



Student Handbook

2025-2026

Dean of Students

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STUDENT HANDBOOK

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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

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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](#)

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 requested to provide their individual evacuation plans as part of the check-in process.

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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 designated shelters once the shelters have been identified. Flagler may decide to evacuate before an official government evacuation order is given and will not re-occupy until Flagler College officials give the all clear. For more information, please visit our [Emergency Information webpage](#) on Hurricanes.

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 fostering an environment that is free from discrimination, harassment, and retaliation with adherence to high ethical standards. It is the policy of Flagler College not to permit discrimination in its programs and activities on the basis of race, color, religion, national origin, sex, disability, or any other characteristic protected by federal, state, or local law. This commitment applies to all aspects of the educational experience, including admissions, academics, housing, and employment.

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.

Graduate Students

Students wishing to submit a complaint or grievance regarding their participation in the graduate program should contact [Laura Stevenson](#), Vice President - Chief of Staff, at lstevenson@flagler.edu. If the student is dissatisfied with the result, the student has the right to appeal the College's decision within the institution.

Download the Written Student Complaint Procedures below.

- [312 \(SS 6.8\) Written Student Complaints \(PDF\)](#)

FL-DOE

In the event that any student (undergraduate or graduate) 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 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 \(PDF\)](#)

Distance Education Students

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Students must first exhaust all institutional procedures—and, when applicable, any state complaint processes—before submitting a complaint to an external authority, in accordance with the [SARA Policy Manual](#).

Students enrolled under the State Authorization Reciprocity Agreement (SARA) who wish to file a complaint related to distance education after completing all institutional and relevant state complaint processes may appeal to the **Florida SARA Council**, pursuant to [Rule 6N-1.006, Florida Administrative Code](#).

- [Florida SARA](#)

For more information on Flagler College's State Authorization Reciprocity Agreement (SARA), please visit:

- [State Authorization for Online Programs and Courses](#)

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 (i.e. Grades, Academic Accommodations, Directory Information, Athletic Standing, Financial Information, Residence Life Information, Student Activities, and Disciplinary matters) 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. The FERPA release waiver does not apply to Counseling or Health related records.

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. Flagler College may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals (§99.36).

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.

Students Rights and Responsibilities

Student Rights:

Students have the right:

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

6. To be free of unreasonable intrusions into personal records and/or matters relevant to identity, living space, and well-being;
7. To have support in understanding self and others, getting involved with organizations on campus, planning careers, and making decisions;
8. To have access to established procedures for respectfully presenting and addressing their concerns/complaints to the College;
9. To have access to a variety of activities beyond the classroom, which support intellectual and personal development;
10. To have access to qualified faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for the learning process;
11. To understand the requirements of academic programs and receive timely, useful, and regular information and advising about relevant academic and graduation requirements;
12. To be informed in writing (typically a syllabus) of the specific requirements and expected learning outcomes of the courses at the beginning of the semester and to expect that course requirements will not be changed without notice;
13. To have clear indication of their educational progress in those courses in which they are enrolled and to know how the various assignments are weighted;
14. To receive a fair, transparent and impartial assessment of performance and behavior 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 the Student Handbook, made accessible based on their accommodations approved by the Disability Resource Center pertaining to 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 uphold the highest standards of conduct, not only for themselves but also for their invited guest(s). Students are responsible for the actions and behaviors of any guest(s) they bring onto campus or to college-affiliated events. Student should ensure their guest(s) are informed about and comply with established rules and policies set forth by the college, a department, or those set forth for a specific event. Guest(s) must be at least 18 years old, or the host must secure prior permission from the Division of Student Affairs;
4. 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;
5. 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;
6. 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;
7. 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.

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.

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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 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.

Employee-Student Relationships: Employee (non-students) 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 an employee 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 an employee member and a student are prohibited and should be reported to titleix@flagler.edu. Punitive action will not be taken against students for reporting a concern or infraction.

Food Services: Flagler College contracts ARAMARK to provide food services for students, faculty, and staff. First-year incoming resident students are required to purchase the All Access (full) meal plan for the entire first academic year in the residence halls and have the option of upgrading to the All Access VIP meal plan. Transfer students, returning residents, and non-resident students may choose the option of the All Access (full) meal plan or select one of the other options, the All Access VIP, the 15-meal plan or the 10-meal plan. Sebastian House residents may also select the Sebastian 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 by visiting flagler.campusdish.com or by paying cash at the door of the dining hall.

With the exception of first-year students, meal plans may be decreased through the end of the Add/Drop period. Meal plans may be increased at any time throughout the year by contacting Food Services or Student Affairs.

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.

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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.

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](#). Students are encouraged to obtain tuition insurance “Grad Guard”. To obtain more information, contact studentaccounts@flagler.edu or follow this link <https://gradguard.com/tuition/flagler>.

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 Academic 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:

A student may change their schedule without penalty during the add/drop period at the start of each term. After the add/drop period ends, a student who is unable to successfully complete a course must log-in to MyFlagler and complete the [Single Course Withdrawal](#) form. A grade of “W” will be assigned to withdrawn courses if submitted prior to the withdrawal deadline list on the [Academic Calendar](#), with the exception of withdrawals from [ENG 142](#), [COR 101](#), [COR 102](#), [COR 103](#) or [COR 104](#) which will be assigned a grade of “WF” even if the withdrawal occurs before the course withdrawal deadline listed on the academic calendar.

A student who withdraws, or is withdrawn, from a course during the last four weeks of the semester will receive a grade of “WF,” regardless of whether the withdrawal is student or faculty initiated. Any drop or withdrawal that results in the student being enrolled in less than 12-credits/full time also requires the completion of the [Withdrawal from Full-Time to Part-Time](#) form on MyFlagler. Dropping or withdrawing from all enrolled courses at any point during a term requires a full [Withdrawal](#) from the college.

Dropping or withdrawing from courses may have a negative impact on a student’s academic progress, graduation date, tuition, financial aid, on-campus housing eligibility, and more. Students should consult with the Center for Advising and Core Experience (CACE) or their faculty advisor prior to dropping or withdrawing from courses.

Continuation Committee

Matters brought before the Continuation Committee may concern academic or disciplinary issues, as well as behavioral, social, or emotional concerns that question a student’s continued enrollment at Flagler College. In such cases, the Dean of Students, in consultation with the Dean of Academic Life, will appoint an ad hoc Continuation Committee to review the situation and recommend appropriate actions. The Committee’s recommendations may include probation, suspension, dismissal, expulsion, voluntary withdrawal, or other stipulations as deemed necessary.

The Committee will provide guidance on whether the student should be allowed to remain enrolled and may also offer recommendations related to accountability and disciplinary actions when infractions of college policies or regulations are involved.

- For academic matters (e.g., class attendance issues, incivility towards instructors or peers, disruptive behavior in class), the Committee will submit its findings and recommendations to the Dean of Academic Life.
- For non-academic matters (e.g., social, behavioral, emotional, or psychological concerns), the Committee will report its findings and recommendations to the Dean of Students.

After reviewing the Committee’s findings, the Dean of Students or the Dean of Academic Life will make a determination regarding responsibility and, if warranted, implement disciplinary actions. The student will be notified in writing of the decision and any resulting disciplinary measures.

Continuation Committee Hearings

The following outlines the procedures for Continuation Committee hearings:

1. The student will receive written notification regarding the matter of concern. This notification will include: a. The purpose of the hearing and the committee conducting it; b. The specific charges or concerns related to the issue; and c. The date, time, and location of the hearing.
2. During the hearing, the student will have the opportunity to respond to the charges or concerns and present evidence and witnesses in their defense. However, any evidence that is deemed irrelevant, redundant, or otherwise unworthy of consideration may be excluded.

3. If the student fails to attend the scheduled hearing, the hearing will proceed in their absence (in absentia). In such cases, the student forfeits the opportunity to present new information or relevant facts, and the committee will make a decision based solely on the information already available.
4. All hearings are conducted in private, and the proceedings are kept confidential. The names and details of those involved will not be disclosed to the public.

Appeals

Students have the right to appeal any adverse action. To do so, they must complete and submit an Appeal Request Form within 48 hours of receiving the written notice of the hearing's outcome.

Grounds for appeal include:

1. Significant due process errors;
2. Severity of the sanction imposed; or
3. New information that was unavailable at the time of the hearing and could alter the outcome.

- Appeals related to academic matters will be reviewed by the Vice President of Academic Affairs, who will determine if the grounds are sufficient to warrant an appeal hearing.
- Appeals related to non-academic matters will be reviewed by the Vice President of Student Affairs, who will similarly assess if the grounds justify an appeal hearing.

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/her/them 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 and may be held responsible for the behavior of their guests and visitors on campus or at college sponsored events. 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.

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. **Underage Alcohol Consumption:** Possession, use and/or consumption of alcohol when under the legal drinking age, as defined by law.
2. **Open Container Violations:** Possession of open containers of alcohol or consuming of alcohol in non-approved areas.
3. **Supplying Alcohol to Minors:** Dispensing, selling, and/or supplying alcoholic beverages to an individual who is under the legal drinking age, as defined by law.
4. **Prohibited Alcohol Containers:** Possession or use of beer kegs, party balls, and/or other common sources of mass volume alcohol on campus.
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. **Policy Violations Under Influence:** 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. **False Age Representation:** Misrepresenting or misstating one's age or using altered identification in order to prove legal drinking age.
8. **Prohibited Alcohol Consumption Devices:** 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. **Alcohol and Drug Policy Violation:** Violation of the College's [Alcohol and Illegal Drugs Policy](#).

Animals, Pets, and Wildlife:

1. **Unauthorized Animal Possession:** 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. **Improper Animal Waste Disposal:** Failure to properly dispose of animal waste.
3. **Animal Neglect or Abuse:** Abandonment, neglect and/or abuse of an animal.

4. **Interaction with Stray or Wild Animals:** Feeding or interacting (luring, petting, harboring) with any stray or wild animals.
5. **Student Handler Responsibilities:** Failure to uphold student handler responsibilities for approved animals, Service 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 Misuse:** Theft or other misuse of computer resources.
2. **Unauthorized File Access and Entry:** Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

3. **Unauthorized File Transfer or Download:** Unauthorized transfer or download of a file.
4. **Unauthorized Use of Identify or Password:** Unauthorized use of another individual's identity or password.
5. **Interference with Work:** Use of computing facilities to interfere with the work of another student, faculty, or staff member of the College.
6. **Transmission or receipt of Unlawful Data:** Use of computing facilities or technology to send or receive data deemed to be unlawful, such as child pornography or other illegal material.
7. **Disruption of College Systems Operations:** Use of computing facilities or services which interferes with the normal operation of the College system.
8. **Unauthorized Alteration or Destruction:** 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. **Illegal Use of College Computer Systems:** 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. Sidewalk Chalk is an effective, low-cost, method of publicity. Chalking is only allowed on College sidewalks, using water-soluble chalk. Chalking must be located on sidewalk areas that are not covered by awnings or any other covering, so chalk can be naturally washed away by rain. Make sure that chalking is not applied to College buildings or vertical surfaces and do not use paint or indelible markers.

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 or Vandalism: 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 disciplinary action and fines.

1. **Property Damage or Destruction:** Damage or destruction of public or private property.
2. **Attempted Property Damage:** Attempted damage, or destruction of public or private property.

3. **Improper Waste Disposal:** Improper disposal of garbage, trash, waste, or any behavior considered to be littering.

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 them from initial enrollment or from continuing enrollment for successive terms. Once enrolled, students are accountable for their conduct on or off campus through the duration of their enrollment, including but not limited to academic breaks, internships, study abroad trips. 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:** 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 Law:** Violation of “any” law, statute, or ordinance
3. **Forgery of Official Documents:** Forging of a faculty/administrators’ name on any document
4. **Indecent or Obscene Behavior:** Indecent or obscene conduct or expression

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

Endangerment:

1. **Physical Harm to Others:** Physical injury or harm towards another person or group.
2. **Threat of Physical Harm:** A verbal, written, or physical threat of physical injury or harm towards another person or group.
3. **Endangerment of Others:** 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. **Self-Endangerment:** Action(s) that endanger one's own health or safety.
5. **Interference with Freedom of Movement:** Interference with the freedom of another person to move about in a lawful manner.
6. **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

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. 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.

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. **Non-Compliance with Official Instructions:** Failure to comply with an instruction from a College official and/or with the lawful order of any law enforcement official.
2. **Providing False Information:** 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. **Unauthorized Entry into Opposite-Sex Facilities:** 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. **Disruption of Conduct Process:** 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 Hearing Decisions:** Violation of the terms of a hearing decision or failure to obey a hearing body directive or order.
7. **Improper Conduct During Proceedings:** 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, a 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

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

1. **Intentional or Reckless Fire Setting:** Intentionally or recklessly causing a fire.
2. **Prohibited Open Flames:** Any open flame without prior approval or outside of a sanctioned college event is prohibited.
3. **False Emergency Activation:** Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
4. **Tampering with Fire Safety Equipment:** Removal, damage, tampering or compromising the effectiveness of fire safety or any emergency warning equipment.
5. **Failure to Evacuate During Alarm:** 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.
6. **Obstruction of Emergency Exits:** 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.
7. **Hazardous Chemicals Possession:** Possession of dangerous chemicals or use of any such items in a manner that harms, threatens, or reasonably causes fear to others.
8. **Unauthorized Roof or Restricted Area Access:** 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.

Possession of Weapons and Destructive Devices: In accordance with [FCPS#123](#)

1. **Prohibited Weapons on Campus:** 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, airsoft, paintball, carbon dioxide and spring propelled guns, swords, dirks, knives (other than a common pocketknife, plastic knife, or blunt-bladed table knife), metallic knuckles, blackjack, bow and arrows or crossbows or other devices designed or intended to propel a missile or object 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 and Explosives Prohibition:** The possession or use of fireworks of any description or explosive devices is prohibited on college premises or at any college-sponsored function. Fireworks, explosives, and dangerous weapons are prohibited under

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Florida law and may not be brought on campus under any circumstances. Violators of this regulation will be subject to suspension or expulsion from Flagler College.

The only exceptions to this prohibition are:

- A sworn law enforcement officer may carry a weapon on College property, College-controlled property or to College sanctioned events;
- Students may carry a lawful self-defense chemical spray which is compact in nature, containing no more than two ounces of chemical, designed to be carried on or about the person solely for purposes of self-defense;
- Possessing and using a razor blade and/or a box cutter for lawful and intended purposes is permitted. Specifically, razor blades may be possessed and used for personal hygiene and a box cutter may be possessed and used as a tool for College-sanctioned or College-sponsored events.

In accordance to 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 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 to 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. Padding 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.

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. **Falsified or Altered Identification:** Possession, ownership, or use of falsified or altered identification.
2. **Unauthorized Use of Identification:** Permitting another person to use your identification.
3. **Use of Another Person's Identification:** Use of another person's identification.
4. **Failure to Present Identification:** Failure to identify oneself or show proper identification to a College official.
5. **Misuse of Identification or Documents:** 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. **Falsified Data or Documentation:** Providing falsified or altered data/documentation.
8. **False Statements and Withheld Information:** Knowingly withholding related information or making false or mislead oral, or written statement to the College and/or any College Official.

Misuse of Vehicles and Transportation Devices: Please refer to the Parking Services website or your parking contract for parking rules and expectations. Note: Chronic and habitual violators are subject to lose their parking privileges for the remainder of the term or the academic year.

1. **Misuse and Tampering with Safety Devices:** Misuse, damage, tampering, and/or removal of transportation safety and enforcement devices such as cones, signage, or boots.
2. **Disregard for Traffic and Parking Instructions:** Disregard for traffic or parking safety instructions.
3. **Non-Compliance with College Parking Rules:** Failure to comply with the College Parking Services rules and expectations, including but not limited to:
 - Failing to properly display a college issued parking decal,
 - Failing to park in a designated space based on your permit (not parking in reserved or unauthorized spaces),
 - Failing to park your vehicle appropriately based on space.
 - Failing to park motorcycles, scooters, and/or mopeds in designated areas.
4. **Violation of State Motor Vehicles Laws:** Failure to comply with State Laws governing the operating of all motor vehicles.

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. **Restrictions on Mobility Device Storage and Use:** 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. **Obstruction of Entry Points:** 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. **Prohibited Storage Locations:** 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.
 - Enforcement and Removal of Improperly Stored Devices: Mobility devices stored improperly are subject to removal without notice and impounded. Confiscation of the mobility device may result in cutting of the lock.
4. **City Ordinance Restrictions:** The City of St. Augustine, by way of a city ordinance, also prohibits the use of these items on St. George Street between Cathedral and Orange Street.

Registration and Security Recommendations: 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. **Parking Regulations for Motorized Vehicles:** 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. **Restrictions on E-Mobility Device Storage and Use:** 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. **Obstruction and Entry Points (EM):** 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. **Prohibited E-Storage Locations:** E-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.
 - **Enforcement of Improper Storage:** 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. **Charging Restrictions:** Mobility devices or their batteries may not be charged within any college building or facility.
6. **City Ordinance and Campus Riding Restrictions:** The City of St. Augustine, by way of a city ordinance, also prohibits the use of these items on St. George Street between Cathedral and Orange Street. Riding bicycles on campus is also prohibited.

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

1. **Prohibition of Recording Devices in Classrooms:** The College does not allow the use of photographic or recording devices within any classroom without approval from the instructor or testing center.
2. **Consent for Use of Images and Recordings:** To use someone's picture or auditory recording, the individual must be aware of the photograph or recording and give approval for its exhibition. Electronic transmission of photographs or video of any person without the subject's expressed permission is also prohibited.

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. 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. **Unlawful Possession and Use of Drugs:** 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. **Prohibition of Illegal Drugs and Controlled Substances:** The use, consumption, possession, sale manufacture, trafficking or transfer of any illegal drug or controlled substance, as defined by Florida state and Federal law.
3. **Drug Paraphernalia Resections:** 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 Illegal Drugs:** Conspiracy to distribute, deliver and/or sell illegal drugs.
5. **Misuse of Prescription Drugs:** Misuse of one's own prescription medication.
6. **Impaired Operation of Transportation:** Control or operation of any mode of transportation while impaired by a regulated or controlled substance.
7. **Attendance Under the Influence:** Reporting to class, an organizational meeting or other College authorized event while under the influence of drugs.

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.

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

Sexual Misconduct: The College prohibits sexual misconduct, which includes discrimination based on sex, sexual harassment, and sexual violence. For cases involving sexual harassment, sexual assault, dating violence, domestic violence, or discrimination on the basis of gender where the conduct occurred on campus or within an academic program or activity, students should refer to the [Sexual Harassment Policy](#). For all other reports involving sexual assault, dating violence, domestic violence, or stalking as defined by this code of conduct by a student, students should refer to the [Non-Discrimination and Equal Access Policy](#). The conduct address in the above policies and below is a violation of this Student Code of Conduct.

1. **Voyeurism:** To trespass, spy, eavesdrop, or otherwise invade the privacy of another for the purpose of personal sexual arousal.
2. **Indecent Exposure:** To expose or exhibit one's sexual organs in public or within the private premises of another, or so near thereto as to be seen from such private premises, in a vulgar or indecent manner, or to be naked in public except in a place provided for that purpose. It also includes the unwelcome transmission of sexual images of one's own sexual organs or nakedness such as via sexting.
3. **Sexual Harassment:** means unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, written, or electronic communications or physical conduct of a sexual nature that is objectively offensive and sufficiently severe, persistent, or pervasive so as to deny or limit an individual's ability to participate in or benefit from the College's educational programs or activities, or substantially interfere with or alter the conditions of an employee's employment.

4. **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by: a current or former spouse of the victim, a person with whom the victim shares a child in common, a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Florida, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Florida has the meaning assigned to it under FERPA.
5. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Reporting Party. The existence of such a relationship shall be determined based on the consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
6. **Sexual Assault:** any sexual act including Rape, Sodomy, Sexual Assault With An Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse.
 - Rape — (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - Sexual Assault With An Object — To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - Fondling — The intentional touching of the clothed or unclothed body parts, without consent, of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or the forced touching by the victim of the other individual's clothed or unclothed body parts, without consent of the victim, for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
 - Incest — Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory Rape — Nonforcible sexual intercourse with a person who is under the statutory age of consent
7. **Stalking:** engaging in a course of conduct directed at a specific person based on their sex that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
8. Any other behavior in 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 and Tobacco Use Ban:** 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 (except for nicotine patches and gum), and/or any other substances.
2. **Underage Tobacco Possession and Use:** Possession, use and/or consumption of tobacco and nicotine products when under the legal age, as defined by law.
3. Violating the College's Smoke-Free and Tobacco-Free Campus Policy ([FCPS # 116](#)).

Theft of Property:

1. **Unauthorized Use or Removal of 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).
2. **Possession or Sale of Stolen Property:** Possession or sale of property or services that are known to have been stolen.

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. This includes providing immunization records to our campus partner Med+Proctor.
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.

Student Infectious Disease Mitigation: The health and safety of member of the College community are the primary concerns of the College. To this end, the following expectations have been instituted for students pertaining to the mitigation of the spread of infectious disease. This section outlines prohibited conduct for students, to provide the structures necessary to maintain an in-person academic experience, while mitigating the spread of infectious disease.

1. 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 and heeding to the local, regional, and statewide recommendations.
- c. Understanding and following the college's 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.

Reasonable Accommodations of this code:

- 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.
- 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.

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.

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

Violations of Local, State and Federal Laws:

1. **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.
2. **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 **48 hours** 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 48 hours after being charged with a criminal offense constitutes grounds for immediate suspension or expulsion from the College.

Conduct Disciplinary Process and Procedures

Flagler College upholds high standards of personal conduct and ethics, outlined in its rules, regulations, and policies. These standards are essential for maintaining campus order, promoting student safety and welfare, fostering civility and respect, and furthering the College's mission. In some cases, these policies may restrict certain activities or prohibit behaviors that are disruptive to the institution's operations or its goals. Students are expected to be familiar with these rules, as outlined in the Catalog and Student Handbook, and must comply with them.

While the College's disciplinary procedures are designed to be fair, they differ from the legal protections offered in a court of law, especially compared to the due process rights at public institutions. The goal of Flagler's disciplinary process is to provide a prompt, administratively practical, yet fundamentally fair resolution for disciplinary cases, balancing the institution's need to uphold standards with the rights of the accused. By enrolling at Flagler, students agree to comply with the disciplinary process and its policies, which may be amended as needed.

For cases involving sexual harassment, sexual assault, dating violence, domestic violence, or discrimination on the basis of gender where the conduct occurred on campus or within an academic program or activity, students should refer to the [Sexual Harassment Policy](#). For all other reports involving sexual assault, dating violence, domestic violence, or stalking as defined by this code of conduct by a student, students should refer to the [Non-Discrimination and Equal Access Policy](#). These procedures may be integrated into the disciplinary process as appropriate.

Disciplinary Process

The Office of the Dean of Students may receive information about a student's misconduct either informally from faculty, staff, students, or community members, or formally through an incident report. Any member of the Flagler community can file an incident report; forms are available on the [College's website at www.flagler.edu/reporting](#).

Upon receiving information, the Dean of Students or their designee may:

- Review and investigate the information to determine whether the allegations have merit and can be resolved administratively. If the allegations are found to lack merit, no further action will be taken.
- Call any student and/or employee for a meeting, even without an incident report. However, formal charges require a report to initiate the disciplinary process to address student behavior.
- Issue a Charge Letter to notify the individual(s) or organization(s) involved of the alleged violations.
- Take immediate disciplinary action to summarily suspend individuals or organizations pending an investigation and hearing.

Disciplinary Procedures

The College ensures procedural fairness for students accused of violating the Student Code of Conduct. The following procedures apply:

1. The student will receive a charge letter outlining the alleged violations, details of the incident, potential actions or sanctions, and the date of their originally scheduled hearing.
2. The student may respond within three (3) days to either accept responsibility for the charges or deny responsibility and request their resolution method.
 - a. If the student accepts responsibility, they may resolve the matter through an Agreed Resolution meeting with a hearing officer to determine appropriate sanctions.
 - b. If the student denies responsibility, an administrative hearing will be held.
3. If a student fails to respond to the charge letter and attend their scheduled hearing, the hearing officer will proceed with the hearing in absentia and will make a decision based on the information available.

Resolution Methods

- **Agreed Resolution:**

This process allows the student to resolve the violation by accepting responsibility and working with the hearing officer to determine sanctions. If the student does not attend the scheduled meeting, the resolution will proceed in absentia, meaning the hearing officer will make a decision based on the information at hand.

- **Administrative Hearing:**

If the student denies responsibility for the charges or fails to respond to the charge letter, a hearing is conducted by a hearing officer who reviews the charges, evidence, and any other relevant information. A decision is then made on the student's responsibility and any appropriate sanctions. If the student does not attend, the hearing will proceed in absentia, and the hearing officer will base their decision on existing information.

Administrative Hearing Procedures

The College's disciplinary hearings aim to determine whether a violation of the Student Code of Conduct occurred. These hearings do not replicate the legal processes of a court of law—students are not allowed legal representation or parental representation, confrontation of witnesses, or discovery. Students can have a support person during the process with written permission granted by the hearing officer. The focus is on determining responsibility for the reported violations, not on adhering to legal procedures.

Basic procedures include:

- Written notice to the student of the charges, the nature of the hearing, the name of the hearing officer, and the hearing's time and place.
- The student's opportunity to respond to charges and present evidence and witnesses, though irrelevant or redundant evidence may be excluded.
- The hearing officer investigates, listens to the accused, reviews evidence, and makes a decision regarding the student's responsibility.

- Following the hearing, the hearing officer will inform the student via their Flagler College email of the decision and any disciplinary actions imposed.

All hearings are private, and College administrators and staff are committed to maintaining the confidentiality of the proceedings. The names of those involved will not be disclosed to the public.

Upon written request, the College will provide the alleged victim of a crime of violence or non-forcible sex offense with the outcome of any disciplinary proceeding related to that crime. If the alleged victim is deceased as a result of the crime, their next of kin will be treated as the victim for the purpose of this disclosure.

A "crime of violence" is defined as:

- Any offense that involves the use, attempted use, or threatened use of physical force against a person or property; or
- Any felony offense that inherently carries a substantial risk of physical force being used against a person or property during its commission.

The final results of any disciplinary proceeding will only include:

- The name of the student, the violation committed, and any sanctions imposed by the institution;
- The name of any other student, such as a victim or witness, may only be included with their written consent.

Flagler College reserves the right to summarily suspend a student prior to a hearing if such action is deemed necessary. In such cases, the student must immediately leave campus and will be notified of the hearing date.

The College retains the right to modify these procedures in response to the unique circumstances of a particular case.

Special Procedures Involving Medical Amnesty

If the case includes on- or off-campus conduct involving students who sought assistance for themselves or others as a result of a hazing incident, intoxication, or medical emergency, it will follow the procedures outlined below.

In addition to the investigation procedures outlined in Disciplinary Process, the Dean of Students Office (DOS) and CARE (Campus Assessment, Referral, and Evaluation) staff may become involved if further information is needed to determine the appropriate resolution by DOS.

Notice: If a case is determined to fall under Medical Amnesty, the student will receive an outreach letter from the CARE Office with a scheduled appointment to review the incident that occurred, discuss the concerning behavior and evaluate what learning outcomes need to be

completed. The CARE Team will provide support and education aimed at reinforcing positive behaviors and connecting them to appropriate campus resources.

Resolution: Medical Amnesty cases are resolved through an informal, informational meeting focused on the student's well-being and decision-making. Flagler College prioritizes the physical and mental health and safety of its students and community. Students may be required to complete educational outcomes, aimed at reinforcing positive behaviors and connecting them to campus resources. Students who successfully complete the Medical Amnesty process will not have a student conduct record for the incident. Students who do not meet the requirements will be referred to the DOS office to proceed through the student conduct process, which may result in a disciplinary record.

The College retains the right to modify these procedures in response to the unique circumstances of a particular case.

Appeals

Students may appeal adverse disciplinary decisions to the Vice President of Student Affairs by submitting an Appeal Request Form within 48 hours of receiving the decision. An appeal body is unlikely to overturn a disciplinary decision based on procedural technicalities unless such issues directly result in an unjust finding of responsibility against the student.

The grounds for appeal are:

1. Significant due process errors;
2. The severity of the sanction imposed;
3. New information unavailable at the time of the hearing that could change the outcome.

Minor Violations:

Appeals for minor violations (e.g., those that do not involve suspension or expulsion) will typically be handled by an alternative hearing officer or the Vice President of Student Affairs, who will investigate the matter and make a final decision.

Major Violations:

Appeals involving suspension, dismissal, or expulsion may be heard by the College Disciplinary Committee, which consists of faculty, staff, and a student. The Committee will review the evidence, confer with the initial hearing officer, and make a recommendation to the Vice President of Student Affairs, who will make the final decision. The Vice President may also handle appeals.

Sanctions:

A sanction is the College's educational response to address student behavior when a student has taken responsibility or has been found responsible for violations of the Student Code of Conduct. Sanctions will be determined by the hearing officer after a determination of responsibility 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.

Verbal Warning/Reprimand. Verbal warnings/reprimands may be issued to notify a student or students of possible misconduct or violation of College rules or regulations. Verbal warnings and reprimands will be documented in the disciplinary file.

Written Warning/Reprimand. A written statement placed in a student's disciplinary file regarding a violation of the Student Code of Conduct.

Probation: There are two types of probation — 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. A period of time during which any further violation of the Student Code of Conduct puts the student's status with the College in jeopardy. If the student is found "responsible" for another violation of the Code during the period of disciplinary probation, serious consideration will be given to imposing a sanction of suspension or expulsion from the College.

Restrictive Disciplinary Probation. Restrictive Disciplinary Probation results in the loss of good standing and is noted in the disciplinary record. 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/their enrollment at the College. Depending on the circumstances, the student may or may not be placed on probation. Suspension will be noted on the student's transcript until the time of the suspension is completed, at which point it will be removed from the transcript.

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.

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.

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.

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

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.

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.

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

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.

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.

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

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).

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

Parental/Legal Guardian Notification. Flagler College may, at its discretion, notify the parents or legal guardians of students involved in disciplinary matters when it deems such action appropriate. In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the College typically notifies parents/legal guardians only of dependent students, as defined in Section 152 of the Internal Revenue Code (1954). However, as a condition of continued enrollment at Flagler College, students may be required to notify their parents/legal guardians of their disciplinary status with the College.

The Higher Education Act of 1998 grants institutions receiving federal funding the authority to notify parents about any drug or alcohol violations. When it is in the best interest of the student,

the Dean of Students or their designee may require students to contact their parents regarding their disciplinary standing and have parents confirm this notification.

Disciplinary Hold

A Disciplinary Hold may be placed on a student pending the outcome of a student conduct case before a determination of responsibility. In such instances, the Disciplinary Hold is not a sanction but a means to ensure completion of the student conduct process. In addition, a Disciplinary Hold may be issued after a finding of responsibility to any student who fails to complete assigned sanctions, and that student may incur additional charges for failing to complete them.

Student Conduct Records

All incidents involving sanctions other than suspension and expulsion shall be removed from the student's disciplinary records seven (7) years after the year in which the offense occurred. Conduct sanctions of suspensions, expulsions, and dismissals shall remain part of the student's disciplinary permanent record. Conduct sanctions shall not be made part of the student's permanent academic record, but are part of the Disciplinary record. The release of student disciplinary records will be governed by applicable Federal laws regarding the privacy of educational records.

Student Conduct Record Forgiveness

1. For non-Sexual Misconduct violations, cases are reviewed on a case-by-case basis if a student makes a request for student conduct record forgiveness. During the review and forgiveness process, consideration is given to elements such as whether incident(s) in question occurred during the student's first few semesters on campus, are minor in nature, and did not result in suspension or expulsion, and where further violations would not likely result in suspension or expulsion from the College. Students with senior status at the College, or who have reached senior status at another institution (as verified by a transcript showing at least 90 credits earned), may submit a request to have their records forgiven.
2. A student conduct record may be forgiven upon submission and review of appropriate documentation to the Dean of Students. Requests should be submitted to the Dean of Students in writing, who will verify that the record forgiveness request is in compliance with subsection (1). The request should include a written statement describing what students have learned and how they have grown as members of the Flagler community, including evidence of what the student has done to go above and beyond the basic requirements of their sanctions. Letters of recommendation and character references from faculty, staff, or employers will also be accepted in support of the request. The Dean of Students will then forward the request for forgiveness to the Records Review Committee.
3. The Records Review Committee, comprised of faculty, staff, and students, will review and make a recommendation to the Vice President of Student Affairs (VPSA).
4. The Records Review Committee's decision will be based on the following factors: severity of the violation, effect of the violation on the College community, sanctions applied and

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completion of sanctions, elapsed time between violation and request, and character, personal growth, and moral development demonstrated by the student.

5. Grades are exempt from the Student Conduct Record Forgiveness Process.
6. The VPSA or their designee will provide a written decision to the student fifteen (15) class days after receipt of the request.
7. There is no appeal process for Record Forgiveness.
8. Any additional violations committed after a student's record has been reviewed and forgiven will reinstate the original record.

Flagler College Residence Life Handbook

I. Purpose

This handbook establishes rules and procedures for living on campus at Flagler College.

II. Accountability

At the direction of the division of student affairs, those responsible for overseeing the office of residence life at Flagler College shall implement and ensure compliance with this policy.

III. Applicability

This policy is applicable to all residence halls on campus. "Students" for purposes of this policy includes any student enrolled at Flagler College. As students of Flagler College and members of the Residence Life community all residents and their guests are responsible for abiding by all federal and state laws and college rules and policies. This includes the Flagler College Student Code of Conduct and the following Residence Life Rules and Policies.

Violations of any Residence Life policy and/or expectation of conduct governing residential housing on campus, or violation of the Housing Contract shall be considered a violation of the Student Code of Conduct and may result in disciplinary action(s), including but not limited to, the immediate termination of your Housing Contract or your removal from housing.

Residents suspected of a possible violation of the Residence Life Handbook and/or Flagler College Student Code of Conduct will be documented by Residence Life Staff, Security, St. Augustine Police (SAPD) and/or other College Officials. Residents could be expected to participate in the conduct process and may be found and held responsible for the violations documented and issued sanctions.

IV. General Thoughts On The Residential Experience

The College intends to make the residence hall environment an integral part of the total college program. To this end, we bring together individuals of widely varied backgrounds, personalities, and educational interests. We aim to provide an environment where students can develop intellectually and socially.

We believe the Flagler College residence hall program complements the total college program by helping students:

- Realize their educational goals
- Work toward solutions to personal problems
- Refine personal values
- Develop greater concern and respect for one another
- Participate in and better regulate their living conditions

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

The residence halls are:

- Abare Hall
- Cedar Hall
- Florida East Coast Railway (FEC) A, B, & C Towers
- Lewis House
- Ponce Hall
- Sebastian House

Policy

V. Eligibility and Assignment of Housing

1. The Department of Residence Life restricts all on-campus housing to currently registered students at the College. Residents must be enrolled in a minimum of 6 credit hours during the fall and spring semesters. This enrollment must continue each semester of occupancy to remain eligible to live on campus. Exceptions to this policy must be approved in advance by the Director of Residence Life or their designee. On-campus student housing is not available to students who have dependents living with them.
2. In order to receive a housing assignment, students must sign and submit a housing contract by paying a nonrefundable housing deposit. The contract shall continue through the end of the contract term. Contract terms consist of the Fall and Spring academic terms, or the Summer specified term(s). The due amount for the housing deposit will be listed on Flagler College's website prior to the housing application opening.
3. The *contract* is a financially and legally binding contract between Flagler College and the student. The terms and conditions of the contract are disclosed during the application process. The terms and conditions of the contract supersede any provision of this policy that may conflict with the contract.
4. At Flagler College, we require all incoming students to reside on campus for their first two years. This residency requirement is designed to support students in their transition to college life and to promote a cohesive and vibrant campus community.

Cancellations, Terminations, and Suspensions of the Contract

- a. The contract terms and conditions specify the time period of the contract, typically for an entire academic year, and the grounds permissible for cancellation, termination or suspension of the contract.
- b. Moving out or turning in keys without an approved cancellation does not release the student from the contract or any of their obligations under the contract, including the obligation to pay for the assigned space.

- c. The Division of Student Affairs reserves the right to terminate housing at any point due to behavior, conduct, or other reasons. The student will still be financially responsible for the remainder of the contract term.

Application Deadlines and Wait Lists

- a. The application deadlines will be published each academic year and advertised as part of the annual room selection process. Students must apply by published deadlines. Students who apply late may be placed on a waitlist. Students who are placed on a waitlist will be assigned once space is available.

Housing Not Guaranteed

- a. On-campus housing is not guaranteed to any upper-class student (juniors, seniors, or graduate students) because demand for housing may exceed the available space. In the event that demand for student housing exceeds available capacity, Flagler College may start a waitlist.

Disability-Related Housing Accommodations

- a. Students who need housing accommodations related to any medical condition or disability should contact the Disability Resource Center.
- b. Students are required to submit appropriate supporting documentation for their request and will be provided reasonable accommodations in accordance with Flagler College policy and applicable law.

Emotional Support Animals (ESAs)

- a. 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.
- b. 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 violating these regulations.
- c. 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.
- d. **ESA Liability**
 1. Students with approved ESAs (i.e., Handlers) of animals are responsible for their ESA's actions, 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, action will be taken to remove it from the residential environment.
 2. 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 any cleaning beyond normal levels necessitated by their animal.
 3. The handler must ensure the cleanliness of the animal and the assigned housing unit. Handlers are solely financially responsible for the animal's actions,

including bodily injury or property damage caused to third parties by the animal. Handlers are encouraged to review their own or their parents'/guardians' homeowners or other insurance policies to ensure coverage of any personal injury or property damage that the animal may cause.

e. **ESA Care**

1. Handlers are not to neglect, mistreat, or abandon their animals. They 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 absent, animals cannot be left in the care of a roommate or suitemate. Animals may not be left overnight to be cared for by anyone other than the handler. If the handler is absent from their residence overnight or longer, the animal must accompany the handler.
2. 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. Residence Life staff will inspect residential facilities regularly 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.

f. **ESA Behavioral Expectations**

1. The handler must ensure that their animal is not disruptive or a nuisance to residential community members. 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, or destroys property. To the greatest extent possible, the handler should prevent the animal from sniffing people, dining tables, or other personal belongings of others.
2. 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 bring the animal to an appropriate area for animal relief and waste.
3. The handler must keep the animal from urinating or defecating in the campus's residential space, gardens, or cultivated areas. 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.
4. Animal litter boxes cannot be in bathrooms or shared common spaces with suitemates. Handlers should remove waste from the unit daily and sometimes 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.

5. Do not bring outdoor animal waste into any housing facility. Hand hygiene must 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 dispose of animal waste appropriately, the animal could be temporarily or permanently removed.
- g. ESA and Emergency Evacuation
 1. Emergency Evacuation & ESAs: The college is not responsible for removing 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 the student owner in the event of an emergency evacuation. If emergency personnel remove the ESA, they are not responsible for its care, damage, or loss.
 2. 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 (e.g., fire department, police, etc.). Failure to comply with this policy will result in referral to the disciplinary process as appropriate.
 3. The student is encouraged to identify a shelter that accepts an ESA and have a plan for sheltering the ESA off campus in the event of a hurricane or other emergency. On-campus shelter facilities are not equipped to host animals other than service animals.

Refund Policy

- a. A non-refundable deposit serves as a Binding Agreement to fully pay for room and board for the next academic year.
- b. The right of the student to occupy the room terminates when they cease to be registered as a student; however, the student will still be charged for the room.
- c. The College may require the student to move from the residence hall as a disciplinary or other impacting measure
 1. In this instance there, will be no refund.
- d. The Flagler College Housing Contract is for the full academic year and no refunds will be given. Flagler College does offer GradGuard, an insurance policy covering tuition and housing expenses, for an additional cost.

Discrimination

- a. Flagler College does not discriminate in its housing assignments based on race, color, religion, sex, gender identity, sexual orientation, disability, familial status, or national or ethnic origin, or any other legally protected class.
- b. Complaints of discrimination or unequal treatment should be referred to the Office of Title IX and Equity.

VI. Mandatory Housing Requirement

1. Flagler College has determined that living on-campus the first two years is a positive aspect of the total undergraduate experience for students. As such, all incoming students are required to live on-campus for the entirety of their first and second academic years.
 - a. If a student wishes to appeal this policy, they must work with their admissions counselor for approval.

VII. All Access Housing Policy

1. Flagler College commits to providing housing in a manner consistent with the requirements of Title IX and other applicable laws protecting students from discrimination.
2. All residence halls, with the exception of Lewis House, can accommodate All Access Housing.
3. The following guidelines will apply to assignments in All Access Housing:
 - a. All Access Housing allows any resident to live with another resident regardless of identity.
 - b. Only those residents that fill out the All Access Housing Application will be permitted to live in All Access Housing. Room changes will not occur in those spaces unless both (or more) parties fill out the All Access Housing Application.

VIII. General Housing Policy

In addition to being accountable to the Student Code of Conduct, students in residential facilities will observe the following rules:

Quiet Hours

- a. At all times, residents are to be courteous of the noise that they make and remember that individuals within the halls are all on different time schedules.
- b. Quiet hours are in effect Sunday-Thursday from 10:00pm-7:00am and Friday and Saturday from 12:00am-9:00am. Twenty-four-hour quiet hours are enforced in all areas during final exam periods, break housing, and when the College is closed.
- c. The use of amplified instruments is prohibited on-campus in the residence halls.

Guests and Overnight Guests

- a. A guest is any person who is not a student assigned to the room who is visiting a resident of the room. A guest is defined as anyone who is brought into or around the residential community by a resident, including entry into a residential facility where the guest is not assigned. This includes family members visiting a resident, as well as alumni.
- b. Residents may host guests in accordance with their roommate or suitemate agreement. Guests may not be hosted if any roommate objects. College staff or

roommates may require a guest to leave if the guest's behavior is disruptive or violates community standards.

- c. Co-habitation is not permitted, and a guest's presence may not become a de-facto sublicense of the space due to frequency or duration of their stay. Cohabitation occurs when a guest's presence creates the appearance that they are living in a room without being assigned to it. This may include staying overnight for multiple consecutive nights without approval, storing personal belongings in the room for extended periods, routinely using the room as though it were their own. Cohabitation is strictly prohibited and considered a violation of the housing contract.
- c. Each roommate is permitted two (2) guests at a time, unless they are an overnight guest, which is one (1) guest per resident.
- d. A guest is considered overnight if they remain past 12:00 midnight. Overnight guests must be registered at least three (3) business days in advance.
- e. All roommate(s) and/or suitemate(s) must provide consent before an overnight guest is permitted.
- f. Guests must be met at the entrance doors to the building. Doors may not be propped open at any time.
- g. Guests must carry valid photo identification and provide this to staff upon request.
- h. Overnight Guests under the age of **18** are not permitted, except during official move-in, move-out, or college-approved visit programs.
- i. No overnight guests are allowed the first and last week of each semester, Finals week, Spring Break, and the week of Thanksgiving.
- j. Students must inform guests of policies and will be held responsible for the behavior of any guest(s), including financial liability for any damages resulting from the actions of any guest(s). The host student must remain with and escort their guest inside the residence hall throughout their visit.
- k. Persons who have been banned from Flagler College housing due to breaches of the housing contract or student disciplinary action may not be a guest.
- l. Guests may not sleep in lounges or other common areas of residence halls.

Common Area Kitchens

- a. The Abare Commons and Lewis House have community kitchens. The Abare Commons Kitchen is open 7pm-11pm 7 days a week, unless there is an event occurring in the space. The Lewis House Kitchen is open 24/7 and only available for Lewis House residents. Users are required to keep the kitchen in a clean and orderly fashion. Failure to do so will result in loss of privileges for a period of time.

Room Changes

- a. Room changes are not allowed until 2 weeks after move-in.
 - i. Students are allowed one room change without any requirements.

- ii. Students must stay in the new room a minimum of 2 weeks.
- b. For each requested room change after the first one, students must do the following:
 - i. 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.
 - ii. Complete a roommate contract with their new roommate(s) and submit it to Residence Life Staff.

Winter Break Closure – The following guidelines apply to housing during winter break:

- a. All residence halls officially close for winter break after the last day of final exams and all residents are required to check out. Students returning to the same space in the spring semester do not need to remove personal property. However, Flagler College not liable for personal property or valuables left in the room during the winter break period in the event of theft, damage, or loss.
- b. Students not returning to the same space in the spring semester must remove all belongings and complete the advertised check-out process, including the return of keys to the appropriate location.
- c. Students who require housing accommodations during the winter break period must complete the advertised winter housing application process and receive written approval of their request to remain on campus.
 - i. Please note that no campus dining services are available during the break period. Certain building services, such as maintenance to common area restrooms and lounge spaces will be reduced. Also, building RA staffing for the duration of the winter break will be decreased. Students that remain on campus should be cognizant that services are limited and various maintenance and housekeeping related projects may occur within the facility.
- d. All spaces on campus will be inspected for maintenance and security purposes. If there is a vacancy in a shared space, additional inspections and housekeeping efforts will also take place over the winter break.

Summer Housing

- a. Students who are enrolled in courses or working for a College on-campus employer are permitted to reside in Summer Housing.
- b. Summer Housing will be located in one central building and residents will be required to move to that space.
- c. Residents must stay for a minimum of two weeks and there is a weekly rate for the summer.
- d. Dining is limited during summer.
- e. Students must fill out a summer housing contract.

Residents Checking In

- a. Upon checking into a room, residents will be instructed to review the Room Condition Report (RCR) which is recorded and may be reviewed online at flagler.erezlife.com. These reports are filled out before the student arrives to campus by staff. If the resident discovers something in the housing assignment that was not documented on the original report, the resident will have 24 hours after they check in to log in to the system to report any changes which should be made to the report.
- b. Failure to report existing damages in the RCR will result in the resident accepting responsibility for the condition of the room as it is documented on the RCR. In certain situations (i. e. early arrivals, emergency room changes) the RCR may have to be completed as soon as possible after a student moves in to their assignment.
- c. The purpose of the RCR is to document any existing damage, missing items, or other problems that may exist in the room or suite on the date the room or suite is occupied by a resident. These official reports will be used at the time the resident checks out of the housing assignment when the building staff assesses the condition of the room again. At the time of check out, the students assigned to that housing assignment will be held financially responsible for damages or missing items not listed on the RCR at the time of check in.

Checking Out of an Assignment

- a. Residents must check-out through the express checkout. A proper checkout consists of returning all keys and signing all check-out forms.
- b. Failure to return all keys will result in a lock change charge of \$200.
- c. Flagler College reserves the right, with or without notice, to dispose of any personal property that remains in a student's space after check-out.
- d. Students may be assessed fees associated with the cost of removal of any property left behind.

Early Arrivals/Late Checkouts

- a. Students may not reside on campus early or remain on campus beyond the indicated closing dates unless they are graduating, approved athletic team members, or approved by the Division of Student Affairs.
- b. Approved early arrivals and late checkouts will result in a fee placed on their account.
- c. During this time, there are no guests permitted.

Improper Checkouts

- a. Improper student checkouts will result in a \$100.00 charge to their student account.
- b. Students who are late for checkout will see a \$50.00 per hour charged to their student account.
- c. Abandoned property will result in a \$50.00 per bag charge.

- d. Students who do not clean their rooms will see a cleaning charge on their student account.

Hall Meetings

- a. There are mandatory floor meetings at the beginning and end of each semester and Residence 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.

IX. Bed Space Vacancy Policy

1. The Office of Residence Life may assign new residents to any available vacant bed space at any time. Reasonable efforts will be made to notify current residents of new assignments. Any student living in a residence hall with a vacant bed space within their room or suite shall:
 - a. Occupy only one bed. Beds may not be pushed together or used for guest accommodations or for any other purpose not authorized by Flagler College.
 - b. Leave one dresser, desk, closet/wardrobe empty and clear for future residents.
 - c. Leave all furniture pieces and parts within the room.
 - d. Treat all prospective roommates in a non-threatening and respectful manner.
 - e. Ensure that the vacant space is clean and inviting to potential occupants.
 - f. Permit new residents assigned by the Office of Residence Life to assume occupancy and have equitable access to the use of the room and assigned furniture.
 - g. Not utilize any completely vacant rooms which may be located within a suite.
2. Violation of this policy may result in enforcement measures under the housing contract as well as disciplinary action.

X. Health Safety and Facilities Policies

Health and Safety Inspections

- a. Inspections are conducted throughout the year by the Office of Residence Life.
- b. Students found with any prohibited items during any official inspection will be given 24 hours to remove them and may be subject to disciplinary action.

Privacy of Rooms

- a. 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.
- b. Students will be advised if the room needs improvement.

- c. College officials may enter a student's room and conduct a search for purposes other than those stated above when the following conditions exist:
 - i. There is probable cause to believe that a violation of law or institutional regulations has occurred or is taking place.
 - ii. Imminent danger to life, safety, health, or property is reasonably feared.
- d. For these reasons, students are not permitted to install extra locks or dead-bolt security systems on their doors.

Prohibited Items

- a. Certain items are prohibited in our residence halls because they may create an overload of a utility service, are dangerous, illegal, or otherwise prohibited by Flagler College policy, laws or applicable fire codes. Students may not possess these items in any College residence hall or suite.
- b. Violations of the Prohibited Items provision of this policy will be subject to the following administrative actions:
 - i. First violation – Confiscation of the prohibited item when practical, and an administrative warning.
 - ii. Second and future violation - Confiscation of the prohibited item when practical and referral to the disciplinary process. Repeated violations may result in loss of housing privileges, as determined by the disciplinary process.
- c. For safety reasons, the following items are prohibited in College housing:
 - i. Air conditioners of any kind.
 - ii. Air fryers, George Foreman grills, Hot Oil Popcorn Poppers.
 - iii. Appliances with an exposed heating element or coil (e.g. coffee makers with hot plates, toasters or toaster ovens, panini grills). Coffee /drink makers with an internal heating element are permitted in all housing areas.
 - iv. Ammunition.
 - v. Hoverboards.
 - vi. Extension cords or multi-plug adapters that lack a built-in surge protector/breaker. Power strips with built in surge protection are permissible. However, power strips, even with surge protectors, cannot be strung together or plugged into one another.
 - vii. Furniture that embeds any power outlets which lack an internal surge protector.
 - viii. Halogen lamps, lava lamps, oil lamps, or decorative string lights.
 - ix. Incense or incense paraphernalia.
 - x. Candles or open flames of any kind.

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- xi. Curtains, wall tapestries, flags or other wall hangings covering more than 50% of the surface are of the wall or door where they are hung.
- xii. Flammable or combustible liquids or gases, paint thinner, fireworks, explosives, or similar combustible material such as lighter fluid or charcoal.
- xiii. Engines, engine parts, lubricants, and fuels.
- xiv. Live trees or wreaths from live foliage.
- xv. College, municipal, or private property not authorized to be in the student's possession.
- xvi. Pets or animals including lab specimens (except fish in a tank of 10 gallons or smaller), unless approved as a service animal or ESA.
- xvii. Swimming pools.
- xviii. Dart boards.
- xix. Weapons of any kind (e.g. firearms, swords, knives larger than 3 inches other than kitchen knives).
- xx. Paintball guns, air rifles, BB guns, sling shots, arrows and any other sporting equipment, toy, or device which may cause injury or which a reasonable person may believe is a weapon.
- xxi. Illegal drugs or drug paraphernalia, including Marijuana (medical and recreational).
- xxii. Microwaves.
- xxiii. Mini Fridges.
- xxiv. Freezers.
- xxv. Instapots.
- xxvi. Pressure Cookers.
- xxvii. Blow torches.
- xxviii. Empty Alcohol Containers.
- xxix. Fog/Smoke Machines.

Prohibited Activities

- a. In order to protect the life and safety of residents and property, the following regulations and guidelines apply in all residence halls.
 - i. No sports are permitted to be played within any common area, residence hall room, study, lounge, elevator, stairwell, or any other part of a residence hall building.
 - ii. Non-medical motorized vehicles (e-bikes, e-skateboards, hoverboards, e-scooters) are not permitted to be ridden in or stored within the residence halls.

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- iii. Running and screaming is not permitted.
- iv. Painting or artwork is not permitted to be done within the hallways of a residence hall.
- v. Removal of all lobby or common area furniture is not permitted.
- vi. Removal of student furniture
- vii. Opening of windows (with the exception of Lewis House)

Pets

- a. Non-aggressive fish are allowed in the residence halls. Fish are to be kept in a bowl/aquarium no larger than 10 gallons.
- b. 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.
- c. 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.

Alcohol Usage

- a. No alcohol is permitted in first-year halls, common spaces, lounges or kitchens.
- b. No alcohol is permitted in sophomore housing (Abare Hall and FEC Towers)
- c. Alcohol is permitted in junior/senior housing (Sebastian House) if every occupant of the room is of the age of 21 or older.
 - i. If a guest is visiting the room, the guest must be of the age of 21 or older in order for alcohol to be used within the space.
 - 1. Standard guest policy applies with no more than two (2) guests permitted per resident per time, and one (1) guest overnight per resident.
- d. 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.
- e. 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.
- f. Residents are permitted to have a total of one (1) 24-pack max of beer or two (2) bottles of wine. No amount over or liquor is permitted.
- g. Alcohol paraphernalia is strictly prohibited. This includes, but is not limited to:
 - i. Beer bongs
 - ii. Flip cup

- iii. Beer Pong
- iv. Kegs
- v. Shot glasses
- vi. Anything for mass consumption

Fire Safety Regulations

- a. In order to protect the life and safety of residents and property, the following regulations and guidelines apply in all residence halls.
 - i. Fire code regulations restrict the placement of any items, including furniture, within 18 inches of any sprinkler head. Sprinkler heads should never be used for hanging items (i.e. clothes hangers, streamers, etc.).
 - ii. Doors provide protection from the spread of fire and smoke and must not be propped open when no person is present in the room or when people are sleeping. When leaving a room during a fire alarm, residents are expected to close doors if it is safe to do so.
 - iii. Students who are responsible for any violation resulting in a citation by the Fire Marshal will also be held responsible for any costs resulting from that citation, including the cost of the fine itself, as well as the cost of any actions or efforts necessary to correct the violation and restore full code compliance by Flagler College.
 - iv. Residents are required to evacuate the building immediately each time the fire alarm system sounds, 24 hours a day, 7 days a week. Disciplinary action will be taken if a student does not evacuate the building during an alarm. Each residential complex has a scheduled fire drill each semester supervised by the Office of Residence Life and the Office of Safety and Security.
 - v. The misuse of fire alarms, fire detection devices or fire extinguishers constitutes a serious offense. Any resident who misuses such equipment or devices will be subject to disciplinary action. These violations may also be reported to law enforcement for investigation and possible criminal prosecution. Residents are responsible for any damage to the system they cause and will be held financially accountable.
 - vi. The use of restricted fire doors for non-emergency entry or exit is a violation and will result in disciplinary action.
 - vii. Discharging or tampering with fire extinguishers or causing any type of false alarm is considered a most serious offense. Anyone found responsible of discharging a fire extinguisher, unless using it on an actual fire, or causing a false alarm is subject to disciplinary action. In addition, the responsible 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.

- viii. Flagler 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.
- ix. All buildings at Flagler College are equipped with fire escape routes, smoke detectors and sprinkler systems. The fire control system includes a fire detection and warning system, an extensive water sprinkler system; and masonry-encased-with-steel fire escape towers. The system incorporates heat signals and smoke detectors providing simultaneous sound and visual signals of fire at both the College and the 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.
 - 1. Placing items on the balconies intended for entering and exiting a room or building is strictly prohibited.
 - 2. Tampering with any fire safety equipment is a first-degree misdemeanor and will result in disciplinary action.

Cooking in Community Kitchens and Residence Hall Rooms

- a. Students are expected to exercise reasonable care when cooking in any residence hall.
The following guidelines apply to all cooking activities in the residence halls:
 - i. In residence hall rooms, cooking is prohibited except for use of approved microwaves, hot plates, rice cookers, and drink makers with internal heating elements.
 - ii. Students must follow directions for safe use of any cooking appliances.
 - iii. Read directions on packaged foods that will be placed in ovens or microwaves. Follow directions regarding temperatures and cooking times.
 - iv. Remove all packaging from food products prior to placing the items in an oven or microwave.
 - v. Cooking must be monitored at all times. Students must remain present in the kitchen area or the same room as the appliance at all times during cooking.
 - vi. Keep cooking appliances such as ovens clean and free of debris that could cause fire or smoke.
 - vii. Cook foods at appropriate temperatures for food safety and to avoid burning items and causing smoke.
 - viii. All residents are required to follow the posted signage in Community Kitchens for rules and regulations for that specific space.

- b. Students who are negligent in the process of cooking and trigger false fire alarms may be subject to disciplinary action. Violations of the Careless Cooking provision of this policy will be subject to the following administrative actions:
 - i. First violation – An administrative warning.
 - ii. Second and future violation - Referral to the disciplinary process. Repeated violations may result in loss of housing privileges, as determined by the disciplinary process.

Smoking and Tobacco

- a. All College residential facilities are smoke, tobacco, marijuana, and drug free. Smoking, including the use of any e-cigarette or vaporizing device is strictly prohibited in all residential facilities. Regardless of use for medical purposes, marijuana is not permitted on-campus.

XI. Facilities Policies

Locks and Keys

- a. Residents will be issued a key to their room upon arrival. It is the responsibility of the student to be in possession of their room key at all times and to keep their room secured. If a room key is lost, misplaced, or stolen, locks will be changed at the student's expense. The charge of \$200.00 will be applied to the student's account.
- b. Lock change requests should be made by emailing residencelife@flagler.edu.
- c. Keys are the property of Flagler College and may not be duplicated.
- d. By accepting keys at the time of issue, residents agree not to alter the residence hall locks, to create additional keys, transfer or lend keys to any other person, and/or to install additional locks.

Room Decorations

- a. Students may decorate the interior spaces of their assigned rooms and shared in consultation and with the mutual agreement of roommates.
- b. The College does not endorse or approve any means of hanging or posting posters or other items on walls. Nails, screws, blue putty, command strips, and double-sided tape are specifically prohibited due to the damage caused by their use. Due to the potential for damage to paint and drywall, students who post or hang posters or other items on walls do so at their own risk. Students will be billed for the cost to repair any damage done as a result of items posted or hung on walls.
- c. No posters, signs or ornamentations of any kind may be displayed through windows. No items may be hung from or otherwise affixed to any of the building structures or equipment such as blinds, pipes, wiring, light fixtures, ledges, stairways, ceilings, sprinkler systems, etc.

College-Provided Furniture

- a. Each residence hall room and suite are furnished with a bed, mattress, desk, dresser, chair, and closet/wardrobe for each resident. One microfridge will be provided for each two (2) residents.
- b. Students may not replace or remove the furniture from the residence hall.

Cameras

- a. The use of doorbell cameras, door cameras, or personal cameras is not permitted within any residence hall building. The only exception is those installed by Flagler College.

Mobility Devices (Non-electric)

- a. Bikes may be brought to campus for use by resident students, however, bikes must always be used in a safe manner and stored appropriately.
- b. Bikes may be locked and secured at bike racks located around Flagler College and other campus locations, however, the College has no responsibility or liability for the security of student bikes stored or used on the campus.
- c. Bikes may not be locked or chained to fences, handrails, trees or other in other unapproved locations. Bikes must not be locked or stored in a way that would obstruct the use of sidewalks, ramps or pathways that would interfere with ingress/egress from buildings or stairways, or in a manner that would interfere with access to facilities required by fire codes, the U.S. Americans with Disabilities Act or other applicable laws.
- d. Improperly locked bicycles will be removed, with or without notice, and disposed of at Flagler College's discretion.
- e. Bicycles stored at bike racks around campus must be removed when the student checks out for summer break. Bikes that remain locked to racks at the close of the spring term will be considered abandoned and will be removed, with or without notice, and disposed of at Flagler College's discretion.
- f. Bike owners may be assessed applicable fees for the cost of removing bikes which require removal due to improper storage or abandonment.
- g. All bikes must be registered with the Office of Safety and Security.
- h. Bicycles or scooters may not block or obscure room entry points or prevent egress for Life/Safety purposes. Bicycle racks are available at the perimeters of residential communities and throughout campus.
- i. Mobility devices are not to be ridden or stored in common residential areas, courtyards, or near the entrances and exits of the residential areas.
- j. For safety concerns, bicycles or scooters may not be hung in or around any room or suite.

- k. Mobility devices may not be stored or attached to stairs, stairwells, fences, railings, walkways, balconies, light poles, or landscape vegetation (e.g., trees, bushes, etc.). They are also not to be stored under the stairwells.
- l. Residents of Sebastian House may store their bicycles on their balconies but must remove them in the event of a tropical storm or hurricane.
- m. Mobility devices stored improperly are subject to removal without notice and a fine assessed. Confiscation of the mobility device may result in the cutting of the lock.
- n. It is recommended that all bicycles and scooters be locked in a bike rack using a heavy-duty U-lock.

Mobility Devices (Electric)

- a. Non-service electric or motorized mobility devices (e.g., e-skateboards, hoverboards, Segways, e-balance wheels, e-bicycles, motorcycles, scooters, or other self-balancing wheeled e-scooters). Are not to be charged, ridden or stored in the residential areas, courtyards, or near the entrances and exits of the residential areas.
- b. Segways, electric bicycles, electric skateboards, electric scooters, and hoverboards are not permitted in the residence halls.
- c. 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.
- d. 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.
- e. 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.
- f. Mobility devices stored improperly are subject to removal without notice and a fine assessed. Confiscation of the mobility device may result in the cutting of the lock.
- g. 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.

Balcony Usage

- a. The following items are prohibited on balconies:
 1. Chairs
 2. Sofas
 3. Surfboards
 4. Mobility Devices

5. Grills
6. Barbecues
7. Televisions
8. Speakers
9. Unsupervised Animals
10. Garbage
11. Fish Tanks
12. Hammocks
13. Flags
14. Hanging clothes or towels over the balconies
15. Alcohol
16. More than two people at a time

- b. If in the Sebastian House, no alcohol is permitted to be consumed while on the balcony.
- c. There are exceptions to the policy: Students in Sebastian House may place outdoor furniture and store their nonelectric/motorized mobility devices and surfboards on their balcony. However, all items must be removed in the event of a tropical storm or hurricane.

Restricted Appliances

- a. Refrigerators and cooking appliances (including microwaves, Panini presses, hot-plates with an exposed heating element, toasters and toaster ovens, George Foreman Grills, Instapots, etc.) are not permitted in residence halls. In these areas, only approved refrigerator microwave combination units provided by the Flagler College are permitted.
- b. There is a limit of one approved combination refrigerator microwave appliance per two residents.
- c. Additional refrigerators are not permitted to be brought into any residence hall.
- d. Hot beverage machines that use an internal heating element (such as Keurig) are permitted.
- e. Coffee pots that rest on hot plates must have an automatic shut off feature that functions. All other coffee pots are not permitted.

Food in Rooms

- a. 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.

Property Damage

- a. The College is responsible for property damage through normal wear and tear. The cost of damages and/or repairs will be billed to responsible individuals for damages caused by accidents, careless, and malicious intent. In addition, individuals may be subject to disciplinary actions.
- b. 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.

XII. Posting and Solicitation

Soliciting

- a. No soliciting of any type is permitted within or in the areas immediately adjacent to any residence hall.

Posting

- a. Residence Halls are not public areas of the campus. Postings are limited to those approved and posted by staff. Only postings directly related to Flagler College programs or services, or postings sponsored by officially affiliated organizations are permitted.
- b. Organizations wishing to have flyers or materials posted in housing facilities must submit an original copy to the Office of Residence Life in the Student Center to be approved and stamped. Copies of the stamped item may then be made and returned for posting by staff. All postings must include the name of the sponsoring organization or office and the date of the program, or removal date for the poster/flyer. Items may be removed from bulletin boards or other locations after the indicated program or removal.

XIII. Flagler College ID

1. All students are required to carry their official campus identification card. Flagler IDs must be presented when requested by any College official. College officials include Safety and Security Officers, Office of Residence Life staff members, Dining Hall employees, and College administrators. Failure to present identification when requested will result in referral to the College disciplinary process. The card may be used for access to certain campus buildings that the cardholder is authorized to enter. The Flagler ID is also encoded with the Dining Services Account and the declining balance of Bistro Bucks. Use of the card for meals or charging the Bistro Bucks account is restricted to the individual to whom the card is issued only. Misuse of the card may subject the student and any unauthorized user to disciplinary action, and when applicable, criminal prosecution.

XIV. Dining Services

Meal Plan Requirement

- a. First year freshmen living on-campus are required to have the unlimited meal plan for their entire first academic year.

- b. All transfer students, exchange students, and returner students are permitted to pick either the unlimited meal plan, unlimited meal plan plus, 15 meals per week plan, 10 meals per week plan, or the Sebastian Meal Plan (if residents of the Sebastian House).
- c. Sebastian House residents are permitted to purchase the Sebastian Meal Plan, as long as they are not first-year freshman.
- c. Resident students subject to the meal plan requirement may only terminate their meal plan contract upon an approved cancellation/termination of the residence hall contract or withdrawal from Flagler College.
- d. Refunds of fees paid for a cancelled meal plan are prorated, on a weekly basis, through the first two weeks only. Thereafter, there will be no refund of the meal plan fee. Meal plans cancelled after the add/drop will not be refunded.
- e. Meal plans may be upgraded to a higher tier meal plan at any time during the semester, and the student will be charged a pro-rated fee for the remaining period covered by the higher tier meal plan. Meal plans may be downgraded by the add/drop deadline. Refunds for fees paid for a downgraded meal plan are prorated, on a weekly basis, through the first two weeks only. Thereafter, there will be no refund of the meal plan fee.
- f. Dining plans include a designated sum of Bistro Bucks which may be spent by using the student's Flagler ID. Unspent Bistro Bucks do not carry forward each semester.
- g. Dining service is provided in several locations; The PODs in the Abare Commons and the Sebastian House, the Ponce Dining Hall, and the Student Center Bistro. All serving areas are open in accordance with the College calendar. Dining services are limited or unavailable on official College holidays or break periods such as Thanksgiving or during Winter break, Spring break and Summer.

XV. Maintenance and Housekeeping Services

- 1. Routine maintenance requests should be submitted by logging in to SchoolDude.
- 2. Work order requests will be addressed by the appropriate personnel as quickly as possible.
- 3. For housekeeping concerns, students should report the concern to the Resident Advisor.