animals who are brought with guests of the college.
2. Failure to properly dispose of animal waste.
3. Abandonment, neglect and/or abuse of an animal.
4. Feeding or interacting (luring, petting, harboring) with any stray or wild animals.
5. Failure to uphold student handler responsibilities for approved animals and ESAs as outlined by the Disability Resource Center and Office of Residence Life. *See *Residence Life Section in Student Handbook*.

Bullying: It is the [policy](#) of Flagler College to maintain a learning and work environment that is free from bullying of any type. It shall be a violation of college policy for any student, campus guest, or third-party 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.

1. **Physical Bullying** includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
2. **Verbal/Written Bullying** includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical

vulnerabilities.

3. **Nonverbal Bullying** includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
4. **Cyberbullying** includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bystander Participation:

1. Involvement in any violation outlined by the Student Code of Conduct or College policies or regulations. This includes failure to remove oneself from the incident or area where the violation is being committed and/or failure of any student to properly address known or obvious violations.

Computer Use Policy: All users of Flagler College computers must comply with the [801 \(SS 2.2.1\) Computer Systems and Electronic Communications policy](#). Any activity that is illegal is a violation of Flagler College policy. Violations will be dealt with according to standard disciplinary measures. If you believe that a violation of this policy has occurred, contact the Office of Institutional Technology. Violations include but are not limited to:

1. Theft or other misuse of computer resources.
2. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
3. Unauthorized transfer or download of a file.
4. Unauthorized use of another individual's identity or password.
5. Use of computing facilities to interfere with the work of another student, faculty, or staff member of the College.
6. Use of computing facilities or technology to send or receive data deemed to be unlawful, such as child pornography or other illegal material.
7. Use of computing facilities or services which interferes with the normal operation of the College system.
8. Altering, destroying, disclosing, or taking information resource property (including data, programs, and supporting documents) as well as modifying equipment or supplies without proper authorization.
9. Using the Flagler College computing system/services for any illegal activity.
10. Violating the College's [Computer Systems and Electronic Communications policy \(SS 2.2.1\)](#).

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

Non-official or off-campus printed material shall not be distributed or circulated without first being identified and approved by the Division of Student Affairs. Further, the distribution of material or circulation of petitions to captive audiences, such as in the classroom, at registration, in study areas or in residential units, will not be permitted. The Distribution of Promotional Material must comply with the process outlined in the [113 \(SS 2.1.3\) Distribution of Promotional Material policy](#).

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. In the event community damage occurs and a responsible party cannot be identified, community fines may be imposed. Students who vandalize/destroy safety related equipment shall be subject to enhanced disciplinary action and fines.

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

1. Disorderly conduct is any action or disruptive behavior committed on or off campus that may result in a breach of the peace or a disturbance, or adversely affect the College community. Such conduct is a violation of College regulations and constitutes an interference with the standards and purpose of the College.
2. Violation of “any” law, statute, or ordinance
3. Forging of a faculty/administrators’ name on any document
4. Indecent or obscene conduct or expression

Endangerment:

1. Physical injury or harm towards another person or group.
2. A verbal, written, or physical threat of physical injury or harm towards another person or group.
3. Action(s) that endanger the health, safety, or physical or emotional well-being of another person or group, unless those actions are a lawful exercise of freedom of expression rights granted through the First Amendment to the United States Constitution, Article I of the Florida State Constitution, or other laws.
4. Action(s) that endanger one's own health or safety.
5. Interference with the freedom of another person to move about in a lawful manner.

Electric Vehicles: Electric vehicles cannot be charged by any of Flagler College’s campus buildings or properties.

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

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

Failure to Follow Direction or Obstruction of College Conduct System: A student is expected to comply with directives given by college officials and/or with the lawful orders of any law enforcement official while acting in accordance with their official position or role. The following behaviors will constitute disciplinary action.

1. Failure to comply with an instruction from a College official and/or with the lawful order of any law enforcement official.
2. The furnishing of false or misleading information to a College official or others, and/or withholding falsifying, or misrepresenting information from College officials or others.
3. Except in the event of an emergency or other circumstance provided by F.S. 553.865(6), willfully entering a restroom and/or changing facility designated for the opposite sex and refusing to exit upon request by any administrative personnel, faculty, security or law enforcement personnel. See the Student Handbook Section regarding Student Complaints and Appeals.
4. Acts that disrupt the College conduct process, including attempting to coerce or influence a person in order to discourage or impair their participation in any College investigation or during any disciplinary proceeding.
5. Conspiracy: Planning with others or influencing others, with or without use of intimidation, to commit violations of the Student Code of Conduct.
6. Violation of the terms of a hearing decision or failure to obey a hearing body directive or order.
7. Improper actions to discourage or impair participation in the conduct process, including but not limited to intimidation of a hearing body, or any participant, before, during, or after a hearing or any conduct-related meeting.

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

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

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

Fire and Safety: In accordance with [Flagler College Policy Statement FCPS# 133](#)

1. Intentionally or recklessly causing a fire.

2. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
3. Removal, damage, tampering or compromising the effectiveness of fire safety or any emergency warning equipment.
4. Failure to evacuate a College building or facility when a fire alarm is sounded or when directed to leave the building by an authorized College representative.
5. Obstructing the area surrounding an emergency exit or leaving exit doors propped open or entering or exiting buildings through emergency-only doors during non-emergencies.
6. Hazardous Chemicals: Possession of dangerous chemicals or use of any such items in a manner that harms, threatens, or reasonably causes fear to others.
7. Presence on the roofs of College buildings, fire escapes, ledges, service elevators, balconies, and other areas that are designated as closed or where access is prohibited.

Firearms, Fireworks, Explosives, Knives and Other Dangerous or Illegal

Instruments: In accordance with [FCPS#123](#)

1. 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.
2. Fireworks/explosives and dangerous weapons are prohibited under Florida law. They may not be brought on campus under any circumstances. Violators of this regulation will be subject to suspension or expulsion from Flagler College.

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

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

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

Harassment: Harassment is strictly prohibited. Verbal, physical, electronic or other conduct, action(s), or statements that are objectively offensive and sufficiently severe, persistent or pervasive as to deny or limit a student's ability to participate in or benefit from

the college's educational programs or activities, or substantially interfere with or alter the conditions of employment.

1. directly, indirectly, or through third parties,
2. by any action, method, device, or means,
3. follows monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

Refer to the Sexual Harassment Policy for the definition of sexual harassment, which is incorporated by reference.

Hazing: It is the [policy](#) of Flagler College to maintain a learning and work environment that is free from hazing of any type. It shall be a violation of college policy for any student, campus guest, or third-party 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.

In accordance with Section 1006.63 (1), F.S., “Hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

It includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

It is not a defense to a charge of hazing that:

- The consent of the victim had been obtained;
- The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

Examples of hazing activities and situations include but are not limited to:

- a. Paddling in any form;
- b. Infliction of excessive fatigue;
- c. Exposure to the elements;
- d. Forced consumption of any substance;
- e. Physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities;

- f. Engaging in public stunts and buffoonery, morally degrading or humiliating games and activities;
- g. Late work sessions, which interfere with scholastic activities.

Hurricanes: Flagler College is located in St. Augustine, Florida, an area susceptible to hurricanes and potential flooding. It is important for all members of the College community to be aware of the risks associated with hurricanes and to stay informed about potential threats. The College will closely monitor weather updates from the National Hurricane Center, local authorities, and other reliable sources. During hurricane events, Flagler College will utilize multiple communication channels to provide timely updates and instructions to the College community. These channels may include email, text messages, social media platforms, the College website, and other appropriate means of communication. At the beginning of each school year, students will be *required* to upload their individual evacuation plans as part of the check-in process. These plans should outline their intended evacuation route, emergency contacts, and preferred shelter location. This information will help facilitate a smooth evacuation process and ensure the safety of all students. For those without transportation, the College will have the ability to transport to local shelters once the shelters have been identified. Flagler may decide to evacuate before an official evacuation order is given and will not re-occupy until Flagler College officials give the all clear.

Identification / Falsification: A Flagler College Identification Card is required for identification purposes on all college property; you may be asked to leave the property if the ID cannot be presented. A fee of \$50 must be paid to obtain a replacement for a lost or damaged card. Once a card is reported lost or stolen and a new card has been purchased, the old one, if found, will not be reactivated. Violations include:

1. Possession, ownership, or use of falsified or altered identification.
2. Permitting another person to use your identification.
3. Use of another person's identification.
4. Failure to show proper identification to a College official.
5. Misuse, alteration, or forgery of any form of identification, document, parking permit/ticket, record, key, and/or property.
6. Impersonation or misrepresentation. Acting on behalf of another person, group, or the College without authorization or prior consent.
7. Providing falsified or altered data/documentation.

Mobility Devices (Non-electric/Non-motorized): Non-service mobility devices (e.g. bicycles, skateboards, balance wheels, rollerblades, scooters, other self-balancing wheeled scooters). **See residence life section for more information regarding use/storage of MDs in Residential areas.*

1. Mobility devices (MDs) are not to be stored in or ridden in any campus building, within breezeways, or near the entrances and exits of any campus building or facility.
2. Mobility devices may not block or obscure entry points of a building, room, or prevent egress for Life/Safety purposes. Bicycle racks are available at the perimeters of residential communities and throughout campus. Bicycles and scooters are to be locked to the provided bike racks.
3. Mobility devices may not be stored in or chained/locked to stairwells, fences, railings, walkways, balconies, light poles, on landscape vegetation (i.e., trees, bushes, etc.), or in the pool area. Mobility devices are also not to be stored under the stairwells.

4. Mobility devices stored improperly are subject to removal without notice and impounded. Confiscation of the mobility device may result in cutting of the lock.
5. The City of St. Augustine, by way of a city ordinance, also prohibits the use these items on St. George Street between Cathedral and Orange Street.
6. It is highly recommended that all bicycles and scooters be registered with the Office of Campus Safety and Security and be secured in a bike rack using a heavy-duty U-lock.
 - The College is not responsible for instances of theft. The college is not responsible for mobility devices being stored during semester breaks. Impounded MDs can be retrieved with Campus Security's approval. MDs left anywhere on campus after Summer Term A will be impounded and donated to a local non-profit organization.

Mobility Devices (Electric/Motorized): Non-service electric or motorized mobility devices (e.g., e-skateboards, hover boards, Segways, e-balance wheels, e-bicycles, motorcycles, scooters, or other self-balancing wheeled e-scooters). This list is not exhaustive. As new mobility devices and motorized vehicles become available on the market, the Dean of Students reserves the right to determine if the device or vehicle is permitted in residential communities. **See residence life section for more information regarding use/storage of Electric/Motorized Mobility Devices in Residential areas.*

1. Motorcycles, motorbikes, scooters, and any other motorized vehicle must be parked in parking lots with proper parking decals. Improperly stored vehicles will be removed at the owner's expense.
2. Mobility devices (MDs) are not to be stored or ridden in any campus building, within breezeways, or near the entrances and exits of any campus building or facility.
3. Mobility devices may not block or obscure entry points of a building, room, or prevent egress for Life/Safety purposes. Bicycle racks are available at the perimeters of residential communities and throughout campus. E-Bicycles and e-scooters are to be locked to the provided bike racks.
4. Mobility devices may not be stored in or chained/locked to stairwells, fences, railings, walkways, balconies, light poles, on landscape vegetation (i.e., trees, bushes, etc.), or in the pool area. Mobility devices are also not to be stored under the stairwells.
5. Mobility devices stored improperly are subject to removal without notice and impounded. Confiscation of the mobility device may result in cutting of the lock.
6. The City of St. Augustine, by way of a city ordinance, also prohibits the use these items on St. George Street between Cathedral and Orange Street. Riding bicycles on campus is also prohibited.
7. It is highly recommended that all e-bicycles and e-scooters be registered with the Office of Campus Safety and Security and be secured in a bike rack using a heavy-duty U-lock.
 - The College is not responsible for instances of theft. The college is not responsible for mobility devices being stored during semester breaks. Impounded MDs can be retrieved with Campus Security's approval. MDs left anywhere on campus after Summer Term A will be impounded and donated to a local non-profit organization.

Photographic Devices: The College does not allow the use of photographic devices within any classroom without approval from the instructor or testing center. Additionally, in order to use someone's picture, the individual must be aware the picture was taken and give approval for its exhibition. The College reserves the right to use photos for brochures and College publications.

Policy on Demonstrations on Campus #128: Demonstrations, **to be conducted on Flagler College property**, by members of the Flagler College community must be registered and approved in writing 72 hours in advance by the Vice President of Student Affairs. The Vice President of Student Affairs shall notify Campus Safety and Security of the approval. For purposes of the policy, “Demonstrations” shall include the presence of one or more persons in a college location with the intent to express a particular point of view in a manner that attracts attention, as in protests, rallies, sit-ins, vigils, or similar forms of expression.

All approved demonstrations (and expression of any form) at Flagler College must be peaceful and orderly and confined to campus. Demonstrations may be organized and led only by members of the Flagler College community. Demonstrations or other forms of expression may not compromise the rights of other members of the college community, nor interfere materially with the general operation of the College. Free speech is a cherished foundation of academia. Forms of expression, however, may not demean or degrade individuals on the basis of race, creed, color, national origin, disability, age, gender, marital status, sexual orientation, religion, veteran status, genetic characteristics, or any other characteristic protected by federal, state or local law.

In the event or threat of a non-approved demonstration or an approved demonstration that is not peaceful or orderly or otherwise violates this policy, the President will immediately be advised and the Campus Crisis Management Team members will be notified in accordance with the Civil Disturbances and Demonstrations of the College’s Comprehensive Emergency Response Plan.

Violators of this policy are subject to appropriate discipline.

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

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

Considerations of date, time, place, and manner:

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

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

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

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

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

Off-Campus Activities: All student clubs or organizations need to be aware of College policy regarding off-campus activities sponsored by an official club or organization. Club or organization sponsored events within a personal residence is prohibited. All sponsored events must be requested and approved through Saints Connect. All participants will be required to complete an off-campus liability waiver. Each organization is responsible for student conduct or behavior at sponsored off-campus events. Disorderly conduct is any disruptive behavior that adversely affects the College community or interferes with the purposes and aims of the institution. Students violating this regulation are subject to dismissal or suspension from the College. Student organizations not exercising the proper degree of judgment and supervision may be subject to loss of charter.

Possession of Illegal Drugs and/or Misuse of Medication: Flagler College complies with the Drug Free Schools and Communities Amendments of 1989 in making students and employees aware of the laws pertaining to the use of alcohol and other drugs and by actively discouraging the violation of these laws.

1. The College's student conduct regulations prohibit the unlawful possession, use, or distribution of illegal drugs, including use of prescription drugs, where the individual(s) possessing or using the drugs is not the individual(s) for whom the prescription drugs are lawfully prescribed.
2. The use, consumption, possession, sale manufacture, trafficking or transfer of any illegal drug or controlled substance, as defined by Florida state and Federal law, for which the individual does not have a legal license or valid prescription is strictly prohibited.
3. Use, display, and/or possession of drug paraphernalia are prohibited. This includes, but is not limited to, bongs, pipes, scales, hookahs, water pipes, or any other item modified or adapted for planting, selling, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the human body.

4. Conspiracy to distribute, deliver and/or sell illegal drugs.
5. Misuse of one's own prescription medication.
6. Driving while impaired.

Restricted Areas: For safety purposes, students are not permitted in the following restricted areas without proper authorization from college officials: Ponce de Leon Hall Towers, fourth-floor solarium area, (and stairs leading to these areas) unless attending an event, maintenance compound area, time clock area in Kenan Hall, any construction areas, basement, roof areas, restricted balconies, freight stairs, storage areas, phone closets, cable closets, unauthorized kitchens, and in fire evacuation stairwells. In addition, the service elevator is restricted except during move in, move out, or for use to attend events in the solarium.

Sexual Misconduct: The College prohibits sexual misconduct, which includes discrimination based on sex, gender-based discrimination, sexual harassment, and sexual violence. Please refer to the College's Sexual Harassment [Policy](#). Any violation of that Regulation is a violation of this Student Code of Conduct.

1. Voyeurism
2. Indecent Exposure
3. Sexual Harassment
4. Domestic Violence and/or Dating Violence
5. Sexual Assault
6. Non-consensual sexual intercourse
7. Any other behavior in the violation of the College's Sexual Harassment Policy.

Smoke and Use of Tobacco Products: The Flagler College campus is smoke and tobacco-free. The use of smoke and tobacco products is prohibited on property, interior, and exterior, owned, rented, or managed by Flagler College, and extends to vehicles parked on campus or in college parking facilities.

1. Smoking, vaping, and/or using smokeless tobacco products, is prohibited anywhere on College property, including buildings, athletic and entertainment facilities (indoors and outdoors), sidewalks, roadways, parking lots, grounds, in vehicles the College owns, rents, or leases, or in personal vehicles parked on College property. This includes smoking, vaping, and/or use of any products which may or may not contain tobacco, nicotine, and/or any other substances.
2. Possession, use and/or consumption of tobacco products when under the legal age, as defined by law.
3. Violating the College's Smoke-Free and Tobacco-Free Campus Policy ([FCPS # 116](#)).

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

Vehicles, Transportation, Shuttles, and Parking Regulations: Students must purchase and display an active parking decal to park in any campus parking facility. If a registered vehicle is sold, or otherwise disposed of, the parking decal should be removed and returned to the Parking Office. A new parking decal will be issued at no charge if the decal is returned. A fee of \$50.00 will be added if the decal is not returned. Parking regulations will be strictly enforced,

and students should be sure to read the agreement they check when obtaining their decal. Kenan Hall parking lot and some other parking lots have reserved spaces designated “RESERVED 24/7,” which are not to be used at any time. Some additional spaces have been designated Authorized Guest Parking Only and are not for student usage. If a student’s vehicle is using a disabled hang tag or disability license plate, proof of disability qualifications must be presented when applying for a parking decal. Vehicles that are improperly parked and/or not displaying an active parking decal are subject to parking citations and immobilization via vehicle booting. Chronic violation of traffic and parking regulations may result in referral to the Student Conduct system and in revocation of parking privileges for the remainder of the term or for the academic year. Students are required to comply with state laws governing the operating of all motor vehicles.

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

Transportation/Shuttles - The Flagler College Office of Campus Safety and Security provides on-campus shuttle services 24/7. Monday - Friday from 7:00 AM to 6:00 PM an hourly shuttle route is run between Sebastian Hall, Abare/FEC Halls, and Ringhaver Student Center. All other times the shuttle will be in an “on call” status and can be reached by calling campus security at 904-819-6200. Students with medical restrictions registered with campus health can call for on-campus transport 24/7.

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

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

5. Failing to abide by gathering requirements. All on campus gatherings, public or private, must comply with applicable College policy, procedure, or other requirements and the most restrictive public health order in place. All off-campus gatherings, public or private, must comply with the most restrictive public health order in place. For example, if specific capacity or density limitations or guidelines are in place, student must abide by those parameters.

Student Infectious Disease Mitigation:

1. Purpose and scope of Student Conduct
 - a. The health and safety of member of the College community are the primary concerns of the College. To this end, we have instituted expectations for students pertaining to the mitigation of the spread of infectious disease. The College added this section, which outlines prohibited conduct for students, to provide the structures necessary to maintain an in-person academic experience, while mitigating the spread of infectious disease.
 - b. This section applies to all College students as defined in the Student Handbook.
 - c. This section is based on recommendations and requirements found in Public Health Orders issued from the Florida Department of Public Health, and St. John's County Public Health. They are also based on Flagler College policies.
2. Beyond the expectations found in this section, and to mitigate the risk of spread of infectious diseases, students are strongly encouraged to take personal responsibility for the health and safety of themselves and others by following these recommendations:
 - a. Educating oneself about infectious diseases and following all CDC guidelines.
 - b. Understanding the local, regional, and statewide recommendations.
 - c. Understanding the campus expectations.
 - d. If contacted by an individual performing contact tracing, students are strongly urged to participate in a timely manner.
 - e. Monitoring public health orders and College policies and ensuring that one is informed of their requirements and recommendations as they are updated.
3. Reasonable Accommodations of this code:
 - a. If a student feels they may require accommodation due to a disability in order to comply with all or parts of this policy, they should contact Disability Services. Disability Services will go through the normal accommodation process and provide a student with an accommodations letter if appropriate.
 - b. If a student feels they may require accommodation due to religion or creed to comply with all or parts of this policy, they should contact The Office of Compliance.

Vandalism or Theft:

- Damage or destruction of public or private property.
- Attempted damage, destruction, or theft of public or private property.
- Knowingly removing or using the property or services of the College or of another person, company or organization without authorization (also known as theft).
- Possession or sale of property or services that are known to have been stolen.
- Improper disposal of garbage, trash, waste, or any behavior considered to be littering.

Violations of Flagler College Regulations, Policies, Rules, Guidelines or Related Requirements: This section includes, but not limited to, requirements for student behavior contained official regulations and policies.

- Violation of the Residential Life rules, guidelines or requirements.
- Violation of the Flagler College Student Clubs and Organizations rules, guidelines or requirements.
- Violation of any College Academic Handbook, professional standards, guidelines or requirements.
- Violation of any College regulation, policy, rule, guideline or requirement.

Violations of Local, State and Federal Laws:

- Violation of Local or State or 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. Any student who is charged and/or convicted with a criminal offense, other than a minor traffic offense, may be subject to 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.
- Failure to self-report a criminal offense. Any student who is charged and/or convicted with a criminal offense, other than a misdemeanor traffic offense, has a duty to self-report it, in writing, to the Dean of Students within 30 days of being charged with the crime. The Dean of Students will review the alleged criminal conduct with the student to determine whether any sanctions under the Student Code of Conduct are necessary. Failure to self-report being convicted and/or charged with a criminal offense, other than a minor traffic offense, within 30 days after being charged with a criminal offense constitutes grounds for immediate suspension or expulsion from the College.

Procedures

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

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

Grievance procedures with regard to sexual harassment, sexual assault, dating violence, domestic violence, stalking, and discrimination should be directed to the Senior Director of Institutional Equity. Referral back to these Disciplinary procedures may be part of the process.

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

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

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

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

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

In general, cases involving the possibility of suspension, dismissal or expulsion are referred to the College Disciplinary Committee for hearing. However, the Dean of

Students will conduct a hearing when cases occur during the summer session, or during the vacations or breaks between terms. For purpose of this provision, a case is deemed to be initiated when the Division of Student Affairs gives the student formal written notice of the charges.

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

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

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

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

The basic procedures in such cases are as follows:

1. The student is given written notice of the charges. The written notification shall include:
 - a. the nature of the hearing and the hearing body;
 - b. the specific charges of complaint; and
 - c. the date, time and place of the hearing.
2. During the hearing the accused student has the opportunity to respond to the charges and to present evidence and witnesses on their behalf. However, evidence may be rejected if it is deemed immaterial, cumulative or otherwise unworthy of consideration.
3. In hearings conducted by the College Disciplinary Committee, the Committee makes a recommendation as to the guilt or innocence of the student and, if appropriate, as to what disciplinary action should be taken. The Committee reports its findings and recommendation(s) to the Dean of Students. After due consideration of the Committee's findings, the Dean shall determine guilt or innocence and, if appropriate, shall take disciplinary action.

4. In hearings conducted by the Dean of Students, the Dean investigates the matter, listens to the accused, considers the evidence presented and makes a decision about the guilt or innocence of the accused.
5. In hearings before the College Continuation Committee, the Committee makes recommendations on the advisability of allowing the student to remain enrolled at the College. The Committee may make other recommendations, as may be appropriate, including guilt or innocence and disciplinary action where infractions of rules, regulations or requirements are involved.

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

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

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

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

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

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

The term "crime of violence" means:

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

The final results of any disciplinary proceeding:

- I. Shall include only the name of the student, the violation committed and any sanction imposed by the institution on that student; and
 - II. May include the name of any other student, such as a victim or witness, only with the written consent of that other student.
9. Flagler College reserves the right to summarily suspend a student prior to hearing when such action is deemed necessary. The student must leave campus as instructed. The student will be notified of the hearing date.

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

Sanctions:

A sanction is the College's educational response to address student behavior when a student has been found responsible for violations of the Student Code of Conduct. Sanctions will be determined by the Dean of Students after their review of the Hearing Body's decision that a student is responsible for the reported conduct charges. In light of the facts and circumstances of each case, the following list describes the range of sanctions, or combination of sanctions (with or without appropriate modifications) that may be imposed upon any student or organization found to have violated the Student Code of Conduct but is not an exhaustive list.

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

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

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

General Disciplinary Probation. When a violation requires more than a letter of reprimand, the student will be placed on General Disciplinary Probation.

Restrictive Disciplinary Probation. Restrictive Disciplinary Probation results in the loss of good standing and is placed in the Student Confidential file in the Division of Student Affairs. Restrictive Disciplinary Probation may include, but is not limited to, residence hall restrictions, campus restrictions, activity restrictions, and club/organization restrictions. Restrictions are in effect for the stated probationary period.

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

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

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

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

Restorative Service. Assignment to perform tasks or services under the supervision of a College department or community service agency.

Reflective Learning. Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, writing research papers, or other educational activities.

Educational Programming. Referral to on-campus educational activities or requirement to host an educational event/speaker for an organization, student population, or College community. Students and/or organizations are responsible for expenses associated for hosting any event. Educational programming sanctions may also include a reflective learning element.

Monitored Events. Organizations who host events may be required to have advisors and/or College officials present for meetings, events, and/or programming for a specified period of time.

Counseling Assessment and Compliance. In certain circumstances in which a student may be a threat to the safety of self or others, the student may be referred for assessment (at the student's expense) to a licensed mental health professional or counseling center for general mental health or other counseling issues. Students found responsible for alcohol and/or drug violations will normally be referred to the Flagler College Office of the Dean of Students for alcohol and/or drug education and assessment but may be referred to an outside agency or counselor based on the seriousness of the violation. Students must comply with all recommendations established as a result of any assessment.

Restitution. Payment of actual damages or loss of services to the College or alleged victim.

Restrictions. Some of the restrictions that may be placed on a student or organization include, but are not limited to:

- Participation in student clubs, groups, activities, or events.
- Representation of the College on an athletic team.
- Holding leadership positions (e.g., Student Government or Resident Assistant).
- Entrance to College Housing areas or any other areas on campus.
- Contact with another specified person(s).
- Change in College Housing assignment.
- Extending an invitation of membership.
- Hosting social events (may include geographical limitations on location).
- Administrative Removal from class(es).

Exclusion from College Housing. (either temporary or permanent).

Cease & Desist Order. Restricting an organization's ability to operate. In some cases, these can be tailored to address the specific violations.

Loss of College Recognition. An organization's separation from the College for a specified period of time. Regaining College recognition may require completion of additional steps.

Transcript Notations. A written notation indicating that disciplinary action was taken. Any sanction that separates a student from the College will be noted on that student's academic transcript.

Financial Refund. In all cases involving suspension, dismissal or expulsion, no financial refunds will be made by the College, and their account is due and payable. Students will normally forfeit tuition, housing board and fees, and other College fees.

Student Records

Privacy of Student Records: The College enforces the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as Amended. This regulation, as it applies to institutions of higher learning, ensures that students have access to certain records that pertain to them. It prohibits others, except faculty members or administrators who have “a need to know” and parents who claim their student as a dependent for tax purposes, from access to their records, unless the student signs a waiver. This waiver, the “Release of Student Information Request” form, may be obtained from the Office of the Registrar or found on-line at the My Flagler website under the Office of the Registrar Forms. The “Release of Student Information” form remains in effect until the student rescinds it in writing.

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

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

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

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

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

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

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

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

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

Flagler College complies with the Student Right to Know Act.

Residence Life

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

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

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

Alcohol Usage: No alcohol will be permitted in first-year halls, commons spaces, lounges, or kitchens. Alcohol is only permitted in the Sebastian House when every occupant in the room is **twenty-one (21) or older**. This includes suites, where every resident in every room must be of legal drinking age or older.

Drinking is prohibited a guest(s) is visiting the room, regardless of age, drinking is prohibited. If a guest(s) is visiting a room in the Sebastian House, and the occupants of the room are **under the age of twenty-one (21)**, the guest(s) cannot bring alcohol into the room, even if the guests are **twenty-one (21) years of age or older**.

Incidents of intoxication and/or misconduct involving the consumption of alcoholic beverages are subject to College disciplinary action. The use or possession of alcoholic beverages by students or their guests **under the age of twenty-one (21)** is prohibited.

Students who are at least twenty-one (21) may consume alcoholic beverages that are made available at events and programs on campus. These beverages will be offered through Catering Services. For more information please refer to the [Alcohol and Illegal Drugs Policy](#).

Balcony Usage: The following items are prohibited on balconies: chairs, sofas, surfboards, mobility devices, grills, barbecues, televisions, speakers, unsupervised pets, garbage, fish tanks, bird feeders, hammocks, flags, or to hang clothing or towels over the balconies. Exceptions to the policy, students in Sebastian House may place outdoor furniture, store their non electric/motorized mobility devices and surfboards on their balcony. In the event of a tropical storm or hurricane, all items must be removed.

Cameras: Doorbell cameras, door cameras, or personal cameras are not permitted to be mounted within or on any residence hall building. The only exception are cameras put in by Flagler College.

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

- Improper checkouts from Students will result in a \$100.00 charge applied to their Student Account.
- Students who are late for checking out will result in a \$50.00 PER hour charge applied to their Student Account.
- Students who leave property in their rooms after moving out (after their contract has ended) will have a \$50.00 PER bag charge applied to their Student Account.
- Students who do not clean their rooms will receive a cleaning fee placed on their Student Accounts.
- **Courtesy Hours:** In order to curtail excessive noise and establish reasonable quiet for those students who wish to study during the daytime, courtesy hours are maintained outside of the established quiet hours: 10:00 pm to 7:00 am Monday-Friday, 12:00 am – 9:00 am Saturday-Sunday.

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

Early Arrivals/Late Departures:

- Students needing residence hall accommodations due to College-related activities are allowed to arrive early/stay late at the request of their coach/advisor and approval of the Vice President of Student Affairs or Dean of Students.
- Students requesting residence hall accommodations for the purpose of convenience will be allowed to arrive early/stay late at the approval of the Vice President of Student Affairs or Dean of Students or Director for Residential Operations and Student Living. Students approved to arrive early/stay late for the purpose of convenience will be required to pay a \$75.00 convenience fee PER night. This fee will be charged to their student account. Approval for early arrivals/late departures will be limited to 2 days prior to their normally scheduled arrival date and 2 days after their normally scheduled departure date.
- Students requesting to move belongings only into the residence halls for the purpose of convenience will be allowed to move their belongings in at the approval of the Vice President of Student Affairs or Dean of Students or Director for Residential Operations and Student Living. Students approved to move belongings only into the residence halls early for the purpose of convenience will be required to pay a \$50.00 convenience fee PER night. This fee will be charged to their student account. Approval to move belongings only into the residence halls will be limited to 2 days prior to their normally scheduled arrival date.

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

The Director for Residential Operations and Student Living reserves the right to exclude any electrical appliance or fixture that may be judged as dangerous or a fire hazard (also see Refrigerator Policy).

Emotional Support Animals: Emotional support animals (ESA) may be permitted in the residence halls pending approval by the Disability Resource Center. Appropriate documentation of the need for the animal must be provided to the Disability Resource Center. No animal should be brought to campus until written permission is received. A minimum charge of \$100.00 per day will automatically be assessed to the account of any student in violation of these regulations.

Approval of an Emotional Support Animal in residence halls does not authorize its use in classrooms or other college buildings, even if it is leashed or caged.

ESA Liability

Students with approved ESAs (i.e. Handlers) of animals are responsible for the actions of their ESA, including bodily injury and/or property damage caused by the ESA. Animals cannot pose a direct threat to the health or safety of others. If an animal is deemed to pose a physical threat to others, actions will be taken to remove it from the residential environment.

The handler is expected to maintain their assigned housing unit and will be accountable for any damage to the facilities and contents per existing policies. Handlers will be assessed charges for damages caused by their animal and for any cleaning beyond normal levels necessitated by their animal. The handler is expected to ensure the cleanliness of their animal as well as the assigned housing unit. Handlers are solely financially responsible for the actions of the animal, including bodily injury or property damage caused to third parties by the animal. Handlers are encouraged to review their own or their parent's/guardian's homeowners or other insurance policy in order to determine whether personal injury or property damage that may be caused by the animal is provided.

ESA Care

Handlers are not to neglect, mistreat or abandon their animal. Handlers must ensure their animals are appropriately contained when the handler is not present during the day while attending class or other activities or is asleep. When handlers are not present, animals cannot be left in the care of a roommate or suitemate. Animals may not be left overnight to be cared for by any individual other than the handler. Handlers absent from their residence overnight or longer; the animal must accompany the handler.

Handlers are expected to provide routine care for their animal for health and safety reasons, ensuring monthly flea and tick prevention, de-worming, routine vaccinations, bathing, and annual examinations by a veterinarian. Residential Life staff will inspect residential facilities on a regular basis as a part of routine health and safety checks of all residential spaces. If fleas, ticks, or other pests are detected during inspection, the unit will be treated using fumigation methods by the College-approved pest control service. Those costs will be billed to the handler.

ESA Behavioral Expectations

The handler must ensure that their animal is not disruptive or a nuisance to members of the residential community. Disruptive behavior includes loud barking or other distracting actions by the animal unless said noises or behaviors are part of the needed service to the handler. An animal is a nuisance when it, among other things, produces excessive noise, causes physical harm to humans or other animals, disrupts instruction, and/or destroys property. To the extent possible, the handler should prevent the animal from sniffing people, dining tables, or the personal belongings of others.

The animal must be on a leash or properly confined in an appropriate carrier if outside the handler's assigned residence, such as when being transported to and from the student housing unit. If the animal is of a type that must be taken outside of the room to relieve itself, the handler must take the animal to an appropriate area for animal relief and waste. The handler must keep the animal from urinating or defecating in the residential space, gardens or cultivated areas of the campus. The handler is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a bag and tied securely before being disposed of in trash receptacles. Animal litter boxes cannot be in bathrooms or shared common spaces with suitemates. Handlers should remove waste from the unit every day, and in some cases, multiple times a day (when necessary to prevent odor and unsanitary conditions). Outdoor animal waste, such as dog feces, must be immediately retrieved by the handler, placed in a plastic bag, and securely tied before being disposed of in outside trash receptacles. Do not bring outdoor animal waste into any housing facility. Hand hygiene is to be performed after attending to animal elimination needs. The handler is responsible for providing bags necessary to comply with these requirements. If the handler does not comply with disposing of animal waste appropriately, the animal could be temporarily or permanently removed.

ESA and Emergency Evacuation

Emergency Evacuation & ESAs: The college is not responsible for removal of the ESA during emergency evacuation events such as a fire alarm. Emergency personnel will determine whether to remove the ESA but will make a reasonable effort to keep the animal with student owner in the event of an emergency evacuation. If emergency personnel remove the ESA, they are not responsible for the care, damage to or loss of the ESA.

- In the event of an emergency evacuation, the student may not be permitted to re-enter the building to retrieve an animal until permission has been granted by the appropriate authority (i.e., fire department, police, etc.). Failure to comply with this policy will result in referral as appropriate to the disciplinary process.
- The student is encouraged to have a plan for sheltering the ESA off campus in the event of a hurricane or other emergency by identifying a shelter that accepts an ESA. On-campus shelter facilities are not equipped to host animals other than service animals.

Fire and Safety: In accordance with [Flagler College Policy Statement FCPS# 133](#)

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

Fire Extinguishers and Alarms: Discharging or tampering with fire extinguishers or causing any type of false alarm is considered a most serious offense. Anyone found guilty of discharging a fire extinguisher, unless using it on an actual fire, or causing a false

alarm is subject to suspension or dismissal from the College. In addition, the guilty party will be assessed a fine of \$200 plus the cost of refilling the fire extinguisher. The pulling of a fire alarm is illegal and punishable under the law by fines and imprisonment. The College will not have control if the fire department investigates. Each hall is equipped with several fire extinguishers in accordance with the fire safety laws and they are regularly inspected. Any tampering with fire extinguishers should be reported immediately to the Resident Advisor or Security Officer on duty.

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

The College prohibits the burning of candles, lanterns, incense, potpourri, etc. in the residence halls and on the campus grounds. Decorative candles are allowed so long as the wick has never been burned. Any candle that has had the wick burned or incense that has been burned will be a violation. Violators may be dismissed from the residence halls. Proper extension cords should be used; electrical items must be plugged directly into the wall outlet or into a power strip. Door and hall decorations can be potential fire hazards. Students should use care in the selection and choice of decorations.

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

Fire Control and Escape Routes: All buildings at Flagler College are equipped with fire escape routes, smoke detectors and sprinkler systems. The fire control system includes an Aegis fire detection and warning system, an extensive water sprinkler system; and masonry-encased-with-steel fire escape towers. The Aegis system incorporates heat signals and smoke detectors providing simultaneous sound and visual signals of fire at both the College and the Aegis monitoring center. The entire system is checked and tested on a monthly basis. Also, regular and routine fire drills are conducted. Escape routes are posted in each room.

- Placing items on the balconies intended for entering and exiting a room or building is strictly prohibited.
- Tampering with any fire safety equipment is a third-degree felony and will result in disciplinary action.

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

Furnishings: Each room has a bed, mattress, dresser, desk, desk chair, closet or wardrobe for each student and one wastebasket for the room. College furnishings are not to be removed from the room. College furnishings may not be dismantled. Bed risers are permitted on non-bunked beds.

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

Keys & Key Cards (rooms): Room and/or ID/Key cards are distributed to resident students at the beginning of the semester in which they begin. All keys must be returned at the end of the semester in which the student leaves or the end of the academic year. Keys not returned will result in a \$100.00 lock change charge. A \$50.00 charge is assessed for the replacement of each key including roommates. Lost or damaged ID/key cards will be replaced at a charge of \$50.00. College policy prohibits duplication of residence hall room keys, ID/key cards, or entrance keys. Violators will be subject to disciplinary action. Rooms should be kept locked at all times. Students are subject to a \$50.00 charge for having security open a room.

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

Maintenance and Housekeeping: The Custodial Staff will clean corridor areas. It is recommended that students bring additional cleaning supplies as well as a vacuum cleaner for their residence hall room. Facilities will conduct general maintenance and housekeeping inspections monthly. The primary purpose of these inspections is to evaluate the general condition of each residence hall room and to recommend any necessary maintenance operations. Students are responsible for reasonable care of all common areas near their own living quarters. Any damage to hallways, floors, buildings (including exterior), and/or other common areas will be repaired, and the cost assigned to those deemed liable.

Residence Life staff will conduct Health and Safety inspections of rooms and baths at least monthly. If this inspection reveals that a room or bath is not being maintained at reasonable standards of cleanliness, the incident will be reported to the Office of Residence Life. Students who have rooms or bathrooms in need of cleaning will be notified and given ample time to rectify the situation.

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

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

Mobility Devices (Non-electric/Non-motorized): Non-service mobility devices (e.g. bicycles, skateboards, balance wheels, rollerblades, scooters, other self-balancing wheeled scooters). Dependent upon room space allocation, residents are permitted to store their non-electric/non-motorized mobility device in their room with roommate written consent within the roommate agreement.

- Mobility devices are not to be ridden or stored in common residential areas, courtyards, or near the entrances and exits of the residential areas.
- For safety concerns, bicycles or scooters may not be hung in or around any room, suite, or apartment.

- Bicycles or scooters may not block or obscure entry points of the room or prevent egress for Life/Safety purposes. Bicycle racks are available at the perimeters of residential communities and throughout campus.
- Mobility devices may not be stored or attached to stairs, stairwells, fences, railings, walkways, balconies, light poles, on landscape vegetation (i.e., trees, bushes, etc.), or within the pool area. Mobility devices are also not to be stored under the stairwells.
- Residents of Sebastian House may store their bicycles on their balconies but must remove them in the event of a tropical storm or hurricane.
- Mobility devices stored improperly are subject to removal without notice and a fine assessed. Confiscation of the mobility device may result in cutting of the lock.
- It is recommended that all bicycles and scooters be registered with the Office of Campus Safety and Security and be locked in a bike rack using a heavy-duty U-lock.

Mobility Devices (Electric/Motorized): Non-service electric or motorized mobility devices (e.g., e-skateboards, hover boards, Segways, e-balance wheels, e-bicycles, motorcycles, scooters, or other self-balancing wheeled e-scooters). Are not to be ridden or stored in the residential areas, courtyards, or near the entrances and exits of the residential areas.

- Segways, electric bicycles, electric skateboards, electric scooters, and hover boards are not permitted in the residence halls.
- Motorcycles, motorbikes, scooters, and any other motorized vehicle must be parked in parking lots with proper decals. Improperly stored vehicles will be removed at the owner's expense.
- Riding or storage of motorcycles, scooters, or other motorized vehicles in residential courtyards and enclosed areas (e.g., rooms, hallways) is not permitted. This list is not exhaustive. As new mobility devices and motorized vehicles become available on the market, the Department of Residence Life reserves the right to determine if the device or vehicle is permitted in residential communities.
- Mobility devices may not be stored or attached to stairs, stairwells, fences, railings, walkways, balconies, light poles, on landscape vegetation (i.e., trees, bushes, etc.), or within the pool area. Mobility devices are also not to be stored under the stairwells.
- Mobility devices stored improperly are subject to removal without notice and a fine assessed. Confiscation of the mobility device may result in cutting of the lock.
- It is recommended that all e-bicycles and e-scooters be registered with the Office of Campus Safety and Security and be locked in a bike rack using a heavy-duty U-lock.

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

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

COST

- \$10 per night

- \$50 per night for each unregistered guest.

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

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

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

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

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

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

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

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

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

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

A non-refundable deposit serves as a Binding Agreement to fully pay for room and board for the next academic year. Once the deposit is received, the student may be refunded in accordance with the cancellation timeline. The right of the student to occupy the room terminates when they cease to be registered as a full-time student; however, the student will still be charged for the room. The College may require the student to move from the residence hall as a disciplinary or other impacting measure, in which instance there will be no refund. The Flagler College Housing Contract is for the full academic year and no refunds will be given. Flagler College does

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offer GradGuard, an insurance policy covering tuition and housing expenses, for an additional cost.

Residence Hall Policy: All new incoming freshmen must reside on campus, unless they live locally with their parents or are over 20 years of age. Factors considered for approval of a freshman commuter request include but are not limited to distance to campus, who the student plans to reside with, and having reliable transportation. All incoming transfer students are permitted to live off campus. For students who enroll for the fall semester, housing contracts are for the full academic year; thus, the student is responsible for the Fall and Spring semester room charges.

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

Room Change Policy:

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

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

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

Visitors: Residence Hall Visitation: College policy does permit residence hall visitation by currently enrolled students who do not live in the hall they intend to visit if they are a guest of a student who does live in that hall. Residents must escort the guest at all times and can only proceed to the resident’s room. Roommate agreements are necessary before any guests are allowed to visit the room. All guests must be either an enrolled Flagler College student, or at least 18 years of age if they are a non-Flagler College Student. All guests must vacate the residence halls by midnight if they are not registered as an overnight guest. Residents may only have two guests per visit. This policy applies to all Residence Halls. Students who violate any

part of this regulation are subject to disciplinary action by the Dean of Students. In the event of a violation of this regulation all parties involved, occupants and visitors, are held responsible. The privilege of any individual, floor, or building may be revoked at any time.

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