



SOUTH FLORIDA
COMMUNITY COLLEGE

2011-12

Student Handbook





STUDENT HANDBOOK

2011-2012

*“Discover a New World
Through SFCC”*

Colors: Orange and White
Mascot: Pete the Panther

TABLE OF CONTENTS

Campus Locations	4
Introduction	5
SFCC Vision and Mission	6
SFCC Institutional Core Values	7
Emergency Phone Numbers	8
Academic Calendar	9
Important Resources	10
Student Activities	11
Student Government Association (SGA)	11
Athletics and Intramural Sports	12
Academic Team (Brain Bowl)	12
SFCC Fitness Center	12
Panther Activity Center	12
GamePad	12
Clubs and Organizations	13
Student Services	18
Student Advocate	18
Advising and Counseling	18
Advising Online and FACTS.org	18
Articulation	18
Assessment and Testing	18
Cooperative (Co-op) Education	18
Disabled Student Services	18
Orientation	19
Student Records	19
TRIO Student Support Services	19
Tutoring Services	19
SMARTHINKING	19
College Campuses and Facilities Access	20
Bookstore	20
Cafeteria	20
Distribution of Posters, Leaflets, and Use of Bulletin Boards	20
Health Services	20
Lost and Found	20
Parking and Decals	20
Smoking and Use of Tobacco Products	21
Sports Complex	21
Voter Registration Information	21
Financial Information	22
Student's Financial Aid Responsibilities	22
Payment of Fees	22
Student Financial Aid	23
Refund Policy	24
Veterans Services	24

Career Center.....	25
Career Planning and Placement	25
Cooperative (Co-op) Education.....	25
Learning Resources	28
Library.....	28
eLearning Services	28
Academic Support	29
Academic Information.....	31
Academic Dishonesty and Plagiarism	31
Copyright.....	31
Intellectual Property.....	31
Academic Recognition.....	32
Attendance	33
Competency Requirements.....	33
Standards of Academic Progress.....	34
Academic Appeals.....	36
Residency Reclassification Appeal Process	38
Safety and Security Guidelines	39
Campus Security and Crime Watch	39
Reporting Emergencies on Campus	39
Security Call Stations	39
Fire Emergencies	40
Reporting Sex Related Offenses.....	40
Campus Crime and Fire Statistics.....	41
Safety Tips	42
What To Do If	43
General Information.....	46
Americans with Disabilities Act (ADA)	46
Drug-Free Campus	46
Tobacco-Free College	47
Equal Opportunity	47
Infectious Diseases.....	48
Student Records and Privacy Guidelines (FERPA).....	48
Notification of Social Security Number (SSN) Collection and Use	53
Panther Central.....	56
Access to Technology Resources and Acceptable Use.....	56
Communication Devices.....	57
Student Rights and Responsibilities	58
Rights	58
Responsibilities	61
Student Code of Conduct and Judicial Procedures.....	62
Frequently Asked Questions (FAQs).....	74

SOUTH FLORIDA COMMUNITY COLLEGE

JOIN US AT A LOCATION CLOSE TO YOU

<p style="text-align: center;">Highlands Campus 600 West College Drive, Avon Park, FL 33825 (863) 453-6661 Voice/TDD (863) 465-5300 ■ (863) 494-7500 (863) 993-1757 ■ (863) 773-2252 Emergency/Security (863) 453-0806</p>	
<p style="text-align: center;">DeSoto Campus 2251 N.E. Turner Avenue Arcadia, FL 34266 (863) 993-1757</p>	<p style="text-align: center;">Hardee Campus 2968 U.S. Hwy. 17 North Bowling Green, FL 33834 (863) 773-3081</p>
<p style="text-align: center;">Lake Placid Center 500 East Interlake Boulevard Lake Placid, FL 33852 (863) 465-3003</p>	<p style="text-align: center;">Crews Center 200 U.S. Hwy. 27 South Avon Park, FL 33825 (863) 453-2250</p>
<p style="text-align: center;">The Hotel Jacaranda 19 East Main Street Avon Park, FL 33825 (863) 453-2211 or (863) 453-6661</p>	<p style="text-align: center;">Lorida Schoolhouse 1957 Loblolly Avenue Lorida, FL 33857 (863) 655-2954</p>
<p style="text-align: center;">The Teacherage 501 Lemon Avenue, Sebring, FL 33870 (863) 382-3441</p>	

or visit us at

www.southflorida.edu

South Florida Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate 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 South Florida Community College.

INTRODUCTION

The South Florida Community College *Student Handbook* provides information that will facilitate your adjustment to college life and assist you in having a more productive and successful period of study here at SFCC. This handbook describes the various services, organizations, and activities that are available at SFCC sites and provides a ready reference for often used policies, regulations, and procedures in a planner format.

This handbook does not contain all the standards or regulations of the college. Students should also be familiar with the *College Catalog*. Please use this *Student Handbook* with your online *College Catalog*, *Schedule of Classes*, and other information posted and accessible from the official SFCC website at www.southflorida.edu. The *Schedule of Classes* is prepared and posted online for the fall, spring, and summer terms. The Student Services staff is ready to help students locate any additional information needed or desired. Every student is held responsible for knowledge of the regulations and information contained in this handbook.

SFCC VISION

“Enriching our communities through education...one life at a time”

SFCC MISSION

South Florida Community College is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnerships with organizations and communities, the college provides leadership and a comprehensive range of opportunities for the educational, cultural, and economic development of the service district.

The college assists the people of its service district (DeSoto, Hardee, and Highlands counties) regardless of economic, social, or educational background to achieve success in:

- Completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential.
- Completing career and technical training to enter the workforce, or to improve career circumstances.
- Completing college preparatory programs of study including those leading to the high school diploma.
- Obtaining basic skills in literacy, numeracy, and citizenship to prosper as a contributing member of society.
- Gaining personal, cultural, and global awareness; appreciation; and understanding needed in a complex contemporary society.
- Pursuing advanced academic preparation and credentials available through partnerships with colleges and universities.
- Participating in the social, cultural, environmental, and economic development of the communities served by the college.

We believe in the worth of each of our students and, through all of our educational programs and services, we seek to develop human potential and to create brighter futures.

SFCC INSTITUTIONAL CORE VALUES

The attributes that guide our behavior as we pursue our vision are:

Integrity - We encourage the free exchange of ideas in an environment that embraces honesty, fairness, personal responsibility, and ethical leadership.

Service - We actively seek opportunities to enhance achievement and success in our local and world communities.

Community - We embrace cultural diversity, inclusiveness, collaboration, mutual respect, responsive, and productive partnerships and the sharing of resources.

Learning - We are committed to providing opportunities for students and staff to succeed in a highly competitive environment so that they can become effective lifelong learners.

Excellence - We seek to provide high-quality, innovative, and flexible teaching and learning opportunities in a learning-centered environment.

Accountability - We value personal and institutional ownership through integrated planning and assessment of all programs.

Responsibility - We honor our commitments in all initiatives and leadership endeavors as well as promote environmental stewardship.

EMERGENCY PHONE NUMBERS

CREWS CENTER

Life-threatening emergencies, call 9-1-1 then (863) 453-2250

Non life-threatening emergencies, call (863) 453-2250

DESOTO CAMPUS

Life-threatening emergencies, call 9-1-1 then (863) 993-1757

Non life-threatening emergencies, call (863) 993-1757

HARDEE CAMPUS

Life-threatening emergencies, call 9-1-1 then (863) 773-3081

Non life-threatening emergencies, call (863) 773-3081

HIGHLANDS CAMPUS

Life-threatening emergencies, call 9-1-1 then (863) 453-0806

Non life-threatening emergencies, call (863) 453-0806

LAKE PLACID CENTER

Life-threatening emergencies, call 9-1-1 then (863) 465-3003

Non life-threatening emergencies, call (863) 465-3003

THE HOTEL JACARANDA

Life-threatening emergencies, call 9-1-1 then (863) 453-2211

Non life-threatening emergencies, call (863) 453-2211

THE TEACHERAGE

Life-threatening emergencies, call 9-1-1 then (863) 382-3441

Non life-threatening emergencies, call (863) 465-3003

2011-2012 ACADEMIC CALENDAR

Classes for corporate and community education, workforce training, and selected certificate programs are ongoing. Adult Education classes are open-entry and are offered year-round. Please check our website at www.southflorida.edu or with a counselor/advisor for the most current offerings. Dual-enrollment students check with a high school counselor for beginning and ending dates.

South Florida Community College	Academic Dates and Deadlines		
	Fall 2011	Spring 2012	Summer 2012
Regular Term (16 weeks)	Aug 22 - Dec 15	Jan 5 - May 3	May 7 - Jul 31
Priority date to apply for financial aid	Mar 15	Oct 15	Mar 15
Begin priority registration for students with over 40 hours	Apr 4	Oct 31	Apr 2
Begin registration for students with over 20 hours	Apr 11	Nov 7	Apr 9
Begin open registration	Apr 25	Nov 21	Apr 23
Priority date for SFCC Foundation Scholarships	Jun 15	Oct 15	Mar 15
Fee payment deadline	Aug 1*	Dec 12*	Apr 23*
Faculty return	Aug 15	Jan 3	-
Welcome Back Assembly	Aug 15	-	-
Registration ends	Aug 21	Jan 4	May 6
Classes begin	Aug 22	Jan 5	May 7
Final day to drop classes with refund or change audit status	Aug 26	Jan 12	May 11
Last day to apply for graduation	Sept 1	Jan 12	May 4
Last day to withdraw with a grade of W	Oct 31	Mar 21	Jun 28
Last day of classes	Dec 15	May 3	Jul 31
Commencement	-	May 3	-
Grades due in Registrar's Office	Dec 16 (by 9 a.m.)	May 4 (by noon)	Jul 31 (by 5 p.m.)
First Flex Session (8 weeks)	Aug 22 - Oct 13	Jan 5 - Feb 29	May 7 - Jun 18
Begin priority registration for students with over 40 hours	Apr 4	Oct 31	Apr 2
Begin registration for students with over 20 hours	Apr 11	Nov 7	Apr 9
Begin open registration	Apr 25	Nov 21	Apr 23
Fee payment deadline	Aug 1*	Dec 12*	Apr 23*
Registration ends	Aug 21	Jan 4	May 6
Classes begin	Aug 22	Jan 5	May 7
Final day to drop classes with refund or change audit status	Aug 26	Jan 12	May 11
Last day to apply for graduation	Sept 1	Jan 12	May 4
Last day to withdraw with a grade of W	Sept 23	Feb 8	Jun 4
Last day of classes	Oct 13	Feb 29	Jun 18
Grades due in Registrar's Office	Oct 14 (by noon)	Mar 1 (by noon)	Jun 19 (by 5 p.m.)
Second Flex Session (8 weeks)	Oct 17 - Dec 15	Mar 1 - May 3	Jun 19 - Jul 31
Begin priority registration for students with over 40 hours	Apr 4	Oct 31	Apr 2
Begin registration for students with over 20 hours	Apr 11	Nov 7	Apr 9
Begin open registration	Apr 25	Nov 21	Apr 23
Fee payment deadline	Aug 1*	Dec 12*	Apr 23*
Last day to apply for graduation	Sept 1	Jan 12	May 4
Registration ends	Oct 16	Feb 29	Jun 18
Classes begin	Oct 17	Mar 1	Jun 19
Final day to drop classes with refund or change audit status	Oct 21	Mar 8	Jun 25
Last day to withdraw with a grade of W	Nov 22	Apr 11	Jul 16
Last day of classes	Dec 15	May 3	Jul 31
Grades due in Registrar's Office	Dec 16 (by 9 a.m.)	May 4 (by noon)	Jul 31 (by 5 p.m.)
Limited Services Available			
Assessment Day	Oct 28	-	-
Staff Development Day	-	Feb 17	-
Holidays			
No classes - college closed (Exceptions: Corporate Community Education, Workforce Training, and Adult Education)	Labor Day - Sept 5 Thanksgiving - Nov 23-26 Winter Break - Dec 17-Jan 2	New Year's Day - Jan 2 Martin Luther King - Jan 16 Spring Break - Mar 12-17	Memorial Day - May 28 Independence Day - Jul 4

* Fees due on day of registration after deadline date.

IMPORTANT RESOURCES

Service	Phone#	Location/Building
Academic Support, Division	(863) 784-7441	Y209 (2nd Floor)
ADA Student Coordinator	(863) 784-7107	B274
Admissions	(863) 784-7405	B (1st Floor)
Adult Education	(863) 784-7441	H205 (2nd Floor)
Applied Sciences and Technologies, Division	(863) 784-7424	T6
Arts and Sciences, Division	(863) 784-7330	B207
Athletic Department	(863) 784-7035	E
Bookstore	(863) 784-7112	B102
Box Office	(863) 784-7178	A
Cafeteria	(863) 784-7199	J
Career Academy	(863) 784-7431	R1
Career Center	(863) 784-7410	B111
Cashier/Refunds	(863) 784-7142	B150
College Reach-Out Program (CROP)	(863) 784-7196	B161
Community Relations and Marketing	(863) 784-7151	F108
Corporate and Community Education	(863) 784-7033	T9
Counseling/Advising	(863) 784-7131	B152
Crews Center	(863) 453-2250	Avon Park
Cultural Programs, Division	(863) 784-7177	A203
DeSoto Campus	(863) 784-7040	Arcadia
Driver Education	(863) 784-7388	T4
EA/EO Employee Coordinator	(863) 784-7132	I (1st Floor)
EA/EO Student Coordinator	(863) 784-7107	B274
Educator Preparation Institute (EPI)	(863) 784-7403	UC117
eLearning	(863) 784-7017	Y109 (1st Floor)
ESOL	(863) 784-7380	H (2nd Floor)
Financial Aid	(863) 784-7254	B168
Florida Farmworker Jobs and Education Program	(863) 784-7072	Hardee - 203
Florida Farmworker Jobs and Education Program	(863) 784-7386	Highlands - R2
Hardee Campus	(863) 784-7060	Wauchula
Help Desk	(863) 784-7462	I104
Highlands Campus	(863) 453-6661	Avon Park
Honors Program	(863) 784-7247	B205
Lake Placid Center	(863) 784-7082	Lake Placid
Library - Learning Resources Center (LRC)	(863) 784-7306	Y-LRC (2nd Floor)
Open Computer Lab	(863) 784-5121	Y-LRC (1st Floor)
Panther Youth	(863) 784-7155	R1
Registrar	(863) 784-7139	B151
Retired and Senior Volunteer Program (RSVP)	(863) 784-7189	Y (2nd Floor)
Security	(863) 453-0806	K1
Student Government Association (SGA)	(863) 784-7450	B109
Student Services, Division	(863) 784-7107	B274
Switchboard (Central)	(863) 453-6661	B108
Testing Center	(863) 784-7214	B255
The Artists' Group (TAG)	(863) 784-7388	T4
The Hotel Jacaranda	(863) 784-7338	Avon Park
The Teacherage	(863) 382-3441	Sebring
TRIO Student Support Services (SSS)	(863) 784-7293	Y102 (1st Floor)
Tutoring and Learning Center (TLC)	(863) 784-7102	Y-LRC (1st Floor)
University Center	(863) 784-7408	UC100

STUDENT ACTIVITIES

Students may participate in a variety of clubs and organizations, cultural events, games, intercollegiate athletics, and other programs. Many of these are supported by student activity fees. Students are encouraged to participate in the college's decision making processes through active involvement in the Student Government Association (SGA) and various college committees such as the Student Judicial Committee, Curriculum Committee, and program advisory committees. Committee descriptions and procedures for participation and service are available from the SGA advisor and the dean of student services. Students are also encouraged to use the Panther Activity Center (PAC), the GamePad, and the SFCC Fitness Center.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA is the primary avenue for student participation in institutional decision making at SFCC. The SGA serves as the voice of the students with direct liaison to college administrators for student issues and concerns. SGA is also responsible for approving all clubs and student activities and determines the use of student activity fees. The SGA participates in state collegiate activities through the Florida Junior Community College Student Government Association (FJCCSGA) of the Florida Community College Activities Association (FCCAA). Among the many activities offered are social and cultural events, forums, art events, book fairs, athletic events, dances, guest speakers, blood drives, etc. Operations of the SGA are set in accordance with a constitution and by-laws and are sanctioned by the Office of the President with oversight by the dean of student services.

Student Government Association **Executive Board Officers** **2011-2012**

Constant Voice of the Student Body

President:	Jeremy Aguilar
Vice-President I:	Amanda Kennedy
Vice-President II:	Alex Zirulnik
Secretary:	Mariah Meloche
Treasurer:	Rito Melendez
Public Relations:	Keiaria Williams
Historian:	Josean Cruz

SFCC SGA offices are located in both Building B, Room 109 and Building D, Room 223, (863) 784-7450. Facebook: "South Florida Community College SGA." Laura Wade, SGA advisor, Building D, Room 207, (863) 784-7435.

ATHLETICS AND INTRAMURAL SPORTS

SFCC participates in three varsity sports: men's baseball, women's volleyball, and women's softball. Information on student athletic participation and financial support data can be obtained from the athletic director in Building E on the Highlands Campus. Intramural sports are available based on student demand and may include volleyball, baseball, basketball, tennis, soccer, flag football, golf, bowling, fitness activities, and others. Students interested in intramural sports should contact the coordinator for intramurals in the Athletic Department also located in Building E next to the Panther Gym for detailed information.

ACADEMIC TEAM (BRAIN BOWL)

The SFCC Brain Bowl academic team consists of outstanding scholars who compete at the regional and state levels against colleges in academic games requiring rapid recall of information and facts. The team that wins the state Brain Bowl Championship receives scholarships and other honors. Students interested in participating on the Brain Bowl team should contact the SGA office to obtain the contact information for one of the current faculty advisors.

SFCC FITNESS CENTER

Come to the SFCC Fitness Center, located in the PAC of the upstairs Health Building on the Highlands Campus. The Fitness Center is designed to meet all the needs of an active student. With treadmills, stair climbers, and stationary bikes, the cardio-cravers can get their fill. If pumping iron is the goal, free weights are ready and waiting. Students can achieve all different levels of resistance to achieve your personal fitness goals.

PANTHER ACTIVITY CENTER

Take a break from studying or unwind with your friends at the Panther Activities Center (PAC), located in the Panther Gym (Building D, second floor). The PAC was completed in December 2008 and is an extensive lounge area that allows students to lounge on movie-style couches while having access to a 52" LCD television, Wi-Fi accessibility, DVD player, and board games (such as checkers, chess, decks of cards, dominoes). Anyone renting the billiards table, air hockey table, table tennis, dart board, foosball, and/or board games must provide a valid SFCC ID card. A valid SFCC ID must be shown to enter the facility and have access to the games and activities provided.

GAMEPAD

Students, come join us at the GamePad in the middle of the Highlands Campus located in the Joseph E. Johnston Student Center (Building J). The GamePad is a video gaming area that has four 32" Samsung 720p LCD HDTVs and one 42"

TV screen that each play Play station 3, Xbox, and Nintendo Wii games such as New Super Mario, Mortal Kombat vs. DC Universe, NBA Live 10, Madden 10, and The Beatles Rock Band, to name a few. Contact the Student Life Office for more information at (863) 784-7435. A valid SFCC ID needs be shown to enter the facility. Moreover, SFCC IDs will be held by the student activities assistant or attendant for the duration of game use.

CLUBS AND ORGANIZATIONS

All students are encouraged to participate in at least one of the available college sponsored clubs. Clubs and organizations are recognized and approved by SFCC only when they have met institutional requirements for establishing a charter to operate. Clubs, which have not been recognized by the college, are not permitted to operate on any college site without special approval of the dean of student services. Contact the SGA advisor for additional information or call the SGA office. The following clubs have been chartered but may or may not be active. If 10 or more students are interested, the club can be activated. New clubs can also be initiated. Contact the Coordinator of Student Life for more information at (863) 784-7435.

- **Adventist Social Club** - This social club is established to bring together students of like faith in a warm and social atmosphere. The club provides activities that are fun and elevating. Outreach is a vital part of its activities, thus helping to improve Christian values in life.
- **African-American Association** - This association is an organization of primarily African-American students whose goal is to promote academic success and cultural development among its members. This organization exists to empower African-American students through the development of effective leadership skills. The intent of this organization is to create an environment in which the natural talents of the individuals are enhanced and the principle of umoja (unity) is encouraged.
- **Anime/Gaming Club** - This is a student society that develops and increases the cultural understanding and values of, cartoons, animation, video games, and language, through drawing competitions, providing information about careers in animation and video game technology, and attending anime and video game conventions.
- **Art Club** - This SFCC club strives to provide enlightenment through the arts and music for students and the campus community. The goals are to provide education and entertainment through art, music and culture, promote participation in artistic educational activities, promote student involvement in service activities, and promote creative and leadership qualities among students by providing a “right-brain” inspiring environment.

- **Baptist Collegiate Ministry** - This club was established to provide a ministry to persons of SFCC leading them to experience faith in God through Jesus Christ as Savior and Lord, guiding them in Christian growth and discipleship, and involving them in responsible church membership.
- **Chess Club** - This club was established to give interested students an opportunity to participate and compete in chess and to promote an awareness of the strategy of the game.
- **Circle K** - Sponsored by the Kiwanis International, this club is the world's largest collegiate organization dedicated to service and leadership development.
- **Citrus/Horticulture** - This club's purpose is to enhance the academic, professional, and social well-being of associate degree students studying agriculture at SFCC; to further the interest of young people in agriculture as a career; and to create a better awareness and understanding at SFCC of the Agriculture Production Technology Program.
- **College Democrats** - This is a political interest club that is active in the politics of the area, the state, and the nation.
- **College Republicans** - This is a political interest club that is active in the politics of the area, the state, and the nation.
- **Communications Club** - This club is for students interested in the field of communications. The club is responsible for producing the *Panther Purr*, the official student publication on campus.
- **Dance Society** - This club's goal is to educate students in social/recreational dancing and contribute to the social scene on campus.
- **Emergency Medical Services Student Association** - This association promotes professionalism in the field of emergency medical services and provides trainees an organization and avenue to become involved with emergency medical health care issues and activities beyond the classroom.
- **Dental Students Association** - This association promotes optimum oral health within the local community, cultivates a sense of fellowship among students in dental health related careers, and aids both Dental Assisting and Dental Hygiene students in preparation for their respective board examinations.

- **DeSoto Campus Ambassadors** - Serves as the represented influence and voice of the students attending the SFCC DeSoto Campus with direct liaison through SGA. In addition to promoting educational and student social activities, this organization encourages good citizenship in the community through approved service activities.
- **Future Educators of America** - Designed for students pursuing a career in education, this organization is affiliated with the state and national association. Meetings emphasize contact with existing education professionals who provide information and insight into various aspects of teaching as a career.
- **Hardee Campus Panther Ambassadors** - Serves as the represented influence and voice of the students attending the SFCC Hardee Campus with direct liaison through the SGA. In addition to promoting educational and student social activities, this organization encourages good citizenship in the community through approved service activities.
- **Haitian Student Association** - This organization serves to identify Haitian students at SFCC and to involve them in its various activities. It provides a support group for those student services available to them. The overall mission is to provide educational, cultural, and social enrichment to the students of SFCC about Haiti and the Haitian community.
- **Honors Ambassadors** - Serve as the backbone of the students enrolled in the SFCC Honors Program and as liaison to SFCC SGA and SFCC administration. In addition, to promoting educational and hosting social student activities, this organization will mentor students newly enrolled in the Honors Program and encourage high school students throughout the area served by SFCC to consider enrolling in the Honors Program at SFCC.
- **Information Technology Club** - This technology club is an organization designed around the student and real-world business information technology processes. Each sector of the club works interactively with the others to produce a live production environment that is geared not only to augment the students' learning and knowledge, but to provide a skill set and portfolio of successfully operational endeavors that members can immediately take to the working world.
- **International Students Organization** - This club is for students who wish to share the diversity of individual backgrounds and find comradeship with fellow SFCC students.

- **Jac Pac** - A student government that assists student residents of the Hotel Jacaranda (Jacaranda Residence Facility) and provides a guide for the conduct of hall affairs. The club promotes cooperation among all residents of the hall, strengthens the responsibilities for each person, provides opportunity for participation in the government of a democratic community, and stimulates and develops high standards academically, socially, emotionally, and culturally.
- **Media Club** - This club provides a focal point for students having an interest in media production as a profession or for personal enrichment. It is for students interested in media technology, including photography and videography.
- **Panther Drama Club** - The goal of this club is to enhance the knowledge and devotion to the dramatic arts at SFCC by involving as many students as possible in developing and understanding all aspects of theatre and the arts.
- **Panther Spirit Team** - This group promotes and represents SFCC at college events and at community activities. The team members act as ambassadors of the college at these and other events. They promote motivation, good sportsmanship, college spirit, and also strive to build better relationships between SFCC and the community.
- **Phi Beta Lambda (PBL)** - This business organization is for students in post-secondary colleges who are enrolled in business courses and are developing related competencies. Though this organization works with the Florida Business Association, it is not all work; members do have fun.
- **Radiography Students Association** - This association is open to any student currently enrolled in the Radiography degree program. It offers an opportunity to become involved in professional activities and helps to prepare you for involvement in the skilled profession. Upon successful completion of the college accredited program, you will be eligible to apply to take the American Registry of Radiologic Technologies (ARRT) national examination for certification and registration and join a professional organization.
- **Phi Theta Kappa** - An international honor society that recognizes and encourages scholarship among community college A.A., A.S., and A.A.S. degree-seeking students. SFCC's chapter, Tau Epsilon, was founded in 1968. The organization provides an opportunity to develop leadership and service, promotes an intellectual climate for scholars, and fosters a continued interest in academic excellence. Eligible students must be currently enrolled in a college credit degree program

and must have earned 12 or more college credit hours with a cumulative GPA of 3.25 or higher. If interested, call (863) 784-7359. Members do not need to be full-time students for eligibility.

- **Rotaract** - This club is an affiliate of Rotary International. It is for students who are interested in service, leadership, and fellowship with students of like interests and members of our business communities.
- **Student Nurses Association** - This association promotes professionalism in nursing, provides students in Practical Nursing (PN) and Associate Degree in Nursing (ADN) programs with a bridge to the graduate professional organization, and introduces students to political involvement that has an impact on health care.
- **Team Ultimate Discus (T.U.D.)** - This club sport is based on the game Ultimate Frisbee, a seven vs. seven field game played with a Frisbee disc. It is a physically and mentally demanding game that strives on team work and fair play among SFCC students. T.U.D.'s goal is to grow physically and mentally in a team environment and to build trust and relationships between our students and members.
- **Universal Scholars** - This student organization is affiliated with the Honors Program and strives through the use of field trips and participation in local activities to enhance the student experience through cultural enrichment. Participation in Universal Scholars is open to all students.

STUDENT SERVICES

Student Advocate - The dean of student services serves as the ombudsman or advocate for students and is available to assist you in resolving conflicts and in processing appeals through SFCC established procedures.

Advising and Counseling - SFCC provides a staff of professional counselors and advisors committed to helping all students achieve their academic and occupational goals. Services provided by the staff include orientation to college, advice on program requirements, and educational planning. All new students must meet with an academic advisor, counselor, or a technical program faculty advisor prior to their first term at SFCC to develop and review the program's admissions requirements, discuss eligibility, and prepare for registration.

Advising Online and FACTS.org - The Florida Academic Counseling and Tracking for Students (FACTS) is Florida's official college advising and Web resource for planning your higher education 2 + 2 articulation experience. You will find information on Florida's universities and colleges and their programs. You can apply for admission, financial aid, and scholarships online, as well as explore the college transfer process, access career center resources, and maintain your personal higher education portfolio.

Articulation - Community college associate in arts and associate in science graduates are guaranteed certain transfer rights under the Statewide Articulation Agreement. This agreement governs the transfer of students from Florida public state colleges into the State University System and addresses general admissions.

Assessment and Testing - The SFCC Testing Center schedules and administers placement tests and other assessment batteries to students at all levels. Counselors, instructors, and community agencies may refer students as well as provide implications and discussion of test results.

Cooperative (Co-op) Education - Students may earn up to 7 hours of college credit through Co-op which may be applied toward an A.A. degree. Co-op offers students an educational strategy, blending theory with practice by combining traditional classroom education with study-related work experience. Students interested in enrolling in a Co-op course should seek assistance from the Career Center director or a faculty member from the department offering the course. For more information, see "Cooperative (Co-op) Education" section of this handbook.

Disabled Student Services - In keeping with the college's open door philosophy and in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973, SFCC provides reasonable accommodations to educational and training opportunities for otherwise qualified individuals with

documented disabilities. It is the responsibility of the student or prospective student to self-identify with the disabilities specialist and provide appropriate documentation. Individuals who choose not to self-identify may be ineligible for services and/or accommodations. Services include but are not limited to: admission and registration assistance, orientation, note taking, tutoring, testing accommodations, readers, audio books, course substitutions, and assistive technology. For more information, contact the disabilities specialist through: the SFCC website, www.southflorida.edu; e-mail at disabilities.specialist@southflorida.edu; voice /TDD (863) 453-6661 ext. 7176; or in person at Building B, Room 152, Highlands Campus.

Orientation - Orientation for all first-time-in-college students is required and acquaints students with the college's programs and procedures. Information about campus rules, regulations, and student responsibilities are also introduced. Orientation is available in group or individual sessions at each campus and online through the website at www.southflorida.edu. (**Note:** Special programs and services may require supplemental orientation.)

Student Records - The registrar is the college official responsible for student records which includes transcript requests and evaluations, change of personal information, and other record inquiries. (See section on Records.)

TRIO Student Support Services - The TRIO Student Support Services program (SSS) provides academic support to eligible students who are seeking to complete an A.A. or A.S. at SFCC and transfer to a four-year college or university to complete a bachelor's degree. Services include: mentoring, tutoring, specialized academic advising and transfer counseling, career exploration, college success workshops, university tours, and cultural events. For more information, contact the SSS Office at (863) 784-7293

Tutoring Services - South Florida Community College's Tutoring and Learning Center (TLC) provides free individual and group tutoring during lab hours, as well as the availability of English and math faculty during designated hours. Located on the first floor of the Learning Resource Center (LRC/Library), Building Y, Highlands Campus, the Tutoring and Learning Center (TLC) consists of Open, Math, and Writing Labs. Tutoring sessions are also available as designated at other SFCC locations. For more information, visit the Tutoring and Learning Center, or call (863) 453-6661, ext. 7102.

SMARTHINKING - All SFCC students receive one free hour per term of online tutoring with Smarthinking. SMARTHINKING provides high quality tutoring, accessible to you anywhere, any time. You can partake in live tutoring, submit questions for a response within 24 hours, pre-schedule sessions, and view past sessions. Tutors strive to assist you in active learning in a professional and supportive environment despite the on-line medium. Subjects include

mathematics (basic skills through Calculus II), writing, general and organic chemistry, physics, biology, anatomy and physiology, accounting, economics, finance, Spanish, statistics, nursing, and allied health.

College Campuses and Facilities Access - Classes are scheduled Monday through Thursday, 7 a.m. to 10 p.m.; Friday, 8 a.m. to 5 p.m.; and Saturday, 8 a.m. to 4:30 p.m. Business hours for most office functions on all campuses are Monday through Friday, 8 a.m. to 4:30 p.m. Classrooms, labs, and other educational facilities are restricted to students, faculty, and staff who have a legitimate need to be there. For safety reasons, classrooms and labs are locked when not in use and are considered restricted from general public access. Except for special events, the college is closed to students and visitors during other hours.

Bookstore - The SFCC Campus Bookstore and Panther Shop is operated by Nebraska Book Company for the convenience of students. The bookstore carries all required textbooks and student supplies. Textbooks may be purchased online at the beginning of each term. The bookstore buys back used textbooks continuously, if the books are in reasonable condition and the college has an immediate need for them.

Cafeteria - The Cafeteria/Snack Bar is operated by the college in the Joseph E. Johnston Student Center on the Highlands Campus. Hot and cold breakfasts and lunches are available daily through early afternoon, along with soft drinks, coffee, hot and cold sandwiches, soup, etc. Coin-operated food and drink machines are also located in the area. Other campuses and centers have snack bar and lounge facilities available to students.

Distribution of Posters, Leaflets, and Use of Bulletin Boards - Bulletin boards are provided for the use of student organizations and general postings. College-wide circulation of all notices and leaflets, which meet uniform and nondiscriminatory standards, shall be permitted with the approval of the director of community relations and marketing, Administration Building (Building F), Highlands Campus. Student organizations are to have clearance for an activity prior to posting or distributing information regarding that activity.

Health Services - No medical facilities are available to the student on campus. Campus emergencies will be handled according to the regular college procedure as outlined in the Personal Safety Guidelines also in this handbook.

Lost and Found - Any article found should be turned in to Lost and Found (Cashier's Office), at each campus/center. Items are kept for 30 days. SFCC will dispose of items not claimed within 30 days.

Parking and Decals - SFCC provides ample parking to serve students and employees. Some parking spaces are reserved for specific purposes: visitors, disabled, loading zone, cosmetology patrons, trustees, etc. Regular spaces are those not otherwise designated. Students are required to obtain parking decals for their vehicles if they wish to park on campus. This decal must be displayed on the left side of the rear bumper or rear window of automobiles and in a visible spot on motorcycles. Parking decals may be obtained from the Cashier's Office.
Note: Campus speed limit is 15 MPH unless otherwise posted.

Smoking and Use of Tobacco Products - Smoking and use of smokeless tobacco (or any device intended to simulate the use of tobacco products) is prohibited in all indoor and exterior areas of each campus, center, and other property under the control of the college, effective Aug. 1, 2011.

Sports Complex - The SFCC Sports Complex includes Panther baseball and fast pitch softball fields, Panther Gymnasium (Panther volleyball), beach volleyball court, tennis courts, junior Olympic aquatic complex, Nautilus weight room, and golf driving range.

Voter Registration Information - SFCC encourages all students who are 18 years of age and U.S. citizens to register to vote. Voter registration forms are available from the Office of the Registrar, Highlands Campus, any SFCC campus, or from your county Supervisor of Elections Office.

FINANCIAL INFORMATION

STUDENT'S FINANCIAL AID RESPONSIBILITIES

1. Review and consider all information about SFCC's program(s) before enrolling.
2. Read and understand all forms before signing and keep copies of them.
3. Accept responsibility for all agreements that bear your signature.
4. Pay special attention to the application for student financial aid, complete it accurately and thoroughly, and submit it on time to the correct location.
5. Intentional misrepresentations on applications for financial aid are a violation of the law and are a criminal offense subject to penalties under the U.S. Criminal Code.
6. Upon receipt of the student aid report (SAR), check to see if you are eligible and if you have been selected for verification of application information. If so, you must complete and submit the appropriate forms and documents to the Financial Aid Office for your aid to be completely processed and an award posted to your account.
7. Notify the lender of changes in your name, address, or school status if a loan exists.
8. Perform in a satisfactory manner the work that is agreed upon in accepting a work-study award.
9. Know and comply with deadlines for application or reapplication for aid.
10. Comply with SFCC's refund procedures.
11. Notify the Financial Aid Office of all financial aid received from any sources other than SFCC as soon as you receive it.
12. Know the time for the disbursement of the award(s) and pick up any aid checks within a reasonable period of time.
13. Abide by all conditions of the financial aid award(s).
14. Maintain satisfactory academic progress.

PAYMENT OF FEES

The payment due date is printed on the schedule fee bill. **Special Note:** You are strongly advised to register early for the upcoming term and make timely payment or payment arrangement of fees to secure your courses needed to complete your course of study.

You must pay fees by the payment due date or your registration schedule of courses will be "dropped for nonpayment."

STUDENT FINANCIAL AID

College is possible! The Financial Aid Office can assist you in securing funds necessary to pursue your educational and training goals here at SFCC. The staff provides quality service and reliable information to assist you in maximizing funds available from federal, state, and institutional resources as well as local organizations.

Opportunities for student financial aid are available to you if you can show financial need, high academic achievement, and even athletic ability. All students are encouraged to apply for aid by submitting the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Students must reapply annually for financial assistance.

Financial aid is available for eligible full- and part-time students. Your expected financial contribution (EFC) and enrollment status determine the amount of your award package. For more details on types of financial aid and the application processes, see the financial aid Web page at www.southflorida.edu.

Types of Financial Assistance -

- **Grants** - Grants are “gift aid” to eligible students provided through federal- or state-funded programs with the requirement of attendance and satisfactory progress but need not be repaid.
- **Scholarships** - Scholarships are outright gifts with restrictions and enrollment and performance requirements. Scholarships are awarded based on need, academic performance, and other specified criteria.
- **Loans** - Students may borrow funds for college from local banks in cooperation with state and federal loan programs. Loans must be repaid.
- **Student Employment Program** - Part-time employment is available to qualified students as part of their total financial aid package.

Tuition and Fee Deferment for Veterans -

If you are a veteran and have provided all required documents to be eligible to be certified for your educational benefits, you may be permitted to defer your tuition and fees (no books or supplies) once per year or after a break in attendance equal to or greater than one term. This period may be as much as 60 days. Deferments must be paid on the due date whether or not you have received a direct benefit payment or had a payment posted to your account. Consult the Financial Aid Office at (863) 784-7254 for further information.

Financial Aid Calendar -

June 15 - Priority deadline date for fall term. Completed applications received by this date with all verification documents are given priority when awarding any need-based scholarship, grants or on-campus employment.

October 15 - Priority deadline for spring term. Completed applications received by this date with all verification documents will be eligible for tuition and fee coverage up to the amount of their financial aid awards for the spring term.

If your FAFSA application is received after the priority deadline, you should be prepared to pay your tuition and fees by the due date printed on your class schedule.

Book purchases to Financial Aid Student Accounts begin:

Fall 2011 (201210)	Aug. 5, 2011	-	Sept. 2, 2011
Spring 2012 (201220)	Dec. 5, 2011	-	Jan. 20, 2012
Summer 2012 (201230)	April 17, 2012	-	May 11, 2012

Federal Title IV Policy on Withdrawals and Return of Financial Aid -

If you completely withdraw from college in any term, your eligibility for aid will be recalculated based on the percent of the term completed. This may require you to return a portion of the aid that you have received. Contact the Financial Aid Office to learn how your withdrawal or lack of attendance could impact your financial aid.

REFUND POLICY

You must officially drop a course to obtain consideration for a refund. Refunds must be requested within the drop with refund period at the Office of the Registrar (see Academic Calendar for drop with refund deadlines). Exceptions to the refund rule must be requested in writing to the Academic Appeals Committee and be based upon documented reasons beyond your control.

VETERANS SERVICES

Assistance regarding eligibility for veterans educational benefits is available in the Financial Aid Office. Academic advising is available through the Advising and Counseling Center. Disabled veterans may also be assisted by the Disabled Veterans Opportunity Program Officer at a local One-Stop Service Center.

CAREER CENTER

CAREER PLANNING AND PLACEMENT

The Career Center offers one-on-one and small group career counseling opportunities, computer-assisted career counseling, workshops and seminars for career exploration/development, and employment preparation. Job placement offers full- and part-time employment, is a liaison between the employer and job applicant, and maintains an in-house listing of employment options at no charge. The Career Center also provides orientation and campus tours and houses a creative collection of electronic and printed career resource material that is available to students, staff, faculty, and members of the community.

COOPERATIVE (Co-op) EDUCATION

A high percentage of students today are working their way through college, and a great many liberal arts students are undecided about their educational/career goals. The Co-op program at SFCC is a way of reaching out to all students and providing meaningful work assignments that make use of the student's academic training, and assist the student's career development. The college and employers work together to provide a measurable learning plan (MLP) for students to integrate periods of relevant employment with campus study. The Co-op program is a practical way of learning. It gives students a realistic approach to the job market and generates a living textbook of experiences.

Eligibility Guidelines

All regular A.A. degree-seeking SFCC students, full or part time, are eligible for Co-op work experience, provided they:

- Demonstrate the ability to profit from the experience.
- Have completed at least 12 credit hours of college level course work.
- Maintain a C average or better in their major area of study.
- Meet the employer's requirements which involve a resume and interview.

Those students who have not selected a program major and who would like to use Co-op as a means of exploring career options may apply as well. Internships (non-pay) are also available year-around for 1, 2, 3, or 4 academic credits.

Application

Students interested in the Co-op program must obtain an application form from the Cooperative Education and Career Placement Office. Students are encouraged to apply before or during pre-registration so that class schedules can be adjusted to fit their needs. It will be necessary to talk with the Co-op director briefly for program approval. A current resume is required along with a Co-op Application.

Co-op is a Three-Way Success

Cooperative Education describes the close working relationship maintained between college, employer, and student. This brings distinct advantages to each participant.

Student Benefits

- Provides an opportunity for career exploration
- Increases educational motivation
- Develops self-confidence and professional skills
- May help to defray college expenses
- Provides useful contacts for future employment
- Earns college credits toward graduation

Employer Benefits

- A dependable source of labor
- Better use of personnel
- Recruiting and training at a lower cost
- Establishes goodwill ambassadors through students returning to campus

College Benefits

- Enables the college to serve a larger portion of the community
- Relates academic programs to work settings

Co-op Can Work for You

There is no limit to the variety of locations available for Co-op work experience with SFCC . . . business, industry, government, or professional. Co-op can work in several ways. Some of the successful options are:

- Part-time work with a parallel part-time and/or full-time study schedule
- Full-time work during the day with part-time (or full-time) studies at night
- Full-time work during the day with full-time, alternating study the next term (usually summer six or 12-week terms)

Work schedules, hours per week, and salaries are mutually agreed upon by the employer and student. Although many students are placed by the Co-op staff, it is possible for a student already employed to Co-op (receive college credits), if such a position meets the program qualifications.

Discover the World of Career Opportunities at



FREE SERVICES FOR STUDENTS AND THE PUBLIC IN OUR NEWLY RENOVATED CENTER!

Career Exploration and Career Planning

- Career interest inventory assessments and individualized career counseling. Learn about potential careers.
- “Virtual” career library linked to hundreds of references.
- Occupational and labor market data.

Job Seeking and Employment Preparation

- Annual *Career Connections* event and on-campus job fairs.
- Employability skills workshops on a variety of topics.
- Complete job listing and employment referral services.
- Personalized assistance to develop resumes and cover letters.

College Admission and Transfer

- Help with college and FAFSA applications, complete SFCC orientation, tour the campus, and learn about Panther Central/D2L.
- Create personal statements for college applications.
- Four-year college transfer information and exploration.

Experiential Learning

- Co-ops, internships, and work study. Earn college credit through real life paid or unpaid experience in the workplace.

Technology Support

- Fax and wireless Internet access via multiple computer stations and laptops. Use your computer or ours!

**Stop by the Career Center (Building B, Room 111)
Highlands Campus (Avon Park)**

Monday – Thursday, 8 a.m. to 7 p.m.

Friday, 8 a.m. to 5 p.m.



**Career Planning,
Placement, and
Cooperative Education Center**

Call 863-784-7410

Visit our website:

www.southflorida.edu/student/resources/career/

LEARNING RESOURCES

SFCC provides a Learning Resources Center (LRC) on the Highlands Campus, which includes the library, media production, and the Tutoring and Learning Center (TLC). The DeSoto and Hardee campuses and the Lake Placid Center also have libraries. The purpose of the departments within the LRC is to support and supplement the learning activities by providing the materials, equipment, and staff required to satisfy the informational and study needs of members of the college faculty, staff, students, and residents of the communities served by the college. The LRC is open to all students, faculty, and staff of the college. The library is also open to the public.

Library - The Highlands Campus library is open Monday through Thursday, 7:30 a.m. to 9 p.m., and Friday, 7:30 a.m. to 5 p.m. The libraries at the DeSoto and Hardee campuses and the Lake Placid Center are open when the campus or center is in operation.

General library services include:

- Online catalog
- Access to over 140 databases with full text
- Books, periodicals, audiovisual materials
- Study rooms
- Wireless Internet access
- Pay-for-print and copier
- One-on-one or group instruction
- Microsoft Office (Access, Excel, PowerPoint, Word)
- Reciprocal borrowing privileges with the Heartland Library Cooperative

A fee is charged for late return of materials. Borrowers are responsible for returning their materials on time. The library is not obligated to notify borrowers of overdue items. Returning overdue materials to the book drop in no way negates the borrower's responsibility to pay late fees. Borrowers can track their library account through MyAccount on the main library page of the SFCC website. The loss of materials should be reported at the Circulation Desk as soon as possible. Replacement costs includes price to purchase, a processing fee, and late fines, if any.

eLearning Services - Located on the first floor of the LRC, eLearning Services support student learning and college services through the use of advanced technology and multimedia resources.

Academic Support - SFCC provides general and targeted academic support in three major areas: writing, math, and reading. Services are provided through the TLC, located on the first floor of the LRC (Building Y), Highlands Campus, with online resource accessibility from any campus or site.

- **Tutoring and Learning Center (TLC)** - The TLC is open Monday through Thursday, 8 a.m. to 5 p.m., and Friday, 8 a.m. to 4 p.m. The TLC is a welcoming place where students can go to study; check their e-mail; use computer-assisted study modules; get assistance from mathematics, writing, and reading faculty members; organize study groups; or just find a helping hand when needing assistance with learning.

This state-of-the-art facility has Internet-accessible computers, diagnostic learning tools, and educational software that students can use at the TLC or at home. Students can come to the TLC to finish homework, do Internet research, or improve their math, reading, and writing skills with the help of lab managers, faculty, and peer tutors.

In addition to the 26-station Open Lab, a separate five-station Writing Lab and four-station Math Lab are available to students. Through counseling and the use of a variety of educational materials and computer software, students find assistance at their level of need. For more information, contact staff at ext. 7102. An additional program offered in the Open Lab of the TLC is a program designed to assist vocational and/or pre-college students improve the reading, writing, and math skills that are necessary to meet state certification requirements to help the students succeed in occupational programs and in the workforce. This specially designed program uses individually prescribed instruction systems to aid students in reaching the necessary level of achievement. For more information, contact staff at ext. 5121.

- **Online Tutoring** - Each term, all SFCC students receive one hour of free tutoring through the SMARTHINKING tutoring website. Students can interact live with a tutor, send any course-related writing assignments to the Online Writing Lab for review, or submit a question to any tutor for reply. Students can use the services around the clock by going to www.smarthinking.com and entering their Panther Den e-mail address as their user name and "1234" as their default password. For assistance, call the SFCC eLearning Department's help desk at (863) 784-7017 or send an e-mail to onlinehelp@southflorida.edu.

TRIO Student Support Services – Student Support Services (SSS) is a federal TRIO program intended to increase retention, graduation, and transfer rates among students who participate in the program. SSS staff members work with students to clear obstacles that might otherwise prevent them from earning a degree. Services include: mentoring, tutoring, specialized academic advising and transfer counseling, career exploration, college success workshops, university tours, and cultural events. Entrance to the program is by application. Eligible students include first-generation college students (neither parent graduated with a four-year degree), students who are income-eligible as determined by federal guidelines, or students who have a documented disability. Students must also be enrolled in an A.A. or A.S. program and be seeking to ultimately earn a bachelor's degree. Each student will be assigned a success coach who will work with them one-on-one to assist them in achieving their academic goals. For more information, contact the SSS Office at (863) 784-7293 or visit the SSS Office (Y102) located on the first floor of the Learning Resource Center (Building Y).

ACADEMIC INFORMATION

ACADEMIC DISHONESTY AND PLAGIARISM

The faculty of SFCC is committed to a policy of honesty in academic affairs. Conduct for which you may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

1. **Dishonesty** consisting of cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another to cheat, you will be subject to the same penalties as the student assisted.
2. **Plagiarism** consisting of the deliberate use and appropriation of another's work without identifying the source and the passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

In cases of cheating or plagiarism, the instructor may take academic action consistent with college policy that may range from loss of credit for a specific assignment, examination, or project to removal from the course with a grade of F. Your instructor and you should seek to resolve the problem to your mutual satisfaction. Failing this, your instructor or you may request action from the instructional supervisor, dean, and the vice president for educational and student services (see Grade Appeals in the *College Catalog*) who adjudicates on the basis of college policy.

COPYRIGHT

In accordance with college policies, you must respect copyrighted material, in whatever medium or technological application you may find them. You must document sources appropriately when using any copyrighted material. **Note:** You should be in compliance if you use a recognized documentation system such as Modern Language Association (MLA) or American Psychological Association (APA) documentation guides.

INTELLECTUAL PROPERTY

If you develop a product (of any sort) that could earn revenue and the product is developed on SFCC's campus/center, using SFCC's facilities or in conjunction with SFCC employees, the college may own some or all of the product. Ownership of the product is negotiated between you, the college, and any other interested parties and stated in a written contract. If you have questions regarding product ownership, please contact the vice president for administrative services at (863) 784-7218.

ACADEMIC RECOGNITION

SFCC recognizes those students who have achieved academic excellence during their course of study. Students are eligible for the following distinctions:

President's List - A recognition letter from SFCC's president will be sent to students who earn 12 or more credit hours with a GPA of 3.80 to 4.00.

Vice President's List - A recognition letter from SFCC's vice president for educational and student services will be sent to students who earn 12 or more credit hours with a GPA of 3.50 to 3.79.

Graduation with Distinction - Students who graduate with excellent GPAs in the A.A., A.S., and A.A.S. degree programs will receive recognition on their diplomas according to the following GPAs: 3.90 to 4.00 summa cum laude; 3.70 to 3.89 magna cum laude; 3.50 to 3.69 cum laude.

For graduates who attended no other post-secondary institution than SFCC, this GPA is based on the GPA earned at SFCC. For graduates who attended at least one other post-secondary institution and who have earned 45 or more credits at SFCC, this GPA is based on the higher GPA earned at SFCC or the cumulative GPA from all institutions attempted. For graduates who attended at least one other post-secondary institution and who have earned less than 45 credits at SFCC, this GPA is based on the cumulative GPA from all institutions attended. Students who have fulfilled the requirements for a college credit certificate, occupational certificate, and Adult High School diploma who have achieved a 3.50 GPA and above (or the equivalent) graduate with distinction. To be recognized with distinction at the graduation ceremony, students must have met all degree requirements by the end of the spring term and the determining GPA will be based on the fall term cumulative GPA.

Graduation with Honors - Students who fulfill the requirements of the Honors Program will receive their associate in arts degree with an honors endorsement on their transcript and diploma, and special recognition at the graduation ceremony.

Outstanding Student Awards are given annually to students who have shown leadership in scholastic achievements, student activities, and athletics.

The Florida Blue Key is awarded by the University of Florida. It is a college leadership honor given to one outstanding female and male from the Florida College System.

ATTENDANCE

Absences from class may result in your being withdrawn by the instructor. Instructors will explain their class attendance policies (this policy must be provided to you during the first week of class). If you are not registered for the class, you are not permitted to attend. There are additional attendance requirements for veterans in occupational programs and financial aid students.

COMPETENCY REQUIREMENTS

The Florida Legislature has repealed the requirement to pass the college-level communication and mathematics skills examination (CLAST) to be awarded an associate in arts degree effective July 1, 2009.

To demonstrate continuing concern for institutional accountability and effectiveness, as well as performance standards for student learning outcomes, the Legislature maintained the current CLAST exemptions as degree requirements.

For students who graduate after July 1, 2009, the following alternatives (exemptions) will fulfill the competency requirements in addition to other current requirements for the associate in arts degree:

1. **American College Testing Program (ACT) -**

- **Math** - Achieve 21 or above on the enhanced ACT in Math or on the original ACT.
- **Reading** - Achieve 22 or above on the enhanced ACT in Reading or a score of 20 or above on the Composite of the original ACT.
- **English Language Skills and Essay** - Achieve 21 or above on the enhanced ACT in English or a score of 20 or above on the original ACT.

2. **Scholastic Achievement Test (SAT-I) -**

- **Math** - Achieve 500 or above on the recentered score scale, or its equivalent on the original score scale, meets Computation requirements.
- **Verbal** - Achieve 500 or above on the recentered score scale, or its equivalent on the original score scale, meets Reading, English Language Skills, and Essay requirements.

3. **Postsecondary Education Readiness Test (PERT) -**

- **PERT Math Scores:**
 - 50-95 MAT 0018C - Pre-Algebra
 - 96-112 MAT 0028C - Beginning Algebra
 - 113-122 MAT 1033 - Intermediate Algebra

123-150 MAC 1105 - College Algebra,
 MGF 1106 - Liberal Arts Mathematics I,
 MGF 1107 - Liberal Arts Mathematics II,
 MTG 1204 - Geometry for College Students, or
 STA 2023 - Elementary Statistics

- **PERT Reading Scores:**

50-83 REA 0007C - Reading I
 84-103 REA 0017C - Reading II
 104-150 ENC 1101 - Freshman English I

- **PERT Writing Scores:**

50-89 ENC 0015C - Writing I
 90-98 ENC 0025C - Writing II
 99-150 ENC 1101 - Freshman English I

4. **Grade Point Average -**

- **English Language Skills** - Achieve a 2.5 GPA in 2 courses for a minimum of 6 hours of credit from ENC 1101 and ENC 1102 or equivalent college-level English courses.
- **Math Skills** - Achieve a 2.5 GPA in 2 courses for a minimum of 6 hours of credit from any of the following math courses: MAC 1105 and any other MAC course with the last three digits higher than 105; MGF1106 and any other MGF course with the last three digits higher than 106; and any STA or equivalent statistics course.

5. **College Level Exam Program (CLEP) -**

Achieve minimum acceptable scores as required on English or Math exams to be transferred in for degree credit.

Waiver by committee for students with documented specific learning disabilities and other extenuating circumstances.

STANDARDS OF ACADEMIC PROGRESS

College Credit

I. Academic Probation 1 -

- A. If your cumulative GPA falls below 2.0 after 7 or more credit hours, you will be placed on Academic Probation 1.
- B. If you are on Academic Probation 1, you will be required to attend individual counseling/advising sessions, restricted to enrolling in

not more than 13 credit hours, and must have your program of study approved by a counselor or advisor prior to your next registration.

- C. You will remain on Academic Probation 1 status until your cumulative GPA rises above 2.0 or until moved to Academic Probation 2 status.

II. Academic Probation 2 -

- A. If you have been placed on Academic Probation 1, you will be placed on Academic Probation 2 if your GPA for any subsequent term falls below 2.0.
- B. If you are on Academic Probation 2, you will be required to attend individual counseling/advising sessions, be limited to no more than a 13 credit hour class load, and be restricted to a prescribed program that may include courses to overcome skills deficiencies.
- C. You will remain on Academic Probation 2 status each term that your cumulative GPA remains below 2.0 unless you are moved to Academic Suspension status.

III. Academic Suspension -

- A. You will be placed on Academic Suspension if your GPA for any two consecutive terms falls below 2.0.
- B. The period of Academic Suspension is one term.
- C. You may request that the Academic Appeals Committee review your case.
- D. While on Academic Suspension, you may audit two non-preparatory courses while receiving assistance in the Tutoring and Learning Center.
- E. If you are on Academic Suspension, you may not attend college credit classes for the term (a term is defined as the fall, spring, or summer terms) unless approved by review under the following procedure: "Removal of Academic Suspension/Probation."

IV. Removal of Academic Suspension/Probation Status -

- A. You may be removed from Academic Probation 1 status by attaining a cumulative GPA of 2.0 or higher during the current term.
- B. You may be upgraded from Academic Probation 2 to Academic Probation 1 by achieving a term GPA of 2.0 or higher.

C. If you are readmitted after Academic Suspension, you will enter on Academic Probation 2 unless your cumulative GPA is 2.0 or higher.

V. **Determination of Satisfactory Progress -**

Determination of satisfactory progress will be measured at the end of each term.

VI. **Transfer Students -**

When you transfer to SFCC, your cumulative GPA is determined by the transfer courses posted on your transcript. You must remain in good standing until your transfer credits have been officially evaluated and become a part of your academic record. In most cases, this should occur prior to advising/registration for your first term.

NOTE:

- The cumulative GPA does not include college preparatory courses
- If you are a college credit student who has been suspended, you may change to an occupational certificate program and register for occupational classes and be placed in good standing.
- If you transfer into the SFCC associate in arts degree program with less than a 2.0 GPA, you will be admitted on probation.

ACADEMIC APPEALS

Academic Suspension, Withdrawal, Refunds -

1. The Academic Appeals Committee reviews requests for exceptions to college academic procedures when there are extenuating circumstances and factors beyond your control. The committee hears requests for waiving academic suspensions, approving tuition refunds, and approving withdrawal from a class after the deadline.
2. You have a maximum of six months following completion of a class to appeal for a tuition refund or withdrawal from a class after the deadline.
3. You have a maximum of six months after the term in which you receive a GPA below the required level to appeal an academic suspension.
4. Documentation verifying extenuating circumstances must accompany any request for refund, withdrawal or academic suspension.
5. You should obtain the Academic Appeals Form from the Office of the Registrar. The completed form along with supporting documentation is to be submitted to the Office of the Registrar for processing.

6. The Academic Appeals Committee will make a recommendation to the dean of student services to approve or deny the request.
7. The dean of student services makes the final decision to approve or deny the request.
8. The registrar informs you of the final decision.

Grade Appeals -

1. Members of the teaching faculty are responsible for issuing grades. If you believe you have received an incorrect grade you should immediately request a conference with your instructor(s) within 15 working days after the grade(s) is issued.
2. If the conference does not resolve the disputed grade, you should make an appointment to discuss the problem with the instructor's instructional supervisor within five college working days after meeting with the instructor.
3. If the meeting with the instructional supervisor still does not resolve the situation, you may submit a written appeal to the dean of the division within five college working days after meeting with the instructional supervisor.
4. If the meeting with the dean does not resolve the situation, you may submit a written appeal to the vice president for educational and student services within five college working days after the conference with the dean.
5. The vice president for educational and student services makes the final decision to approve or deny the request for grade change.

Payment of the Full Cost of Instruction -

For the third and fourth attempts of a college credit or college preparatory course, you will be assessed the full cost of instruction (equivalent to out-of-state tuition). This rule impacts only those students whose fee assessment is based on in-state residency. You may not withdraw from the third or fourth attempt in any course.

Fourth Attempt Override Appeal -

If you fail to pass a course after three attempts, you may request an override to take the course a fourth time, based on illness or some emergency beyond your control that prevented you from successfully completing the subject area within three attempts. Each request must be accompanied by appropriate documentation of the condition on which the request is made. The request should be made to the registrar. Per state statute, fifth attempts cannot be granted.

Appeal to Payment of Full Cost of Instruction -

If you fail or withdraw from a course two times and wish to re-enroll in the course for a third attempt, you may appeal the payment of the full cost of instruction due to extenuating circumstances and/or financial hardship. Appeals should be made to the registrar and must include copies of supporting documentation of the circumstances and/or hardship. Extenuating circumstances are those determined by the college to be exceptional and beyond the control of the student, which may include, but are not limited to:

- Documented serious illness.
- Documented medical condition preventing course completion.
- Death of an immediate family member (father, mother, sister, or brother).

Criteria for determining and/or documenting financial hardship shall include, but not be limited to, qualifications for federal need-based financial aid.

RESIDENCY RECLASSIFICATION APPEAL PROCESS

A student who is otherwise unable to qualify for in-state classification by the guidelines posted in the *College Catalog*, may submit a petition to the Residency Appeals Committee in the Office of the Registrar. The student must include documentation evidencing the grounds on which the appeal for in-state classification is based. Petition forms are available at any campus and on the Office of the Registrar's Web page. The Residency Appeals Committee will render a final residency determination in writing including the reason for the determination.

SAFETY AND SECURITY GUIDELINES

CAMPUS SECURITY AND CRIME WATCH

The well being and personal safety of each student, staff, and visitor at SFCC is of great concern and the security and safety of each individual is a responsibility of all. Cooperation and involvement of every member of the college community are absolutely necessary to ensure maximum safety and security of personal belongings. No college security plan can attain maximum effectiveness unless everyone contributes to making it work.

Become an involved and alert college citizen. Report any unsafe or dangerous situation. Your ideas and contributions to our safety and security are encouraged and welcomed. Remember, we are always looking for ways to ensure that our college is a safe, secure, and healthy place to study and work. We challenge you to make this a personal objective while you are here.

SFCC has developed a set of guidelines for reporting emergencies and criminal activities. It is important to note that each emergency situation or criminal activity has different circumstances requiring different actions. Each action should afford the safety and security of victims and others involved. Reporting guidelines are published in this *Student Handbook* and are posted throughout various college classrooms, offices and public areas.

REPORTING EMERGENCIES ON CAMPUS

Students, faculty, and staff are encouraged to report any suspicious activity regardless of how insignificant it may seem. The security staff who answers your call is trained in handling emergencies. When reporting an urgent situation please give the following information:

- *Give your name and location.*
- *Describe the nature of the emergency.*
- *Be prepared to respond to the security's questions or instructions.*

In response to your call, public safety personnel are dispatched to the scene to lend assistance, investigate or prepare a report. Local fire, emergency medical, or law enforcement personnel are called when appropriate. Operating 24 hours a day, 365 days a year, SFCC Security personnel are deployed on campus in motor vehicles and on foot to provide quick response, as well as a high degree of visibility and accessibility to the college community.

SECURITY CALL STATIONS

Strategically placed throughout the Highlands Campus parking areas are security call stations. Should you find yourself in the need for security assistance, press the red activation button, located above the instructions. Once activated, a radio

message will be dispatched automatically to the security team, notifying them of the location requesting assistance. A member of the security team will arrive shortly at the security call box's location to provide aid.

FIRE EMERGENCIES

In the event of fire, stay calm -

- *Pull the nearest fire alarm.*
- *Go to the nearest/safest phone, and call the Fire Department at 911.*
- *If there is time, call the Security Department at (863) 453-0806 on the Highlands Campus, (863) 993-1757 on the DeSoto Campus, (863) 773-3081 on the Hardee Campus and (863) 465-3003 at the Lake Placid Center.*

Fire evacuation procedures -

- *Occupants will evacuate the premises when the fire alarm sounds.*
- *Do not use any elevator during a fire.*
- *If possible, without jeopardizing personal risk, employees in cash handling departments should secure cash drawers and safes.*
- *The evacuation perimeter should be at least 500 feet away from the affected building(s). Do not congregate on roadways, as this impedes the access routes for emergency responders.*
- *To prevent additional risk to responding emergency service personnel, please account for all students and staff in your charge during the evacuation process.*

REPORTING SEX RELATED OFFENSES

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires that registered sex offenders provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The pertinent website for securing the related information is www.fdle.state.fl.us.

Victims of sex-related offenses are strongly encouraged to report the crime immediately by calling 911 from any campus phone. The primary concern of our security staff is the safety and well-being of the person who has been the victim of this crime.

- When the security staff arrives, he/she can aid the victim with medical assistance. At this time, the information needed is a brief account of what happened, a physical description of the assailant, and his direction of travel.

- Later, a more detailed interview will take place. The sooner the crime is reported, the better the chance that the assailant will be caught.
- The victim is informed of his/her option to notify appropriate law enforcement authorities. Campus Security will provide assistance in notifying local authorities, if requested by the victim.
- Student Services staff members are also available to assist in filing a report.
- Preserving physical evidence will increase the chance of successfully prosecuting the assailant.
- The victim will be advised of the importance of preserving evidence.
- Although the victim will probably want to wash and change clothes, they should not do so until the rape counselor or law enforcement officials have gathered the evidence.
- Physical evidence may be found on the victim who has been assaulted as well as in the vicinity of the crime.

If the victim does not want to file an official police report of the incident, he/she can contact Campus Security at (863) 453-0806 on the Highlands Campus, (863) 993-1757 at the DeSoto Campus, (863) 773-3081 at the Hardee Campus, or (863) 465-3003 at the Lake Placid Center 24 hours a day.

Crisis intervention, emergency medical help, and counseling referral services are available. The decision of the victim to pursue or not pursue with some course of action in such offenses is honored and respected.

Remember that there is no more reason for you to feel guilt, shame, or embarrassment than if you have been the victim of a mugging or other crime. A great many people are sensitive to your needs and are anxious and able to help.

CAMPUS CRIME AND FIRE STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires South Florida Community College (SFCC) to publish an annual report that contains statistics for the previous three years concerning reported crimes that occurred on campus, at off-campus buildings owned or controlled by SFCC, and on public property immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. A copy of this report is located on the college's website for ease of access (under the campus safety and security section). The report's direct Web link is: http://www.southflorida.edu/documents/Security_CSR.pdf. In addition to the crime statistics, the report contains our annual fire safety information and statistics for our student residence facility.

SAFETY TIPS

To Reduce the Likelihood of Assault -

On Campus

- Keep emergency numbers near the phone.
- At night, walk in well-lit areas. Walk or jog in pairs or groups, particularly at night or in lonely places. Do not ignore intuition; if you suspect you are being followed, change directions or head for a campus building or a group of people.
- Do not wear earphones. They block any audible warning of a stranger's approach.
- Avoid working in a classroom, lab or isolated location at night.
- Never leave your purse, valuables or book bag unattended, even for a brief moment.
- If a driver stops you to ask questions, do not get too close to the vehicle and risk being pulled inside.
- Placing a single key between your forefinger and middle finger when walking to or from your car provides you with a very discreet, but effective weapon that you can use to defend yourself if you are assaulted.

Elevators

- Trust your intuition. If you feel uncomfortable with individuals waiting to board an elevator, don't enter the elevator with them! In the event you are riding an elevator and become uncomfortable, step out at the next available stop.
- Stand near the controls. If necessary, you can press all the buttons or use the emergency alarm.

Your Vehicle

- Park in a well-lit area at night. Check the parking lot before leaving the car. Walk to your car with keys ready.
- Check the back seat before entering. Someone could be hiding there.
- Keep enough gas in your tank for emergencies.
- If you are followed by another car, drive to a police station or business with lights and people. Do not go home with someone following you.

Nuisance Telephone Calls

- Hang up as soon as you know it is a crank call.
- Don't converse with strangers.
- Keep cool. Don't let the caller know you are upset.

- Call the police if the problem persists.
- Keep a log of when you receive calls.

To Reduce the Likelihood of Theft -

Theft is the biggest crime problem facing the college community. Most thefts can be prevented or made more difficult if attention is paid to the following:

In General

- Be certain that all doors are locked when offices are not occupied. An open door is a thief's best friend. Even if you are going out for only a few minutes, lock the door.
- Each office should have an inventory of both the college's and personal effects that are kept on the premises. Serial numbers and SFCC decal numbers should be recorded because they make recovery and identification of stolen items easier. An up-to-date record should be kept of all equipment out for repair, out on loan or replaced.
- When in the library or any other public place (cafeteria, student center, and the like), backpacks, books, cell phones, iPods, laptop computers, purses and wallets should not be left unattended, even for a few minutes. In the time it takes to get a book or a meal, a purse or wallet can easily be stolen. Faculty and staff members should lock purses and other valuables in their desks. Valuable items should never be left out in the open.

Your Auto

- Lock your car and pocket the key whether you leave for a minute or several hours. Close the windows all the way, and make sure the trunk is locked.
- Never leave an identification tag on your key ring. If your keys are lost or stolen, it will guide the thief to your car or home.
- Remove radar detectors and, if possible, electronic items from plain view.
- Take everything of value with you or lock it in the trunk.
- Use a highly visible locking bar across the steering wheel.
- Keep a record of your car's vehicle identification numbers (VIN) so you can identify it if it is stolen and recovered.

WHAT TO DO IF...

YOU ARE THE VICTIM OF A THEFT

If items are stolen from you, there is little hope of recovering them unless you have recorded the model and serial numbers of the items.

- As soon as the theft is discovered, notify the Security Department at (863) 453-0806 on the Highlands Campus, (863) 993-1757 on the DeSoto Campus, (863) 773-3081 on the Hardee Campus, and (863) 465-3003 at the Lake Placid Center.
- Security staff will take a report from you and contact law enforcement upon request. Try to supply as much information as possible concerning the stolen property, including serial number, make, model, and value.
- The majority of thefts on campus occur because property was left unsecured or unattended. It is estimated that more than 80 percent of all theft on campus could be prevented if everyone would lock up their valuables. This is the most effective way of preventing theft.

YOU ARE ASSAULTED

Call the Security Department at (863) 453-0806 on the Highlands Campus, (863) 993-1757 on the DeSoto Campus, (863) 773-3081 on the Hardee Campus, or (863) 465-3003 at the Lake Placid Center as soon as possible.

- Try to remember as much about the person as possible. Important characteristics include sex, race, hair color and length, body size, clothing description, scars or tattoos and markings, mode of travel, vehicle type, color, and tag number.
- The campus will be searched immediately for suspects and local law enforcement agencies will be notified.

YOU SEE SUSPICIOUS PERSONS

If you see anyone acting suspiciously, call the Security Department at (863) 453-0806 on the Highlands Campus, (863) 993-1757 on the DeSoto Campus, (863) 773-3081 on the Hardee Campus, or (863) 465-3003 at the Lake Placid Center.

- Do not approach the person yourself.
- Report the type of suspicious activity and give a general description of the subject (number of persons, sex, race, dress, vehicle, and location). Stay on the line with the communication officer. Public safety/security personnel will investigate your report immediately.
- If all members of the campus community become security conscious and report suspicious activity, thefts, and related incidents will be measurably reduced.

YOU ARE BEING FOLLOWED

- Cross the street or change direction.
- Keep looking back so the person realizes you are aware of his/her presence.

- Go to a well-lit, populated area.
- Notice physical details so you can describe the person to law enforcement.

YOU RECEIVE A BOMB THREAT

If you receive a bomb threat, it is important to obtain as much information from the caller as possible. Things to ask include: (1) location of the bomb, (2) time of explosion, (3) type of bomb.

- Observe the caller's voice and any background noises you may hear. Such information may assist in identifying the caller.
- Call the Security Department at (863) 453-0806 on the Highlands Campus, (863) 993-1757 on the DeSoto Campus, (863) 773-3081 on the Hardee Campus, or (863) 465-3003 at the Lake Placid Center immediately.
- Do Not Panic. Trained public safety personnel will search the area involved and notify other appropriate agencies, if necessary. The college emergency response team will recommend to the college president an appropriate response.

YOU ARE SICK OR INJURED

- In an emergency, call 911 and if possible, call the Security Department at (863) 453-0806 on the Highlands Campus, (863) 993-1757 on the DeSoto Campus, (863) 773-3081 on the Hardee Campus, or (863) 465-3003 at the Lake Placid Center and advise the nature of the illness or injury and your exact location. Security staff will respond to assist.
- If you are not seriously injured or sick, call the Security Department at the appropriate numbers listed in the previous paragraph.
- All campuses have emergency first aid stations.

YOU HAVE BEEN INVOLVED IN A MOTOR VEHICLE ACCIDENT

Call the Security Department at (863) 453-0806 on the Highlands Campus, (863) 993-1757 on the DeSoto Campus, (863) 773-3081 on the Hardee Campus, or (863) 465-3003 at the Lake Placid Center.

- If people have been injured, dial 911 and provide the requested information to the dispatcher.
- Have your driver's license, registration, and insurance card ready to assist the law enforcement officer who writes the report.
- Do not stand in the roadway as you wait for assistance to arrive.

GENERAL INFORMATION

AMERICANS WITH DISABILITIES ACT (ADA)

SFCC seeks to ensure that programs, services, and facilities are accessible to and usable by persons with disabilities. Persons with disabilities who are otherwise eligible for services must help the college accommodate their individual needs by notifying college staff of specific equipment or resource needs.

If you are a person with a disability, this handbook is available to you in hard copy and digital format. Telephone or written requests should include your name, address, and telephone or TDD number. Your requests should be made at least two weeks prior to the time you need the publication. Contact the individuals who have been assigned to assist in ensuring that students have access to the college's programs, services, and facilities. The dean of student services, (863) 784-7107, serves as the ADA student coordinator and the human resources director, (863) 784-7132, serves as the ADA employment and facilities coordinator. Please contact these individuals, if you require assistance.

DRUG-FREE CAMPUS

SFCC is committed in having drug-free campuses and centers. Illegal use of drugs or alcohol will not be tolerated at any SFCC campus or center or at any SFCC-sponsored event off campus.

Alcohol and drug-free campus handouts are distributed to new students at orientation and to continuing students at their first registration in each academic year. These handouts describe standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on campus; health risks, applicable legal sanctions under the law; programs that address counseling treatment or rehabilitation/reentry programs; and disciplinary sanctions that SFCC will impose on students and employees.

Any student who uses drugs on any SFCC site or SFCC-sponsored event off campus will be suspended. The student may apply for readmission consideration only after becoming drug-free and after at least one academic term of suspension is completed.

Any student who sells or manufactures illegal drugs on any SFCC campus or SFCC sponsored event off campus will be expelled. The student can apply for readmission consideration only after at least a full year of expulsion is completed.

The college will refer for prosecution anyone engaging in illegal drug or controlled substance activity on our campuses or at our events. Students who are convicted of any drug offense must report it to the dean of student services within five days. Students may contact the same office for an explanation of appeal rights for each step of the disciplinary process.

SFCC encourages any student with an addiction problem to seek help by contacting the Tri-County Addictions Rehabilitation Services, Inc.

TOBACCO-FREE COLLEGE

SFCC is committed to providing a safe and healthy environment for its employees, students, and visitors. In light of extensive research findings that the use of tobacco products poses significant health hazards, it is the intent of the SFCC District Board of Trustees to establish a tobacco-free environment.

Effective Aug. 1, 2011, the use, distribution, or sale of tobacco, or any object or device intended to simulate that use, is prohibited in all indoor and exterior areas of each campus, center, and other property under the control of the college.

College employees, students, visitors, contractors, and all others are expected to comply with SFCC's Tobacco-Free College policy and the Florida Indoor Clean Air Act at all times.

EQUAL OPPORTUNITY

South Florida Community College pledges to provide equal access to education and employment opportunity to all regardless of race, color, religion, gender, national origin, age, disability, marital status, political affiliation, and sexual orientation. The college adheres to federal and state laws that control equal access/equal opportunity. This pledge covers all aspects of the educational and employment relationship with our students and employees. Concerns regarding this pledge are to be addressed to the equal access/equal opportunity student coordinator at (863) 784-7107. Nothing contained within this *Student Handbook* is intended to discriminate on the basis of the previously mentioned factors.

The following college staff members have been assigned to assist in ensuring that you have access to the college's programs, services, and facilities. Please contact these individuals, if you require assistance.

Annie Alexander-Harvey, Dean of Student Services
EA/EO Student Coordinator
(863) 784-7107, Building B, 2nd Floor
Annie.Alexander-Harvey@southflorida.edu

Susan Hale, Human Resources Director
EA/EO Employee Coordinator
(863) 784-7132, Building I, 1st Floor
Susan.Hale@southflorida.edu

NOTE: Staff located at 600 West College Drive, Avon Park, FL 33825.

INFECTIOUS DISEASES

SFCC will allow students with infectious diseases including but not limited to AIDS, AIDS Related Complex (ARC), Methicillin-Resistant Staphylococcus Aureus (MRSA), or those testing positive for Human Immunodeficiency Virus (HIV) to participate in any student programs unless it can be demonstrated that such students are a direct threat to other students, employees, or the public. The college recognizes that such diseases represent significant public health threats and will provide an ongoing approach of education aimed at prevention for all students and staff, to include appropriate curriculum, services, and counseling.

The president of the college or designated representative(s) is/are authorized to review the facts and recommend whether or not action should be taken. "Reasonable accommodation" will be considered if it is determined that some type of action is needed. Each student/employee case will be evaluated to determine risk of transmission. Student or employee response to each known case of AIDS, ARC or positive HIV or HTLV III or LAV, or MRSA will be according to the individual known facts. Any student/employee with such diseases should notify the college of any changes in his/her medical condition. No person, group, agency, insurer, employer, or institution will be provided medical or other information without written consent from the affected person. Policies related to transmission of "any" communicable disease will be followed. Reasonable measures will be taken to safeguard the confidentiality of medical records or other information it has obtained. The college will work cooperatively with the community, health/mental health agencies, and other organizations to provide programs responsive to this policy.

STUDENT RECORDS AND PRIVACY GUIDELINES

The Office of the Registrar maintains permanent educational records for all students who ever enrolled at SFCC. The student educational record may contain an application for admission, high school and/or college transcripts, the SFCC academic record or transcript, authorized changes to the record and other documentation appropriate to a student's enrollment at the college.

Family Educational Rights and Privacy Act (FERPA) - is a federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. The statute is found at 20 U.S.C. 1232g and the regulations are found at 34 CFR Part 99.

Under FERPA regulations, colleges must generally afford students attending a post-secondary institution access to their educational information, an opportunity to seek and have their records amended, and some control over the disclosure of information from the records. FERPA requires the college to protect the privacy of student record information with regard to access to a student's college records, the release of such records, and the opportunity to challenge records should they be inaccurate, misleading, or inappropriate.

No information, other than the data determined to be “directory information” can be provided to a custodial parent, non-custodial parent, or other third party without the permission of the student unless specific criteria have been met. FERPA requires the college to establish a policy with regard to the data items that can be released to third parties upon request, and to establish the procedures for the release of such information. Students have the option of making their “file” and “data” confidential. Students choosing to have their data marked as confidential are identified in the student information system, and their information is excluded from the college’s directory information.

Disclosure of Education Records -

The college must:

1. Have a student’s written consent prior to the disclosure of education records.
2. Ensure that the consent is signed and dated and states the purpose of the disclosure.

The college may disclose education records without prior consent when:

1. The disclosure is to college officials who have been determined to have a legitimate educational interest.
2. The student is seeking or intending to enroll in another college.
3. The disclosure is to state or local education authorities auditing or enforcing federal or state supported education programs or enforcing federal laws which relate to those programs.
4. The disclosure is to the parents of a student who is a dependent for income tax purposes.
5. The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid.
6. The disclosure is pursuant to lawfully issued court order or subpoena.
7. The information disclosed has been appropriately designated as directory information by the college.

Parent Access to Records - Student records may be released to a parent (either custodial or non-custodial) of the student without the student’s prior approval only when an SFCC parent information request form has been completed. This form requires the requesting party to attach documentation that verifies the student was claimed as a dependent student on the most recently filed IRS tax return. (Copies already supplied to the Financial Aid Department can be used.) Once this form and documentation is received, the student will be notified of

the request prior to the release of the requested information 10 days hence. **Student information is subject to the FERPA guidelines even if the student is below age 18.**

FERPA permits institutions to disclose information to a parent if a health or safety emergency involves their son or daughter. Colleges are also allowed to inform parents if the student is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance. A college official may generally share with one's parent information that is based on that official's personal knowledge or observation of the student.

Students may choose to have their records provided to a parent, or other third party, on a one-time or one-year basis by completing the student Release of Academic Information form.

Health or Safety Emergency - The college is allowed to disclose, without the student's consent, education records, including personally identifiable information from those records, to protect the health and safety of students, and other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. This exception to FERPA's general consent rule is limited to the period of the emergency and, generally, does not allow for a blanket release of personally identifiable information.

Disciplinary Records - While student disciplinary records are protected as education records under FERPA, disciplinary records may be disclosed without the student's consent under certain circumstances. A college may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime.

An institution may disclose to anyone the final results of a disciplinary hearing if it determines that the student is an alleged perpetrator of violence or non-forcible sex offense and, with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

Law Enforcement Unit Records - Investigative reports and other records created and maintained by the law enforcement (campus safety) unit are not considered to be education records subject to FERPA. Accordingly, institutions may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent. The SFCC Campus Safety Office is responsible for referring potential or alleged violations of law to local police authorities.

Directory Information - Directory information can be released to the public without the student's consent following specific request procedures. Directory information will not be released if the student had requested in writing to keep information confidential. At any time, the student can complete a form in the Office of the Registrar to mark records as confidential. The SFCC directory information includes:

- Student name
- Date of attendance
- Academic program
- Honors received (Vice President's and President's lists, cum laude, etc.)
- Degree received and date conferred
- Lists of prospective graduates/graduates
- Participation in officially recognized activities/sports
- Weight and height of athletic team members

The college reserves the right to provide additional information, such as street address and telephone number, where there is a signed articulation agreement with another post-secondary institution for purposes of recruiting students, and in cases that are superseded by the Solomon Amendment, giving military recruiters access to student recruiting information.

Any other information is considered to be personally identifiable information and cannot be released to a third party, including parents, without the student's written consent.

Directory Requests - The procedure to request SFCC directory information is indicated below. Directory information requests are not recorded in individual student records. The requests must be made in writing on the letterhead of the company, agency, or college requesting the information.

1. If the request is being made by an individual, the request needs to indicate the name, address, and phone number of the requestor and the reason for the request.
2. Requests for the entire student directory, requests from any military sources under the Solomon Amendment, or requests for a class of students, such as all students in any one major, should be directed to the Office of the Registrar.

Student Access to Educational Records - Colleges are required by FERPA to:

1. Provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of the request.
2. Provide the student with copies of education records or otherwise make records available to the student if the student, for instance, lives outside of commuting distance of the college.
3. Redact the names and other personally identifiable information about other students that may be included in the student's education records.

Amendment of Education Records - Under FERPA, a college must:

1. Consider a request from a student to amend inaccurate or misleading information in the student's education records.
2. Offer the student a hearing on the matter if it decides not to amend the records in accordance with the request.
3. Offer the student a right to place a statement to be kept and disclosed with the record if as a result of the hearing the college decides not to amend the record.

A college is not required to consider requests for amendment under FERPA that:

1. Seek to change a grade or disciplinary record.
2. Seek to change the opinions or reflections of a college official or other person reflected in an education record.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Questions about the administration of FERPA at SFCC and the release or amendment of any student record should be addressed to the registrar.

Student Requests -

- **Change in records** - Students may request a change to their record in writing. Typical changes include name, address, telephone number, social security number, and program code (major). Most changes require the student to present appropriate documentation.
- **Enrollment verification** - An official college statement indicating term of enrollment and student status (i.e. full or part time).
- **Transfer credit evaluation** - Statement of all course work and grades accepted from another post-secondary institution. Transcript evaluation summary is available online at www.southflorida.edu on the Records menu.
- **Non-release of directory information** - A student may submit a request for non-release of directory information by completing a form in the SFCC Office of the Registrar. This non-release request will remain in effect until the student requests a removal of the non-release hold.

- **Official Transcripts** - Students may request an official copy of his/her academic record in writing. A \$5 fee is charged for each official hard-copy transcript requested. Electronic transcripts are free.

NOTIFICATION OF SOCIAL SECURITY NUMBER (SSN) COLLECTION AND USE

In compliance with Florida Statute 119.071(5), SFCC issues this notification regarding the purpose of the collection and use of your Social Security number.

SFCC collects your Social Security number (SSN) for use in performance of the college's duties and responsibilities. To protect your identity, SFCC will secure your SSN from unauthorized access. SFCC will never release your SSN to unauthorized parties, and each student at SFCC will be issued a unique student identification number. Your unique student identification number is used for all educational purposes at SFCC including registration, access to your online record, etc.

Federal legislation relating to the Hope Tax Credit requires that all post-secondary institutions report the SSN of all post-secondary students to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his/her SSN to the college, but refusing to comply with the federal requirement may result in fines established by the IRS.

In addition to the federal reporting requirements, the public college system in Florida uses the SSN as a student identifier. This use is authorized in Florida Statute 229.559 and in School Code Section 1008.386. In a seamless K-20 educational system, it is beneficial for post-secondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next.

All SSN's are protected by federal regulations and are never released to unauthorized parties.

Athletics - When the Athletics Department awards scholarships to prospective athletes who have not been officially admitted to the college and assigned a college ID, the scholarship award is reported using the athletes' SSNs.

Corporate and Continuing Education/Driver Education Program - Because of Florida state education reporting requirements, students who enroll in Corporate and Continuing Education and Driver Education Program classes are required to submit their SSNs. In addition, the Driver Education Program is required to provide a student's SSN to the Department of Highway Safety and

Purpose Students	Required use of SSN	Notice Requirements	Statute	Mandatory
Student Financial Aid	Requires institution to verify student's SSN, collection of information, including parents of dependents seeking aid. Requires student to submit SSN to obtain grant, loan or work assistance. Requires institutions to verify SSN in national database and reporting. Required to complete FAFSA Required for Bright Futures and other scholarships for eligibility purposes.	Notice through FAFSA and applications	20 USC 1078; 20 USC sections 1090, 1091, 1092 Section 483 of the Higher Education Act of 1965 34 CFR 668.16 34 CFR 668.33 34 CFR 668.36	Yes, to be eligible for assistance.
Student Admissions Application	Requires SSNs for tracking students and authorizes collection under IRS code	Application	1008.386 FS (College may not require SSN as a condition of admission or graduation). SBE Rule 6A-1.0955(3)(e). IRC Section 25A (Hope/Lifetime Learning Credit) 119.071(5)(a) FS Collection and disclosure	Student may refuse, but may be subject to a \$50 penalty under IRC Sect.25A. (Hope/ Lifetime Learning Credit). Pursuant to 1008.386 college may not require SSN as a condition of admission or of graduation.
Student Income Taxes	Issuance of Forms 1098T	NA	26 USC 3402, 6051 26 CFR 1.6050	SSN or TIN required for filing
Hope/ Lifetime Tax Credit	Reporting of SSNs to IRS	NA	Federal Register, June 19, 2000\ IRC Section 25A	Student may refuse but subject to fine.
College Reach Out Program (CROP) Agency for Workforce programs Federal Work Study	Administrative use and state (FDOE) or federal reporting (DOE); SSNs may also be used for verifying eligibility for programs and establishing residency requirements.	NA	119.071(5)(a) FS FWS 34 CFR 668.36	Yes, for eligibility and administrative use.
TRIO Student Support Services (SSS)	Administrative use and federal reporting (DOE)	Application	20 USC 1070a-14 34 CFR 646.3	Yes, for eligibility and federal reporting requirements.

Motor Vehicle after completion of specific courses. For professional development and licensing classes, SSNs are used for state licensure reporting requirements. For adult education and Workforce grant funded programs, SSNs are used as an identifier for program enrollment and completion.

Financial Aid Office - The Financial Aid Office at SFCC requires students to submit their SSNs on various forms to correctly identify applicants, match each applicant's financial aid record with the student record, and to help coordinate state and federal aid programs.

Human Resources and Payroll - The college's Human Resources Department and Payroll Office collect SSNs for the following purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collections, reconciliation, tracking, benefit processing and tax reporting; and for fingerprint submissions to the Florida Department of Law Enforcement. SSNs also are used as a unique numeric identifier and may be used for search purposes. Providing your SSN is a condition of employment at SFCC.

Institutional Research - The Institutional Effectiveness Department uses SSNs for data collection and required annual state and federal reporting.

Outreach Programs – The College Reach-Out Program (CROP) collects SSNs to track students for outcome data.

TRIO Student Support Services – The TRIO Student Support Services program (SSS) collects SSNs to track students for outcome data and to perform required annual federal reporting.

SFCC Foundation - The South Florida Community College Foundation collects SSNs for the following purposes: as a unique numeric identifier and for reporting scholarship recipients to the Department of Education and the Florida Community College Foundation. SSNs also are required by certain scholarship donors in accordance with their trust or scholarship agreements.

PANTHER CENTRAL

Students may register, view class schedules, view grades and courses credits, browse the current Schedule of Classes, view financial aid status, and update address and telephone numbers online through Panther Central. Computer stations are available in the Welcome Center and Career Center on the Highlands Campus and in all college library locations.

ACCESS TO TECHNOLOGY RESOURCES AND ACCEPTABLE USE

SFCC makes no warranties of any kind, either expressed or implied, for the electronic access services it is providing. SFCC is not responsible for damages which include, but are not limited to, delays, computer viruses, non-deliveries, mis-deliveries, or service interruptions of any kind. SFCC specifically denies any responsibility for the accuracy or quality of information obtained through its electronic access services.

Student User Responsibility - Students using SFCC's computer technology and/or its electronic access services are expected to:

- Comply with all existing college policies as they may be interpreted to apply to technology resources, including but not limited to student discipline, religious, racial, and sexual harassment/violence policies.
- Respect the privacy of other users and not intentionally seek information about, obtain copies of, delete, or modify files or other data belonging to other users.
- Comply with legal protection provided by copyright and license to programs, data, and documents.
- Maintain the security of SFCC technology resources by adhering to all campus-wide and site-specific rules and policies.
- Comply with the acceptable use policies of all technology resources to which SFCC has access.

Acceptable Use - Acceptable use of SFCC's computer technology and/or its electronic access services:

- Is consistent with the mission of SFCC.
- Encourages efficient, cooperative, and creative methods to perform the user's educational tasks.
- Is related to instructional and/or other support activities considered consistent with the mission of the college.
- Permits authorized and appropriate access to voice, video, and data systems and software or data on all SFCC campuses and other remote locations.

Unacceptable Use - Unacceptable use of SFCC's computer technology and/or its electronic access services occurs if a user attempts to:

- Provide, gain, or assist in gaining unauthorized access to technology resources, including any type of voice, video, or data information.
- Interfere with the ability of students or staff members to use SFCC's technology resources or other connected services effectively.
- Access other users' work without instructor or system administrator permission.
- Tamper with or vandalize the college's hardware, software, or security systems.
- Distribute any material which may cause congestion of the college's information systems.
- Use SFCC's technology resources for the distribution or collection of obscene, abusive or threatening material via telephone, video, electronic mail, Internet or other means.
- Use SFCC's technology resources for a commercial, political, or profit-making enterprise.
- Download or install any commercial software, share, or freeware onto SFCC drives, or disks, without written permission from the instructor or system administrator.

Any student action that is determined by an instructor or system administrator to constitute an inappropriate use of technology resources is a violation of these acceptable use guidelines.

Failure to comply with this policy may result in failure of the course, administrative withdrawal from the college, or other disciplinary and/or legal action as appropriate.

COMMUNICATION DEVICES

Please turn off or silence portable communications devices before entering classrooms, labs, or other areas of the college.

STUDENT RIGHTS AND RESPONSIBILITIES

When students are admitted to SFCC, they are subject to the jurisdiction of the college during their enrollment. As members of the college community, students are expected to behave responsibly in all areas of personal and social conduct. Students are responsible for the observance of all SFCC District Board of Trustees policies and procedures as published in the *College Catalog*, the *Student Handbook*, and other college bulletins. Violations of any of these rules may lead to disciplinary action in accordance with prescribed procedures for the handling of disciplinary cases and may range from reprimand to expulsion from the college.

The disciplinary function at SFCC is an integral part of the educational mission of the college. Discipline is seen as a tool for guiding and teaching rather than punishment. Unacceptable behavior is often symptomatic of attitudes, misconceptions, and emotional crises; the treatment of these symptoms through education and rehabilitative activities is an essential element of the disciplinary process. Severe disciplinary action against a student, such as suspension or expulsion, is considered and invoked only when other remedies fail. Even in the case of irrevocable expulsion for misconduct, the process will not be considered punitive in the criminal sense but rather the determination that the student is unqualified to continue as a member of the college community.

RIGHTS

Upon registration, students are entitled to the following freedoms and/or rights provided that their exercise is accomplished in accordance with college procedures and does not result in disruption or disturbance.

- **Right to** a quality education.
- **Right to** fair and equitable treatment in all interactions.
- **Right to** participate in activities according to guidelines set forth in the course syllabi and general college policies and procedures.
- **Right to** freedom of access to higher learning within the limits of its facilities. SFCC is open to all persons who are qualified according to its admissions and good standing policies. It is the responsibility of the college to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of the students to avail themselves of knowledge of these objectives and criteria as published and set forth by the college. The facilities and services of the college will be open to all enrolled students provided facilities are used in a manner appropriate to the academic community and in compliance with college policies.

- **Right to** freedom of expression in the classroom. Instructors in the classroom and in conference will encourage free discussion, inquiry, and expression where relevant and appropriate to the educational objectives of the course. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion; however, they are responsible for learning the content of any course of study for which they are enrolled. Student grading is done solely on an academic basis according to the course grading policy and not on opinions expressed by students in or outside of class.
- **Right to** freedom of inquiry. Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly, peaceable, and acceptable means, which do not disrupt the regular and essential operations of the college.

The education of students is not to be limited to what takes place in the classroom. It is necessary for them, from time to time, to have the privilege of availing themselves of the stimulation that visiting speakers can afford. In order for such speakers to be invited to the college, certain rules must be met by the inviting person or persons. Any speaker, entertainer, consultant, or other person(s) not employed by the college or enrolled in the college, invited or uninvited, to the campus for the purpose of addressing, entertaining, consulting, or otherwise contacting any group of students, faculty, or other employees of the college, must have the approval of the President of SFCC or designated representative. The approval or disapproval shall be obtained from the President or designee upon written request. If the person is invited by any college organization, the organization shall secure approval for the visit in advance. If the person or persons desire to come on campus uninvited, then it will be the responsibility of the person or persons to secure the approval or disapproval of the President.

Institutional control of campus facilities will not be used as a device of censorship. In cases involving a reasonable prediction of disruption on the campus, because of the controversial nature of a speaker or the speaker's subject, or both, permission may be denied. It is the responsibility of the persons who invite outside speakers to make it clear to the college and outside community that all views expressed are not those of the students, faculty, or employees of SFCC.

- **Right to** protection against improper disclosure. Information about students' views, beliefs, and political associations, which instructors acquire in the course of their work as instructors, advisors, and counselors, is considered confidential.
- **Right to** privacy. The privacy and confidentiality of all student records shall be preserved. Official student records, supporting documents, and

other student files shall be handled only by members of the college staff authorized for that purpose.

Regulations of the State Board of Education prescribe the content and custody of limited access records that a community college may maintain on its students (see section on Records and FERPA in this handbook) and states that health and medical records of personal counseling, required student and family financial income records, transcript or student permanent academic records, and student placement records shall be open to inspection only by the student, the parents or guardian of minor students, and such members of the professional staff of the college as have responsibility for working with the students.

The custodian of student records may release information from these records to others only upon authorization in writing from the student, parent of a minor, or upon order of a court of competent jurisdiction or by federal law. Students interested in access to these records should contact the registrar.

- **Right to** initiate changes at the college. Any student or group of students who has an idea or request for improvement in the regulations and conditions governing student life at SFCC should make their desires known initially to the Student Government Association (SGA). SGA will evaluate the proposal and, through the SGA advisors and designated representatives, make suggestions and recommendations to an appropriate member of the college staff for consideration and action.

If this process does not result in a mutually acceptable outcome, the student or group of students may request that the proposal be reviewed in the following order:

1. The Learning and Student Success Committee
2. Vice President for Educational and Student Services
3. The President of the College
4. The Board of Trustees

At any step in this process, a recommendation from the dean of student services may be requested.

- **Right to** know information. The following reports, policies, and general information are available to you and potential students upon request from the Office of the Dean of Student Services, Building B, Room 274, Highlands Campus. In addition, much of this information is directly accessible on the college's website at www.southflorida.edu.

Student Privacy Information - The Family Educational Rights and Privacy Act (FERPA) protects privacy rights of students related to educational records. This information can also be found in the *College Catalog*.

College Graduation/Completion Rates - A table of graduation rates is also available from the Institutional Research Office.

Campus Crime Report and Safety Policies - Crime statistics are reported annually. Safety information is available in this *Student Handbook*. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency, the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or the FDLE website at www.fdle.state.fl.us/sexualpredators.

Drug-Free Campus - This information is provided at the time of admission or employment at SFCC.

Financial Assistance Information - This information can be found in the *College Catalog* or is available from the Financial Aid Office, Building B, Room 173.

Athletic Participation and Financial Support Report and Data - This information can be obtained from the athletic director, Building E, Highlands Campus.

Voter Registration Information - Voter Registration forms are available from the Office of the Registrar, Highlands Campus, any SFCC campus, or from your county Supervisor of Elections Office. SFCC encourages all students who are 18 years of age and U.S. citizens to register to vote.

RESPONSIBILITIES

As a student you have a responsibility to:

1. Complete all admissions and enrollment requirements.
2. Review and consider all information about a program(s) before enrolling.
3. Keep the college informed of mailing address changes. These changes should be directed to the Office of the Registrar.
4. Report an accident or illness occurring on campus. You, another student, or a college representative should contact the Office of the Dean of Student Services to report any accident or illness. Although the college has no medical resources, hospitals are close by. Emergency first aid kits are located in each building on campus, and Student Services will notify the family or designated person of an injured or ill student. Any student involved in an accident on campus should contact the Dean of Student Services and complete an incident report. (See safety information in this *Student Handbook*).
5. Arrange for payment of all fees before classes begin.
6. Attend classes. Class absences may result in a student being administratively withdrawn from a class. Students receiving state or

federal financial aid assistance who are withdrawn from classes may be required to repay the funds. (Instructors will explain class attendance policies to all students during their first week of class.) Individuals not registered for a class are not permitted to attend the class. Veterans and students receiving financial assistance have other attendance requirements.

7. Contact your instructors (or your counselor/advisor) immediately if any concern or situation arises that may interfere with your progress or completion of the courses in which you are enrolled.
8. Contact your counselor or advisor if you wish to discuss concerns or situations of an academic, career, or personal nature.
9. Complete and submit the appropriate paperwork to drop or withdraw from a course or courses.
10. Abide by the policies and procedures of the college as set forth in the *College Catalog* and *Student Handbook*.

STUDENT CODE OF CONDUCT AND JUDICIAL PROCEDURES

SFCC has established regulations which are considered necessary to preserve and maintain an environment conducive to learning, to ensure the safety and welfare of members of the college community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect property and equipment of the college. The dean of student services is responsible for consideration and action regarding all disciplinary matters. This consideration and action will be based on college policies. Following are the standards of conduct expected of students and other members of the college community.

Article I: Definitions

- A. The term “college” means South Florida Community College (SFCC).
- B. The term “Student Code of Conduct” may be referred to hereinafter as the Code.
- C. The term “student” includes all persons taking courses at SFCC, both full time and part time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with SFCC are considered “students.”
- D. The term “faculty member” means any person hired by SFCC to conduct instructional activities.
- E. The term “SFCC official” includes any person employed by SFCC performing assigned administrative or professional responsibilities.
- F. The term “member of the SFCC community” includes any person who is a student, faculty member, SFCC official, or any other person employed

by SFCC. A person's status in a particular situation shall be determined by the dean of student services or designee.

- G. The term "SFCC premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by SFCC.
- H. The term "organization" means any number of persons who have complied with the formal requirements of SFCC recognition/registration as an official student group.
- I. The term "judicial body" means any person or persons authorized by the dean of student services or designee to determine whether a student has violated the Code and to recommend imposition of sanctions.
- J. The term "shall" is used in the imperative sense.
- K. The term "may" is used in the permissive sense.
- L. The term "policy" is defined as the written regulation of SFCC as found in, but not limited to, the Student Code of Conduct, *Student Handbook* and the *College Catalog*.
- M. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, taking tests solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the SFCC faculty or staff.
- N. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or ideas of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Article II. Judicial Authority

- A. The dean of student services shall develop policies, procedures, and assurances for administering the judicial program and procedural rules for the conduct of hearings, which are consistent with provision of the Code and college policies.
- B. Decisions made by a judicial body shall be final, pending the normal appeal process.
- C. A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

Article III: Hearings

- A. Two types of hearings (administrative and committee) are provided for by the Code. Administrative hearings are more informal, can be scheduled more quickly than committee hearings, and are usually better suited to cases involving fewer questions of fact. Committee hearings are generally more appropriate for cases involving more serious charges.
- B. The administrative hearing will be conducted by the dean of student services or designee.
- C. The committee hearing will be conducted by the Student Judicial Committee (SJC). The committee, as a standing committee, is composed of four students (two from the Division of Arts and Sciences and two from the Division of Applied Sciences and Technologies), four faculty members (two from the Division of Arts and Sciences and two from the Division of Applied Sciences and Technologies), three administrators, and a hearing officer appointed by the president of the college. The hearing officer is a nonvoting member of the committee. Student members are to be selected by the dean of student services from a list of students submitted by the Student Government Association no later than September 15 of each year. A voting quorum of five is required for transaction of business. No member of the committee who has an interest in the case shall sit in judgment. The committee is responsible for hearing charges lodged against students for conduct under Control and Discipline of Students Policy 3.33.
- D. Normally, students may choose the hearing type to adjudicate their case. However, the dean of student services or designee reserves the right to choose the appropriate hearing type based on the nature and circumstances of the case.
- E. If the accused student fails to appear for the hearing, the hearing may be held in the accused student's absence.
- F. The hearing body will consider prior records of disciplinary action and victim impact statements only in the sanctioning phase of deliberations.
- G. The hearing body's determination of "responsible" or "not responsible" will be based solely on information presented at the hearing.

Article IV: Proscribed Conduct

- A. The college's jurisdiction and discipline are generally limited to conduct which occurs on college premises or conduct which adversely affects the college community and/or the pursuit of its objectives. However, SFCC will exercise its right to discipline a student for activities, which take place off campus when those activities adversely affect the college community. The dean of student services will consider and determine on a case by case basis any off campus activity in which the college jurisdiction should be asserted.

- B. Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article V. All students, including students with psychological disabilities, have the responsibility to meet the code of conduct by adapting behavior to the educational environment. Code of conduct violations and disruptive behavior, in particular, are to be defined as disciplinary in nature and not issues of mental health.
1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty,
 - b. Furnishing false information to any SFCC official, faculty member or office, including writing bad checks to SFCC for payment of fees,
 - c. Forgery, alteration, or misuse of any SFCC document, record, or instrument of identification, and
 - d. Tampering with the election of any SFCC recognized student organization.
 2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other SFCC activities, including its public service functions on or off campus, or other authorized non SFCC activities, when the act occurs on SFCC premises.
 3. Attempted or actual theft of and/or damage to property of SFCC or property of a member of the SFCC community or other personal or public property, including the theft of textbooks or library books.
 4. Participation in a campus demonstration which disrupts the normal operations of SFCC and infringes on the rights of other members of the SFCC community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
 5. Electronic theft or other abuse of computer time, systems, and Internet access including but not limited to:
 - a. Unauthorized entry into files or systems to use, read, change the contents, or for any other purpose,
 - b. Unauthorized use of another individual's identification, password or access privileges,
 - c. Unauthorized use of the SFCC name, logos, insignia, copyrights, or identifiable properties,

- d. Use of computing facilities to interfere with the work of another student, faculty member, or SFCC official, and
 - e. Other use that violates the SFCC technology access and use policy.
6. Physical abuse, including but not limited to, sexual battery or rape, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
 7. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
 8. Failure to comply with directions of SFCC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 9. Unauthorized use of premises and/or possession, duplication, or use of keys or entry codes to any SFCC premises.
 10. Violation of published SFCC policies, rules or regulations.
 11. Violation of federal, state or local law on college premises or at SFCC sponsored or supervised activities.
 12. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
 13. Use, public intoxication and possession or distribution of alcoholic beverages except as expressly permitted by the law and SFCC regulations.
 14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on SFCC premises.
 15. Obstruction of the free flow of pedestrian or vehicular traffic on SFCC premises or at SFCC sponsored or supervised functions.
 16. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on SFCC premises or at functions sponsored by, or participated in by SFCC.
 17. Abuse of the judicial system, including but not limited to:
 - a. Failure to obey the summons of a judicial body,

- b. Falsification, distortion, or misrepresentation of information before a judicial body,
 - c. Disruption or interference with the orderly conduct of a judicial proceeding, or any other SFCC proceeding including class,
 - d. Institution of a judicial proceeding knowingly without cause,
 - e. Attempting to influence the impartiality of a member of a judicial body prior to or during the judicial proceeding,
 - f. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, or after a judicial proceeding,
 - g. Failure to comply with the sanction(s) imposed under the Code, and
 - h. Influencing or attempting to influence another person to commit an abuse of the judicial system.
18. Sexual battery in any form, including attempted or acquaintance rape, will not be tolerated by the college. There is also a range of exploitative behavior, which does not amount to assault, which may result in disciplinary action against the perpetrator. Attempts to obtain sexual favors through psychological coercion, including but not limited to threats to embarrass or intimidate the victim (in a way that does not include threat of force) are examples of behavior that may result in disciplinary action. Greater detail is covered in the sexual misconduct procedures (available from the dean of student services).
19. On occasion, situations may arise not specifically covered by college regulations or the Code, but which are harmful to the welfare of the college community or are obstructive to the orderly processes of the college. In these incidents, interpretation will be made by representatives of the college and appropriate action will be taken.
20. Students are not permitted to video or audio record without prior approval of the faculty member. Unauthorized use of any classroom materials is a student code of conduct violation.
- C. Violations of civil or criminal law will be referred to the appropriate law enforcement agency.

Article V: Judicial Policies

A. Charges and Hearings (Complaints) -

A student who wishes to register a complaint should contact the specific source of the problem (person/office) with an explanation of the details. If no resolution comes of the discussion with the source, the student should follow the hierarchy by contacting the supervisor/chairperson, and subsequently the director/dean of the person or office. If no satisfaction or resolution is reached, then a formal complaint should be filed in writing to the dean of student services. The dean of student services will inform the student of the procedures and time frames involved in the process.

A student who believes that he or she has been subjected to harassment or discrimination or any such conduct that has the effect of unreasonably interfering with the student's educational experience should report such behavior to a college official who should notify the Dean of student services of the complaint. Confidentiality shall be maintained to the greatest extent possible within the law and the requirements needed for conducting appropriate investigation. If no satisfaction or resolution is reached, then a formal complaint should be filed in writing to the dean of student services who will inform the student of the procedures and time frames involved in the process.

Due Process. If a complaint is filed against a student, the accused will be guaranteed the following rights inherent in due process:

1. The student shall be notified in writing by certified mail, return receipt requested, addressed to the student at his/her last known residence or by handing a copy to the student and the dean of student services. The notification will include that he/she is accused of violating a regulation and will explain the nature of the proceedings against him/her.
2. The student shall be entitled to the following:
 - a. Written notification of the charge(s) and the time and place of the hearing at least five days prior to the hearing.
 - b. Written notification of the names of the witnesses who are directly responsible for having reported the alleged violation or, if there are no such witnesses, written notification of how the alleged violation came to be reported.
 - c. Written notification of the evidence to be received at the hearing.
3. The student shall be entitled to attend in person throughout the presentation of evidence; to know the identity of witnesses

against him/her; to present evidence; and to receive a case summary after the hearing. The student also may elect not to appear before the judicial body. Should the student elect not to appear, the hearing shall be held in his/her absence.

4. If the student has been charged with a violation of college policy or a criminal act, he/she may bring a legal counselor to the hearing provided that:
 - a. The dean of student services is notified by the student of his/her intention to bring a legal counselor to the hearing within two college work days after receiving notice of the hearing, and
 - b. The legal counselor is aware that he/she may provide only passive assistance to the student. (The counselor is not allowed to speak to any witness or member of the judicial body.)
5. The student shall be entitled to remain in class until charges have been heard and disciplinary action imposed.
6. The student shall be entitled to ask questions of the judicial body or any witnesses.
7. The student shall not be required to testify against himself/herself.
8. The student shall be entitled to an expeditious hearing of his/her case.
9. The student shall be entitled to an impartial decision-maker.
10. The student shall be entitled to present a defense.
11. The student shall be entitled to make a transcript of the hearing.
12. The student shall be entitled to have the hearing open to the public if the facilities for such a meeting are available without undue hardship to the college.
13. Should the student admit to the facts charged, he/she will be accorded the right to a hearing on the disciplinary action to be imposed.
14. The next order of appeal shall be the president of the college, or designee, within seven days from date of the letter notifying the student of the judicial body's decision.

B. Sanctions -

1. A student violating the rules and regulations of the college shall be subject to the following disciplinary action determined by the nature of the offense, taking into account the student's previous conduct record:
 - a. Reprimand - A notice in writing to the student that the student is violating or has violated college regulations.
 - b. Requirement of Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - c. Academic Penalty - For academic dishonesty violations, the student will be given a zero (F) for the assignment/course as indicated by the case.
 - d. Discretionary Sanctions - Work assignments, service to SFCC, or other related discretionary assignments.
 - e. Loss of Privileges - Denial of specified privileges for a designated period of time.
 - f. Fines - Previously established and published fines may be imposed.
 - g. Dean's Hold or Other Department Hold - A hold is placed on a student who has unfinished business with a college official or department. A hold prohibits a student from the following: obtaining transcripts, obtaining a diploma, receiving funds, and registering for and attending classes. The hold is lifted only if the student attends to the matter which initiated the hold.
 - h. Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. Dismissal - Separation from the college for an indefinite period of time. Readmission may be possible, based on meeting all readmission criteria and obtaining clearance from the dean of student services or designee.
 - j. Expulsion - Permanent separation of the student from SFCC. **Note:** When a student is found guilty of unacceptable conduct which warrants suspension or expulsion, the dean of student services shall forward the findings and recommendations of the case to the vice president for educational and student services for review prior to the effective date of implementation of the action to be taken.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. First offense students who are found guilty of academic dishonesty as determined by the instructor of the course will have the following sanctions applied:
 - a. Be given a grade of zero (0) for the assignment/exam involved,
 - b. If successful completion of the assignment/exam is required for the course, the student will also be given an F for the course, and
 - c. A copy of the action will be forwarded to the dean of student services where it will be maintained in a disciplinary file. Should the student be charged a second time for academic dishonesty, the student will be required to go through the judicial process as outlined in the *Student Handbook*.
4. Other than SFCC expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than suspension or expulsion, upon application to the dean of student services. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record three years after final disposition of the case or according to state laws.

C. Appeals -

Except as required to explain the basis of new evidence not reasonably available at the time of the hearing, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Code occurred.

3. To determine whether the sanction(s) imposed were appropriate for the violation of the Code, which the student was found to have committed.
4. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
5. If an appeal is upheld by the vice president for educational and student services (VPESS), the matter may be resolved by the VPESS or may be remanded to the original judicial body for re-opening of the hearing to allow reconsideration of the original determination and/or sanctions.
6. In cases involving appeals by a student accused of violating the Code, review of the sanction by the VPESS may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the VPESS may, upon review of the case, reduce, but not increase, the sanctions imposed by the judicial body or dean of student services.
7. In all cases, once final action has been taken, the dean of student services shall inform the complainant in writing of that action.

Article VI: Student's Rights

A. Rights of the Accused -

1. To be given a written notice of the Code of Conduct charge and the allegations upon which the charge is based.
2. To be given an information session, at which time the judicial process and the student's rights will be fully explained. The student will be permitted to review all materials related to the charge and then confirm the forum in which the case will be heard. An agreed upon date will then be set for the hearing.
3. To have the hearing handled in a forthright and timely fashion.
4. To be accompanied during the hearing by an advisor of the student's choice.
5. To be given a fair and impartial hearing, during which the student will be permitted to address the charges and provide information, including witnesses.
6. To know that a tape recording will be made of the entire hearing process.

7. To appeal the decision of the hearing body.

B. Rights of the Alleged Victim or Complainant -

1. To have a judicial referral handled in a forthright and timely fashion.
2. To be accompanied during the hearing by an advisor of the complainant's choice.
3. To have unrelated past behavior excluded from the judicial process.
4. To submit questions to the hearing body. The hearing body will then consider posing the questions to the charged student.
5. To submit a statement about the impact of the offense, to be considered by the hearing body only in the sanctioning phase of deliberations if the accused student is found responsible for the charge.
6. To be present throughout the hearing, or portions thereof, as approved by the hearing chair.
7. To be notified of the outcome of the hearing process, only in the case of sexual assault.
8. To know that a tape recording will be made of the entire hearing process.

Article VII: Interpretation and Revision

- A. Any question of interpretation regarding the Code shall be referred to the vice president for educational and student services or designee for final determination.
- B. The Code shall be reviewed annually by the dean of student services under the direction of the vice president for educational and student services.

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: How do I get my grades?

- ✓ Panther Central is the student online resource where you may view final grades for all courses, review and print your transcript, update addresses and telephone numbers, and review financial aid information. This is also the same location at which you can register for classes online, rather than waiting in long lines.

Q: What is Panther Central and how do I get there?

- ✓ Panther Central is a Web portal. It's an entry point whereby students and college employees can access information that is specifically relevant to them. It uses a single sign on. Information will pop up that is personalized and specifically fit to your needs. As a student, you'll have immediate access to classes, club information, financial aid, registration tools, the library, the *Student Handbook*, and other resources. You'll receive campus-wide and personal announcements.

Q: How do I access Panther Central?

- ✓ You may access Panther Central from the SFCC website home page at www.southflorida.edu, and click the Panther Central icon.
- ✓ Your username is your SFCC ID number (GID), which begins with an "X." Your password default is your six-digit date of birth in the form of mmddyy (e.g. Jan. 3, 1986 would be 010386). You will be prompted to change your password at first log in. Once you have successfully entered your account, select the "Student" tab. You will now see different options from which to choose.
- ✓ If you've forgotten your password, call (863) 784-7405 for assistance. If you are unable to log in with the information above, please call (863)784-7134 or (863)784-7416, Monday through Thursday, 8 a.m.-6:30 p.m., and Friday, 8 a.m.-4:30 p.m., or e-mail onlinehelp@southflorida.edu.

Q: What does it mean if I have a "hold" on my student account?

- ✓ There are several types of holds including a business hold for money owed to the college (may include fines for illegal parking, fines for overdue library books, etc.) and a prep hold for students who have earned 12 credits or more and still need to complete preparatory courses. Holds on student accounts may block online registrations, and release of transcripts.

Q: How do I find my Grade Point Average (GPA)?

- ✓ GPAs are available in your Panther Central account, along with your academic transcript. Your SFCC GPA will be listed separately from the GPA from any other colleges previously attended, as well as a cumulative GPA of all courses attempted.

Q: Where do I find information about scholarships?

- ✓ Scholarship information is available through the Financial Aid Office and on the SFCC website at www.southflorida.edu. Go to the Financial Aid Web page and select “Scholarships.” An in-depth listing of locally sponsored scholarships is provided. You may also search online to find national and international scholarship opportunities. If you plan to transfer to a four-year college, check its website as well. Do not pay any fees for online services to find scholarships. Reputable websites, such as www.fastweb.com are FREE.

Q: What is the Panther Den (D2L)? Where can I get help with the Panther Den?

- ✓ The Panther Den is the online learning environment for you, your instructor, and your classmates to interact beyond the scheduled class time. This innovative elearning technology resource is delivered by Desire 2 Learn, Inc.
- ✓ You will see your current list of courses in the “My Courses” tab in Panther Central. You may click the blue course title to be automatically loaded into that online course resource area in Panther Den. In this online area, you may view your current courses grades, take online quizzes, view course resources (such as your syllabus and lecture information) as well as participate in online discussions or submit documents electronically to your instructors.
- ✓ You can get help at the eLearning Department which is located on the first floor of the Learning and Resource Center (LRC) on the Highlands Campus at (863) 784-7018. One of the responsibilities of this department is to assist students with online and electronic resources such as Panther Central.

Q: What is a communication and mathematics competency requirement?

- ✓ Mandated by the Florida State Board of Education, students must demonstrate college level communication and computation skills through the completion of coursework in English and mathematics. Students must complete the communication competency courses with a grade of C or better. Students must satisfy the competency requirement in mathematics by completing 6 credit hours of college level mathematics with grades of C or better.

Q: What is the difference between dropping and withdrawing from a course?

- ✓ When you drop a course, there will be no record of ever having been registered into the course on your transcript, and you will receive a tuition refund or credit. However, you must drop courses within the time frame of the “Drop with Refund” period (usually within the first week of classes). Once the “Drop with Refund” period has ended, you may withdraw from the course, but there is no refund of tuition. A grade of W will be recorded on your academic transcript, which does not impact your GPA, but may influence your transfer to other state colleges or institutions.

Q: What is “Grade Forgiveness?”

- ✓ “Grade Forgiveness” is the practice of replacing a D or F grade earned on the first attempt of a course with a C or better passing grade earned on a second attempt. You may not withdraw from a third attempt of any course and will receive the grade earned in that course. If you are unsuccessful on the third attempt, you must receive permission to repeat a course for a fourth time and both the grades from the third and fourth attempts will be used to compute your GPA. Full explanation available in the *College Catalog*.

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