



**SOUTH  
FLORIDA**  
State College

# STUDENT HANDBOOK

2016-2017





# **STUDENT HANDBOOK**

## **2016-2017**

**Mascot: Pete the Panther**

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# SOUTH FLORIDA STATE COLLEGE

## JOIN US AT A LOCATION CLOSE TO YOU

<b>Highlands Campus</b> 600 West College Drive, Avon Park, FL 33825 863-453-6661 863-465-5300    ■    863-494-7500 863-993-1757    ■    863-773-2252	
<b>DeSoto Campus</b> 2251 N.E. Turner Avenue Arcadia, FL 34266 863-993-1757	<b>Hardee Campus</b> 2968 U.S. Hwy. 17 North Bowling Green, FL 33834 863-773-3081
<b>Lake Placid Center</b> 500 East Interlake Blvd Lake Placid, FL 33852 863-465-3003	<b>Crews Center</b> 200 U.S. Hwy. 27 South Avon Park, FL 33825 863-453-2250
<b>The Hotel Jacaranda</b> 19 East Main Street Avon Park, FL 33825 863-453-2211	<b>The Teacherage</b> 501 Lemon Avenue, Sebring, FL 33870 863-382-3441
<b>NOTE:</b> For life-threatening emergencies at any campus/ center call 9-1-1, then the specific campus/center number listed above.	

or visit us at

[www.southflorida.edu](http://www.southflorida.edu)

South Florida State College (SFSC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate 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 State College. Other inquiries about South Florida State College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to the institution and not to the Commission's office.

# INTRODUCTION

The South Florida State 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 at SFSC. This handbook describes the various services, organizations, and activities that are available at SFSC 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 SFSC website at [www.southflorida.edu](http://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 responsible for knowledge of the regulations and information contained in this handbook.

## SFSC VISION

South Florida State College will become ... A globally aware academic destination driving regional transformation through innovative collaboration.

## SFSC MISSION

SFSC is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnership 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 a baccalaureate degree, associate degree, or certificate related to career and technical preparation 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; and
- 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.

## SFSC 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.

# 2016-2017 ACADEMIC CALENDAR

Classes for 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](http://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 State College	Academic Dates and Deadlines		
	Fall 2016	Spring 2017	Summer 2017
<b>Regular Term (16 weeks)</b>	<b>Aug 19 - Dec 14</b>	<b>Jan 4 - May 3</b>	<b>May 5 - Jul 31</b>
Priority date to apply for financial aid	Apr 15	Oct 15	Mar 15
Begin priority registration for students with over 40 hours	Apr 1	Oct 28	Oct 28
Begin registration for students with over 20 hours	Apr 8	Nov 4	Nov 4
Begin open registration	Apr 22	Nov 18	Nov 18
Priority date for SFSC Foundation Scholarships	Jun 15	Oct 15	Mar 15
Fee payment deadline	Aug 1*	Dec 8*	Apr 20*
Faculty return	Aug 15	Jan 2	-
<b>CLASSES BEGIN</b>	<b>Aug 19</b>	<b>Jan 4</b>	<b>May 5</b>
<b>Registration ends (last day to ADD a class)**</b>	Aug 23	Jan 8	May 8
Final day to drop classes with refund or change audit status	Aug 26	Jan 11	May 12
Last day to apply for graduation	Aug 26	Jan 13	May 12
Last day to withdraw with a grade of W	Oct 25	Mar 20	Jun 26
Exam week**	Dec 8 - 14	Apr 27 - May 3	Jul 27 - Jul 31
<b>Last day of classes</b>	Dec 14	May 3	Jul 31
Commencement	Dec 15	May 4	-
Grades due in Registrar's Office	Dec 15 (by Noon)	May 4 (by Noon)	Jul 31 (by Noon)
<b>First Flex Session (8 weeks)</b>	<b>Aug 19 - Oct 14</b>	<b>Jan 4 - Feb 28</b>	<b>May 5 - Jun 16</b>
Begin priority registration for students with over 40 hours	Apr 1	Oct 28	Oct 28
Begin registration for students with over 20 hours	Apr 8	Nov 4	Nov 4
Begin open registration	Apr 22	Nov 18	Nov 18
Fee payment deadline	Aug 1*	Dec 8*	Apr 20*
<b>CLASSES BEGIN</b>	<b>Aug 19</b>	<b>Jan 4</b>	<b>May 5</b>
<b>Registration ends (last day to ADD a class)**</b>	Aug 23	Jan 8	May 8
Final day to drop classes with refund or change audit status	Aug 26	Jan 11	May 12
Last day to apply for graduation	Aug 26	Jan 13	May 12
Last day to withdraw with a grade of W	Sept 22	Feb 6	May 30
Exam week**	Oct 13 & 14	Feb 27 & 28	Jun 15 & 16
<b>Last day of classes</b>	Oct 14	Feb 28	Jun 16
Grades due in Registrar's Office	Oct 17 (by Noon)	Mar 1 (by Noon)	Jun 16 (by Noon)
<b>Second Flex Session (8 weeks)</b>	<b>Oct 17 - Dec 14</b>	<b>Mar 1 - May 3</b>	<b>Jun 19 - Jul 31</b>
Begin priority registration for students with over 40 hours	Apr 1	Oct 28	Oct 28
Begin registration for students with over 20 hours	Apr 8	Nov 4	Nov 4
Begin open registration	Apr 22	Nov 18	Nov 18
Fee payment deadline	Aug 1*	Dec 8*	Apr 20*
Last day to apply for graduation	Aug 26	Jan 13	May 12
<b>CLASSES BEGIN</b>	<b>Oct 17</b>	<b>Mar 1</b>	<b>Jun 19</b>
<b>Registration ends (last day to ADD a class)**</b>	Oct 18	Mar 5	Jun 20
Final day to drop classes with refund or change audit status	Oct 21	Mar 8	Jun 23
Last day to withdraw with a grade of W	Nov 18	Apr 11	Jul 14
Exam week**	Dec 8 - 14	Apr 27 - May 3	Jul 27 - Jul 31
<b>Last day of classes</b>	Dec 14	May 3	Jul 31
Grades due in Registrar's Office	Dec 15 (by Noon)	May 4 (by Noon)	Jul 31 (by Noon)
<b>Limited Services Available</b>			
Convocation	Aug 15	-	-
Staff Development Day	-	Feb 17	-
<b>Holidays</b>			
No classes - college closed	Labor Day - Sept 5	Martin Luther King - Jan 16	Memorial Day - May 29
*All Fridays of Summer B (June 23, 30, July 7, 14, 21, and 28)	Thanksgiving - Nov 23-26	Spring Break - Mar 13-19	Independence Day - Jul 4
*Exceptions: Community Education, Workforce Training, and Adult Education	Winter Break - Dec 17-Jan 1		
* Fees due on day of registration after deadline date			
** Examination schedule for Arts and Science Division courses only. Please check course syllabi for all other divisions.			
***Add ends at midnight			

# IMPORTANT RESOURCES

<b>Service</b>	<b>Loc/Building</b>	<b>Phone#</b>
Admissions .....	B151 .....	863-784-7405
Adult Education .....	H205 .....	863-784-7441
Advising and Counseling Center .....	B152 .....	863-784-7131
Applied Sciences and Technologies Division .....	T6 .....	863-784-7424
Arts and Sciences Division .....	B207 .....	863-784-7330
Athletic Department .....	E .....	863-784-7035
Box Office .....	A .....	863-784-7178
Cafeteria .....	J .....	863-784-7199
Career Development Center .....	B111 .....	863-784-7410
Cashier/Refunds .....	B150 .....	863-784-7142
College Reach-Out Program (CROP) .....	H208 .....	863-784-7102
College Recruiter .....	B161 .....	863-784-7447
Community Relations and Marketing .....	F108 .....	863-784-7250
Corporate and Community Education .....	T9 .....	863-784-7388
Crews Center .....	Avon Park .....	863-453-2250
Cultural Programs .....	A203 .....	863-784-7177
DeSoto Campus .....	Arcadia .....	863-784-7040
Driver Education .....	T4 .....	863-784-7388
E/EO Student Coordinator .....	B274 .....	863-784-7107
eLearning .....	Y109 .....	863-784-7017
ESOL .....	H207 .....	863-784-7380
Farmworker Jobs and Education Program (Hardee) .....	203 .....	863-784-7072
Farmworker Jobs and Education Program (Highlands) .....	UC .....	863-784-7386
Financial Aid .....	B168 .....	863-784-7134
Hardee Campus .....	Bowling Green .....	863-784-7060
Health Sciences Division .....	T1 .....	863-784-7021
Help Desk (eLearning) .....	Y109 .....	863-784-7017
Highlands Campus .....	Avon Park .....	863-453-6661
Highlands Career Institute .....	L .....	863-784-7431
Honors Program .....	B205 .....	863-784-7247
Lake Placid Center .....	Lake Placid .....	863-784-7082
Library - Learning Resources Center (LRC) .....	Y (2nd Floor) .....	863-784-7306
Ombudsman .....	R1 .....	863-784-7431
Open Computer Lab .....	Y101 .....	863-784-5121
Panther Youth .....	UC .....	863-784-7155
Registrar .....	B151 .....	863-784-7139
Security .....	K1 .....	863-453-0806
SFSC Campus Store .....	B102 .....	863-784-7112
Student Disabilities Specialist .....	B153 .....	863-784-7176
Student Government Association (SGA) .....	B109 .....	863-784-7450
Student Services .....	B274 .....	863-784-7107
Student Support Services/TRiO .....	Y102 .....	863-784-7291
Switchboard (Central) .....	B108 .....	863-453-6661
Testing Center .....	B255 .....	863-784-7214
The Hotel Jacaranda .....	Avon Park .....	863-784-7338
The Teacherage .....	Sebring .....	863-382-3441
Title IX .....	B274 .....	863-784-7127
Tutoring and Learning Center (TLC) .....	Y101 .....	863-784-7102
Veterans Services .....	B161 .....	863-784-7128

# 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 SFSC Fitness Center.

## STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA is the primary avenue for student participation in institutional decision making at SFSC. 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. SGA participates in state collegiate activities through the Florida College System Student Government Association (FCSSGA) of the Florida College System Activities Association (FCSAA). 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 bylaws and are sanctioned by the Office of the President with oversight by the dean of student services.

SFSC SGA offices are located in Building D, Room 205, 863-784-7450. Facebook: South Florida State College SGA. Andy Polk, SGA advisor, Building D, Room 207, 863-784-7435. For more information on SGA, go online at [www.southflorida.edu/current-students/student-activities-clubs/student-government-association](http://www.southflorida.edu/current-students/student-activities-clubs/student-government-association).

## ATHLETICS AND INTRAMURAL SPORTS

SFSC 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 of student life, Building D, Room 207, 863-784-7435.

## ACADEMIC TEAM (BRAIN BOWL)

The SFSC 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.

## **PANTHER ACTIVITY CENTER (PAC)**

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 is an area that allows students to lounge on movie-style couches while having access to a 52" LCD television, Wi-Fi, DVD player, and board games (such as checkers, chess, decks of cards, and dominoes). Anyone using the billiards table, air hockey table, table tennis, dart board, foosball, and/or board games must provide a valid SFSC ID card.

## **SFSC FITNESS CENTER**

Come to the SFSC Fitness Center, located in the PAC of the upstairs Panther Gymnasium 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. You can achieve different levels of resistance to achieve your personal fitness goals.

## **GAMEPAD**

Students, come join us at the GamePad, located in the Joseph E. Johnston Student Center (Building J) in the middle of the Highlands Campus. The GamePad is a video gaming area that has four 32" Samsung LCD HDTVs and one 42" TV screen that each play Play Station 3, Xbox, and Nintendo Wii games. Contact the Student Life Office for more information at 863-784-7435. To enter the facility, present a valid SFSC ID.

## **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 SFSC 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.

- **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.

- **American Dental Hygienists** - This organization is open to any student enrolled in the Dental Hygiene Program. Club members participate in various community service projects. Members provide oral health education, oral cancer screenings, and dental hygiene treatment to the public. Members even have the chance to attend Special Olympics where they volunteer in completing dental screenings.
- **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 SFSC club strives to provide enlightenment through the arts and music for students and the campus community. Its 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.
- **Auto Body Club** - This club provides educational resources, social events, and student support to those who share an interest in the automotive collision industry.
- **Basketball Club** - The basketball club was developed to encourage leadership and promote the game of basketball while developing an environment of fair play and enjoyment.
- **Campus Christian Club** - The purpose of the club is to offer an organization that provides opportunities of fellowship, worship, Bible study, discussion and, when appropriate, hands-on activities relating to the development and uplifting of students based on Biblical foundations and principles.
- **Circle K of South Florida State College** - Circle K is a student-led service organization for college and university students, sponsored by Kiwanis International. The club exists to meet the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship.
- **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.
- **Collegiate FFA** - Collegiate FFA empowers values-driven pre-professionals to lead and serve in schools, businesses, and communities. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agriculture education. Collegiate FFA enhances the collegiate experience through service and engagement to create premier leaders, enable personal growth, and ensure career success.

- **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 SFSC 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.
- **Emergency Medical Services Student Association** - The association promotes professionalism in the field of emergency medical services and provides trainees with an avenue to become involved with emergency medical health care issues and activities beyond the classroom.
- **Hardee Campus Ambassadors** - Serves as the represented influence and voice of the students attending the SFSC 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.
- **Health Occupations Students of America** - The purpose of the club is to build the confidence of students in themselves and their work by providing opportunities to assume responsibilities and by developing personal and occupational competencies and social skills that lead to realistic choices of career and successful employment in the health care field.
- **Hispanic Students Organization** - This club is for students who wish to share the diversity of individual backgrounds and find comradeship with fellow SFSC students.
- **Honors Ambassadors** - Members serve as the backbone of the students enrolled in the SFSC Honors Program and as liaison to SFSC SGA and SFSC administration. Promoting educational activities, this organization mentors students newly enrolled in the Honors Program and encourages high school students throughout the area served by SFSC to consider enrolling in the Honors Program at SFSC.
- **International Society of Baccalaureate Scholars** - An honor society that recognizes the distinguished scholarly achievements of top-ranked college upperclassmen pursuing baccalaureate degrees at community/state colleges. The organization provides its scholars opportunities for individual growth and development through personal enrichment experiences and professional development resources. Eligible students must be currently enrolled in a baccalaureate degree and must have earned 12 upper level college credit hours with a cumulative upper level GPA of 3.50 or higher.

- **Jac Pac** - A student advisory council that assists student residents of the Jacaranda Residence Facility and provides a guide for the conduct of hall affairs. The council promotes cooperation among all residents of the facility, strengthens the responsibilities for each person, provides opportunity for participation in the governance of a democratic community, and stimulates and develops high standards academically, socially, emotionally, and culturally.
- **Performing Arts Club** - The Performing Arts Club's goal is to increase awareness of performing arts within our college as well as to bring forth and discover the talents among our student body and share their talents in music, dance, and theater. The club's goal is to connect with fellow arts enthusiasts and provide a venue for students to share their talents with others.
- **Phi Beta Lambda** - This business organization is for students in postsecondary 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.
- **Phi Theta Kappa** - An international honor society that recognizes and encourages scholarship among college associate and baccalaureate degree-seeking students. SFSC's chapter, Tau Epsilon, was founded in 1968. The society 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 or 863-784-7331. Members do not need to be full-time students for eligibility.
- **Radiography Students Association** - This association is open to any student currently enrolled in the Radiography degree program. It offers students an opportunity to become involved in professional activities and helps to prepare them for involvement in the skilled profession. Upon successful completion of the college accredited program, students 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.
- **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.
- **Soccer Club** - This club was created for students who have a desire to play soccer and meet fellow student to discuss soccer related issues.
- **Students in Action for Farmworkers** - This club is dedicated to giving back to the community. The Students in Action for Farmworkers has donated food, toys, and other goods to our local farmworkers.

- **Student Nurses Association** - This association promotes professionalism in nursing, provides students in Practical Nursing (PN), Associate Degree in Nursing (ADN), and Bachelor of Science in Nursing (BSN) programs with a bridge to the graduate professional organization, and introduces students to political involvement that has an impact on health care.
- **Student Practical Nurses Association** - This organization encourages students to participate in community affairs and activities towards health care as well as the resolution of correlated social issues and to promote and encourage students participation in interdisciplinary activities.
- **Veterans' Club of South Florida State College (VCSFSC)** - This club consists of students who are active-duty, reservists, retired, veterans, spouse, and/or dependents all military branches of services. VCSFSC meets on a regular basis to enhance their college experience through an exchange of ideas, engage in military-related service projects at all SFSC campuses and throughout the community, assisting with the dissemination of valuable information to veterans, build upon their past and present military experience to further their own educational pursuits, and enrich the overall student population at SFSC.

## STUDENT SERVICES

### STUDENT ADVOCATE

The student ombudsman or advocate for students is available to assist you in resolving conflicts and in processing appeals through SFSC established procedures. For more information, contact Courtney Green at 863-784-7431.

### ADVISING AND COUNSELING

The Advising and Counseling Center provides academic planning, transfer planning, career counseling, short-term personal counseling, and also serves as point of contact for services for veterans and students with documented disabilities. It promotes student success by providing individualized academic, career, personal and social advising/counseling to current and prospective SFSC students. SFSC counselors and advisors are here to assist students to make accurate and informed decisions with regard to their academic, career, personal, and social development. We are dedicated to student success!

### ADVISING ONLINE AND FLORIDASHINES

FloridaShines ([www.floridashines.org](http://www.floridashines.org)) provides access to online student and library support services and serves as a statewide resource and clearinghouse for technology-based public postsecondary education distance learning courses and degree programs. FloridaShines services to the students, faculty, and staff of the state's public colleges and universities include:

- support for Florida’s ever-growing population of distance learners and institutions offering online courses and degrees,
- online academic advising services to help students identify the requirements of their chosen degree,
- a variety of tools used by staff at college and university libraries to provide services to their students and faculties,
- online access to the library holdings of all Florida public colleges and universities, including electronic resources such as full-text journals, databases, and eBooks, and
- support and training for college and university students and staff using the services of FloridaShines.

## **ARTICULATION**

Associate in Arts and Associate in Science degree 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. For more information, contact the Advising and Counseling Center.

## **ASSESSMENT AND TESTING**

The SFSC 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. Please contact the Testing Center at 863-784-7114 to schedule your exam.

## **PLACEMENT TESTING**

If you have entered the ninth grade in a Florida public school in the 2003-04 school year or any year thereafter and earned a Florida standard high school diploma, or if you are currently serving as an active duty member of any branch of the United States Armed Services, you will not be required to take the common placement test and will not be required to enroll in developmental education instruction at a Florida College System institution. If you are not required to take the common placement test and not required to enroll in development education, you may opt to be assessed and enroll in developmental education.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

In keeping with the college’s open door philosophy and in accordance with the Americans with Disabilities Act and the amendments to the Americans with Disabilities Act 2008 and section 504 of the Rehabilitation Act of 1973, SFSC provides reasonable accommodations to educational and training opportunities for 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 SFSC website at [www.southflorida.edu](http://www.southflorida.edu); by email at [disabilities.specialist@southflorida.edu](mailto:disabilities.specialist@southflorida.edu); 863-784-7131; or in person at Building B, The Advising and Counseling Center, Room 153, Highlands Campus.

## **ORIENTATION**

Mandatory new student orientation is part of the college's quality initiative called Guide to Personal Success (GPS). GPS Orientation will provide an overview of the many services available to assist you with meeting your educational goals. You must attend GPS Orientation if you have never attended SFSC as a degree seeking associate, occupational certificate, and credit certificate, undecided/non-degree seeking, ATD, or apprenticeship student. Students returning to SFSC after an absence of more than one year may be asked to complete GPS Orientation at the discretion of their academic advisor/counselor. All transfer students will be required to complete GPS Orientation.

GPS Orientation consists of six modules. The first module may be completed online and the remaining modules require your participation in an engaging, four-hour face-to-face experience. All six modules must be completed before you register for classes. Please contact SFSC's Career Development Center at 863-784-7410 for additional information regarding registration, upcoming GPS Orientation dates, and GPS Orientation topics.

## **STUDENT RECORDS**

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

## **SMARTHINKING**

All SFSC 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 online 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 5 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.

## **SFSC CAMPUS STORE**

The SFSC Campus Store carries all required textbooks and student supplies. Textbooks may be purchased online at the beginning of each term. The store buys back used textbooks continuously, if the books are in reasonable condition and the college has an immediate need for them. The SFSC Campus Store is now serves Starbucks® coffee.

## **HIGHLANDS CAMPUS FOOD OFFERINGS**

The Joseph E. Johnston Student Center on the Highlands houses both Kelly's Korner cafeteria and Subway®. Kelly's Korner is open for lunch 10 a.m. to 2 p.m. daily. Hours vary in the summer and are posted in the cafeteria. Subway® serves breakfast and lunch from 7 a.m. to 6 p.m. Monday thru Friday. Other campuses and centers have snack bar and lounge facilities available to students.

## **POSTERS/LEAFLETS/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. SFSC will dispose of items not claimed within 30 days.

## **PARKING AND DECALS**

SFSC 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 / USE OF TOBACCO PRODUCTS - TOBACCO-FREE COLLEGE**

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.

## **SPORTS COMPLEX**

The SFSC 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, intramural sport field, and golf driving range.

## **VOTER REGISTRATION INFORMATION**

SFSC encourages all students who are 18 years of age and U.S. citizens to register to vote. Voter registration forms are available from your county Supervisor of Elections Office.

## **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 Advising and Counseling Center at 863-784-7128. Disabled veterans may also be assisted by the Disabled Veterans Opportunity Program Officer at your local Career Source Heartland. For additional information, contact the Veterans Services Advisor, Building B160, Advising and Counseling Center, Highlands Campus, 863-784-7128 or **Robert.Hampton@southflorida.edu**.

# ACADEMIC INFORMATION

## ACADEMIC RECOGNITION

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

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

**Vice President's List** - A recognition letter from SFSC's vice president for academic affairs/student services will be sent to students who earn six or more credit hours with a GPA of 3.50 to 3.79.

**Graduation with Distinction** - If you graduate with excellent GPAs in the associate and baccalaureate 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.

If you attended no other postsecondary institution than SFSC, this GPA is based on the GPA earned at SFSC. If you attended at least one other postsecondary institution and who have earned 45 or more credits at SFSC toward the associate degree or 90 or more credits at SFSC toward the baccalaureate degree, this GPA is based on the higher GPA earned at SFSC or the cumulative GPA from all institutions attempted.

For graduates who attended at least one other postsecondary institution and who have earned less than 45 (90) credits at SFSC, this GPA is based on the cumulative GPA from all institutions attended. If you 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 December (Fall) commencement ceremony, you must have met all degree requirements by the end of the fall term and the determining GPA will be based on the previous term cumulative GPA. To be recognized with distinction at the May (Spring) commencement ceremony, you must have met all degree requirements by the end of spring term. The determining GPA will be based on the previous term cumulative GPA.

**Graduation with Honors** - If you fulfill the requirements of the Honors Program you 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.

## ATTENDANCE

**Absences from class may result in your being withdrawn by the instructor and possible loss of financial aid.**

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 students receiving financial aid.

### Withdrawal for Lack of Attendance

The instructor can withdraw you for lack of attendance in the following ways:

1. If you do not attend classes during the first and second weeks of classes, you will be reported to the Office of the Registrar as a “No Show.”
2. At the mid-term period, the instructor must indicate whether or not you are regularly attending classes. If not, you will be reported to the Office of the Registrar as “Not Attending.” The registrar will withdraw you from the class with a final grade of W.
3. If you stop attending class after the last day to withdraw with a W, your instructor may award the grade of F prior to the end date of the class by submitting a Class Absence Report form to the Office of the Registrar.
4. The eLearning Department will be notified by the registrar to remove students with a grade of W or F from access to the D2L course.
5. If extenuating circumstances beyond your control occur after the withdrawal date, you may petition the Academic Appeals Committee to request a withdrawal from the class with a grade of W.

### Online Course Lack of Attendance

Students who do not participate in the course during the first week of the term will be withdrawn as a “No Show” for non-participation. If at any time during the term a student misses two weeks’ worth of online assignments, a written notice of excessive non-participation (non-attendance) will be sent to the student. Students will have five days to contact the instructor to discuss their continued presence in the class. After three weeks of non-participation in an online course, the student may be dropped from the course. If the deadline for course withdrawal has already passed, the student will receive an F for the course.

## STUDENT CONCERNS

**Non-instructional** - If you have concerns about college policies, procedures, personnel or other related matters that are non-classroom or non-instructional in nature, informally discuss your concerns with the dean of student services as a beginning step. However, you may file your concerns as follows:

- First confer with the appropriate department director/supervisor or division dean.

- If not satisfied with the results, submit a written appeal to the dean of student services.

**Instructional** - If you have concerns that are classroom or instructional in nature, you may file your concerns as follows:

- First confer with the instructor of the class regarding all related details of the concern.
- If the conference does not resolve the concern, the student should make an appointment to discuss the problem with the instructor's department chair or program manager/director within five college working days after meeting with the instructor.
- If the meeting with the department chair or program manager/director 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 department chair or program manager.
- If the meeting with the division dean does not resolve the situation, you may submit a written appeal to the vice president for academic affairs/student services within five college working days after the conference with the dean.
- The vice president for academic affairs/student services makes the final decision or resolution.

## **ACADEMIC DISHONESTY AND PLAGIARISM**

The faculty of SFSC 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 you 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 academic affairs/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 SFSC's campus/center, using SFSC's facilities or in conjunction with SFSC 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.

## **STANDARDS OF ACADEMIC PROGRESS**

### **College Credit**

#### **I. Academic Probation 1**

- A. If your cumulative GPA falls below 2.0 after seven 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 advising/counseling 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 advising/counseling 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 the dean of student services to review your case.
- D. While on Academic Suspension, you may audit two non-preparatory courses while receiving assistance in the Tutoring and Learning Center (TLC).
- 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 SFSC, 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 enroll in an occupational certificate program, register for occupational classes, and be placed in good standing.
- If you transfer into the SFSC 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. If the committee is not available, the dean of student services can hear the appeal.
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, 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, 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 academic affairs/student services within five college working days after the conference with the dean.
5. The vice president for academic affairs/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 at SFSC is of great concern. Cooperation and involvement of every member of the college community are absolutely necessary to ensure maximum safety and security of personal belongings.

SFSC 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. In addition, information is available on our college website and in Panther Central.

## REPORTING EMERGENCIES ON CAMPUS

Students are encouraged to report any and all suspicious activity regardless of how insignificant it may seem. A security team member can be reached by calling 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.

When reporting an urgent situation please give the following information:

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

In response to your call, security 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.

## TIMELY WARNINGS

In the event that a crime or situation occurs either on or off campus that poses a threat to the college community, a timely warning will be issued by the SFSC administration. These warnings will be posted on the SFSC website home page. SFSC also uses mass text messaging to quickly disseminate announcements to students, faculty, and staff. As a redundancy, information will also be sent out through the college email system to all students, faculty and staff.

## 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 information 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 website for securing the related information is [www.fdle.state.fl.us](http://www.fdle.state.fl.us).

Victims of sex-related offenses are strongly encouraged, but not required, 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/her 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, he/she should not do so until a sexual assault forensic examination (S.A.F.E) has been performed at a hospital to gather and preserve the evidence needed if the victim wishes to file an official report with law enforcement.
- 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 law enforcement report of the incident, he/she can contact Campus Security at 863-453-0806 (24/7) 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 for assistance.

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.

## **REPORTING 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 (pulling the building fire alarm does not dispatch the fire department).
- 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 to their designated rally point when the fire alarm sounds. Rally point information can be found in the Emergency Guides which are located near the classrooms exit doors.
- Do not use any elevator during a fire.
- Do not congregate on roadways, as this impedes the access routes for emergency responders.

## **SECURITY CALL STATIONS**

Strategically placed throughout the Highlands Campus parking areas are security call stations. Should you find yourself in need for security assistance, press the activation button to speak directly to a member of the security team. Release the button to listen. Please indicate to the security personnel the type of assistance you are seeking/requesting.

## **CAMPUS CRIME AND FIRE STATISTICS**

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires SFSC 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 SFSC, 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 Safety and Security Web page. For ease of access, please follow the direct link: <http://www.southflorida.edu/safety-security>. In addition to the crime statistics, the report contains annual fire safety information.

## **SAFETY TIPS**

### **Campus Safety**

- Keep emergency numbers programmed in your 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.
- Limit texting while walking. Distractions can cause loss of focus on your surrounding environment.
- Do not wear earphones. They block any audible warning of a stranger's approach.
- 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 to provide you with a discreet, but effective weapon that you can use to defend yourself if you are assaulted.

## **Elevator Safety**

- 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.

## **Vehicle Safety**

- 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 law enforcement if the problem persists.
- Keep a log of when you receive calls.

## **Social Media Safety**

- Do not place your personal information on your social media networking site's profiles.
- Be careful when placing photographs of you or your children.
- Do not ever think that your social media networking page is private amongst only your friends and family.
- Be careful not to provide too much information (e.g., class and work schedules).
- Keep your profile clean. (Potential employers often check social media site pages seeking information on prospective employees.)

## **Personal Property Theft Prevention**

- 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.
- When in the library or any other public place (cafeteria, student center), backpacks, books, cell phones, laptop computers/tablets, other electronic devices, purses, and wallets should not be left unattended, even for a few minutes. In the time it takes to use the restroom, get a book or a meal, an item can easily be stolen.

## **Automobile Theft Prevention**

- 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 electronic items and valuables 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.

**Campus Security can be reached at the following phone numbers: 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.**

## **CONTACT CAMPUS SECURITY IF AND WHEN ...**

### **YOU ARE A VICTIM OF A THEFT**

Contact Campus Security as soon as possible.

- Security staff will take a report from you and contact law enforcement upon request.
- It is important for recovery purposes to supply as much information as possible concerning the stolen property (serial number, make, model, color, and value).

### **YOU ARE ASSAULTED**

Contact Campus Security 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, if requested by the victim.

### **YOU SEE SUSPICIOUS PERSONS**

If you see anyone acting suspiciously, contact Campus Security.

- 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 RECEIVE A BOMB THREAT**

Obtain as much information from the caller as possible. Things to ask include: (1) location of the bomb, (2) time of explosion, and (3) type of bomb.

- Observe the caller's voice and any background noises you may hear. Such information may assist in identifying the caller.
- Contact Campus Security immediately. Do not panic. Trained public safety personnel will search the area involved and notify other appropriate agencies, if necessary. Emergency officials will recommend to the college president an appropriate response.

### **YOU ARE SICK OR INJURED**

- In an emergency, call 911 and, if possible, contact Campus Security and advise the nature of the illness or injury and your exact location. Security staff will respond to assist.
- For non-life-threatening illness or injury, contact Campus Security for first aid.
- All campuses have emergency first aid stations.

### **YOU HAVE BEEN INVOLVED IN A MOTOR VEHICLE ACCIDENT**

Contact Campus Security as soon as possible.

- 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)**

SFSC 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 documented disability, this handbook is available to you in hard copy and digital format. Telephone or written requests should include your name, address, and telephone. 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**

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

Any student who uses drugs on any SFSC site or SFSC-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 SFSC campus or SFSC-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.

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

## **TOBACCO-FREE COLLEGE**

SFSC is committed to providing a safe and healthy environment for its employees, students, and visitors.

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 (including roadways, trails, and pathways) 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 SFSC's Tobacco-Free College policy and the Florida Indoor Clean Air Act at all times.

## **EQUAL OPPORTUNITY**

SFSC pledges to provide equal access to education and employment opportunity to all regardless of race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, pregnancy, or genetic information in admission to, or employment in, any of its education programs or activities. 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 handbook is intended to discriminate on the basis of the previously mentioned factors.

The following college staff member has been assigned to assist in ensuring that you have access to the college's programs, services, and facilities. If you require assistance, please contact:

**Dean of Student Services  
EA/EO Student Coordinator  
863-784-7107, Building B274, 2nd Floor  
600 West College Drive, Avon Park, FL 33825**

### **I. Purpose:**

To ensure that no applicant, employee, or student is illegally discriminated against because of race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, pregnancy, or genetic information in admission to, or employment in, any of its education programs or activities.

### **II. Procedure:**

#### **A. Continuous Notice**

The college will continuously post its notice of nondiscrimination and the name or title, phone number, and address of the person(s) responsible for enforcement of applicable laws and discrimination-related inquiries in public

places, including, but not limited to, facilities, websites, course catalogs, student and employee handbooks, code of conduct, etc.

#### B. Equity Officer/Coordinator

The college president will appoint one or more individuals to be responsible for enforcement and publication of all applicable laws, as well as discrimination-related inquiries on behalf of applicants, students, and employees.

#### C. Implementation of the Equal Opportunity Program (also referred to as the Educational Equity Plan) at South Florida State College (SFSC)

##### 1. Employment

The college shall:

- a. Recruit, employ, and promote for all positions without regard to race, religion, color, national origin, ethnicity, gender, age, marital status, disability, political affiliation, sexual orientation, or genetic information except where gender or age is a bona fide occupational qualification.
  - i. The supervisor anticipating an open position is to submit a written request to the appropriate administrator for approval. The approved request is to be submitted to the director, human resources in time to permit 30 days of advertising for full-time instructional or administrative positions and seven days for professional and career positions prior to any recommendation being made to fill the position.
  - ii. All applicants must complete the college's application process to be considered for employment. The Human Resources Office is responsible for ensuring that equal access and equal opportunity are provided to all applicants.
- b. Base decisions on employment solely upon the individual's qualifications for the position being filled.
  - i. All applicants meeting the minimum qualifications for a new or vacant position are eligible for employment at SFSC.
  - ii. After interviewing qualified candidates, the recommendation for employment shall be handled in accordance with SFSC Administrative Procedures 5240 and 5242.
- c. Base decisions on promotion solely upon the individual's qualifications in relation to the position being filled.
- d. Ensure that all other personnel policies and procedures such as those governing salaries, benefits, transfers, separations, in-service programs, and social and recreational activities are administered without regard to race, religion, national origin, ethnicity, gender, age, marital status, color, disability, political affiliation, sexual orientation, or genetic information.
- e. Periodically evaluate all phases of the college's Equal Opportunity Program related to employment.

## 2. Student admissions, registration, matriculation, and activities:

The college shall:

- a. Provide equal educational opportunities to all qualified students regardless of economic or social status and will not discriminate on the basis of race, religion, national origin, ethnicity, gender, age, marital status, color, disability, political affiliation, sexual orientation, or genetic information.
- b. Ensure nondiscrimination in all programs, events, and services made available to students and potential students regardless of economic or social status and will not discriminate on the basis of race, religion, national origin, ethnicity, gender, age, marital status, color, disability, political affiliation, sexual orientation, or genetic information.
- c. Ensure compliance with title IX of the Education Amendments of 1972, which prohibit sex discrimination; title VI of the Civil Rights Act; and the laws and regulations applicable to people with disabilities as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- d. Periodically evaluate all phases of the college's Equal Opportunity Program related to students.

## **INFECTIOUS DISEASES**

SFSC will allow students with infectious diseases including but not limited to AIDS, AIDS Related Complex (ARC), Methicillin-Resistant Staphylococcus Aurous (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 SFSC. The student educational record may contain an application for admission, high school and/or college transcripts, the SFSC 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 postsecondary 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 SFSC 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 and 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 SFSC 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 SFSC 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; and
- identification card, digitized photographs.

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 postsecondary 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.

**Student ID Card** - When requesting a new SFSC Student Photo identification card (ID), you must present one form of government issued photo identification (e.g., State Driver's License, State Identification Card, or passport) at the time the ID card is made. The initial card is FREE. If lost or stolen, you may obtain a replacement card for a fee. Returning students do not need to obtain a new Student ID.

**Directory Requests** - The procedure to request SFSC 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 SFSC 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 (e.g., full or part time).

- **Transfer credit evaluation** - Statement of all course work and grades accepted from another postsecondary institution. Transcript evaluation summary is available through Panther Central - Student tab.
- **Non-release of directory information** - A student may submit a request for non-release of directory information by completing a form in the SFSC 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** - Transcripts are processed through the National Student Clearinghouse. Its website is: <http://www.studentclearinghouse.org/>. Once you are on the National Student Clearinghouse home page, you need to select ORDER-TRACK-VERIFY, and then select "order or Track a Transcript" and follow the instructions provided by National Student Clearinghouse. All you need to know is your name and Social Security number.

## **SFSC PHOTOGRAPHY/VIDEOGRAPHY USAGE DISCLAIMER**

SFSC reserves the right to use any photograph/video taken on college property or during any event sponsored by or participated in by the college without the express written permission of those attending and/or included within the photograph/video. College events include, but are not limited to, award ceremonies, athletic events, cultural events, field trips, tours, and graduations.

Photographs/videos may be used in publications or other media materials produced, used or contracted by SFSC including, but not limited to, view books, catalogs, handbooks, newspapers, newsletters, television, websites, research documents, social media, etc. for the purposes of instruction or promoting SFSC and its programs.

All SFSC images/videos are the exclusive property of the college, and as such, they represent the authority and backing of the college.

These images are used by members of the college community to inform its publics of the college's role in the sponsorship of its services and products. Individuals or organizations that would like to download or reproduce these images and demonstrate affiliation or partnership with SFSC may request permission by contacting the SFSC Community Relations and Marketing Department on the Highlands Campus at 863-784-7251 or 863-784-7250.

Any person who desires not to have his or her photo taken and reproduced or distributed must contact the director of the Community Relations and Marketing Department in writing of his or her intentions and include a photograph. Please send to: Director, Community Relations and Marketing, South Florida State College, 600 West College Drive, Avon Park, FL 33825. The photo will be used for identification purposes only and will be held in confidence by the Community Relations and Marketing Department.

Any individual, organization, or company wishing to engage in still photography, videotaping, or filming for production, broadcast, or public dissemination by any means on or in property owned by SFSC must obtain permission in advance from an appropriate college official. A member of the Community Relations and Marketing staff may accompany the photographer.

## NOTIFICATION OF SOCIAL SECURITY NUMBER (SSN) COLLECTION AND USE

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

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

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the SSN of all postsecondary students to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for 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 postsecondary 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 SSNs 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 Motor Vehicle after completion of specific courses. For professional development and licensing classes, SSNs are used for state licensure reporting requirements. For some Workforce grant-funded programs, SSNs are used as an identifier for program enrollment and completion.
- **Financial Aid Office** - SFSC's Financial Aid Office 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.

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, 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 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	Administrative use and federal reporting (DOE)	Application	20 USC 1070a-14 34 CFR 646.3	Yes, for eligibility and federal requirements.

- **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 SFSC.
- **Institutional Effectiveness** - 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.
- **Student Support Services/TRiO** - The Student Support Services (SSS/TRiO) program collects SSNs to track students for outcome data and to perform required annual federal reporting.
- **SFSC Foundation** - The SFSC 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 College System Foundation. SSNs also are required by certain scholarship donors in accordance with their trust or scholarship agreements.

## **PANTHER CENTRAL AND D2L (DESIRE2LEARN)**

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. D2L is SFSC's learning management system. Students may access D2L through the student tab in Panther Central. Through D2L students may access course content, email instructors, participate in discussion boards and complete online quizzes and exams. Computer stations are available in the Welcome Center and Career Development Center on the Highlands Campus and in all college library locations.

In addition to Panther Central and D2L, several technology services are available to SFSC students:

- **Blackboard Connect** is used by SFSC to send students emergency or time-sensitive information by voice, email, or text messages. All students are automatically enrolled in Blackboard Connect during the application process.
- **Campus Life** is a mobile application that provides you access to D2L course and library resources on your mobile device. You may download this free App by visiting your mobile App store and searching for "South Florida State College."

- **Degree Works** is a Web-based tool that helps you monitor your progress toward degree completion. You may access Degree Works by visiting the “Student” tab in D2L.
- **National Student Clearinghouse** allows you to print enrollment verification certificates, view your enrollment history, view processed loan deferments, obtain an individualized list of your lenders, and order transcripts. This service is available 24/7. The National Student Clearinghouse is the official provider of enrollment verification and degree certifications for SFSC. Certifications and verifications can be used by insurance companies, court officials (for jury duty waiver requests), employment agencies, credit card companies, lending agencies, housing providers and other entities who require proof of enrollment at or having received a degree from SFSC.

You also have the opportunity to stay connected with SFSC on Facebook and Twitter.

## **ACCESS TO TECHNOLOGY AND ACCEPTABLE USE**

SFSC makes no warranties of any kind, either expressed or implied, for the electronic access services it is providing. SFSC 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. SFSC specifically denies any responsibility for the accuracy or quality of information obtained through its electronic access services.

**Student User Responsibility** - Students using SFSC’s 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 SFSC 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 SFSC has access.

**Acceptable Use** - Acceptable use of SFSC’s technology and/or its electronic access services:

- Is consistent with the mission of SFSC.
- 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 SFSC campuses and other remote locations.

**Unacceptable Use** - Unacceptable use of SFSC's 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 SFSC'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 SFSC's technology resources for the distribution or collection of obscene, abusive, or threatening material via telephone, video, electronic mail, Internet or other means.
- Use SFSC's technology resources for a commercial, political, or profit-making enterprise.
- Download or install any commercial software, share, or freeware onto SFSC 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 communication devices before entering classrooms, labs, or other areas of the college.

# STUDENT RIGHTS AND RESPONSIBILITIES

When students are admitted to SFSC, 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 SFSC District Board of Trustees policies and procedures as published in the College Catalog, the SFSC 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 SFSC 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.** SFSC 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 SFSC 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 college 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 SFSC.

- **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 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 Office of 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 SFSC 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 Academic Affairs/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 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](http://www.southflorida.edu).

## 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 dean of student services to report any accident or illness at 863-784-7107. 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 handbook.
5. Arrange for payment of all fees before classes begin.
6. 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 SFSC College Catalog and Student Handbook.

## **STUDENT CODE OF CONDUCT AND JUDICIAL PROCEDURES**

SFSC 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 State College.
- 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 SFSC, both full time and part time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with SFSC are considered “students.”
- D. The term “faculty member” means any person hired by SFSC to conduct instructional activities.
- E. The term “SFSC official” includes any person employed by SFSC performing assigned administrative or professional responsibilities.
- F. The term “member of the SFSC community” includes any person who is a student, faculty member, SFSC official, or any other person employed by SFSC. A person’s status in a particular situation shall be determined by the dean of student services or designee.
- G. The term “SFSC premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by SFSC.
- H. The term “organization” means any number of persons who have complied with the formal requirements of SFSC 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 SFSC 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 SFSC 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 three students (one from the Division of Arts and Sciences, one from the Division of Applied Sciences and Technologies, and one from Division of Health Sciences), three faculty members (one from the Division of Arts and Sciences, one from the Division of Applied Sciences and Technologies, and one from Division of Health Sciences), 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 four 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 student in question fails to appear for the hearing, the hearing may be held in the 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. The standard of proof required to render a decision will be Preponderance of the Evidence.

#### **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, SFSC 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 SFSC official, faculty member or office, including writing bad checks to SFSC for payment of fees,
    - c. Forgery, alteration, or misuse of any SFSC document, record, or instrument of identification, and
    - d. Tampering with the election of any SFSC recognized student organization.
  - 2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other SFSC activities, including its public service functions on or off campus, or other authorized non SFSC activities, when the act occurs on SFSC premises.

3. Attempted or actual theft of and/or damage to property of SFSC or property of a member of the SFSC 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 SFSC and infringes on the rights of other members of the SFSC 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 SFSC name, logos, insignia, copyrights, or identifiable properties,
  - d. Use of computing facilities to interfere with the work of another student, faculty member, or SFSC official, and
  - e. Other use that violates the SFSC technology access and use policy.
6. Physical abuse, including but not limited to, sexual battery, assault or rape, verbal abuse, threats, intimidation, harassment, coercion, stalking, retaliation 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 SFSC 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 SFSC premises.
10. Violation of published SFSC policies, rules or regulations.
11. Violation of federal, state or local law on college premises or at SFSC 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 SFSC regulations.

14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on SFSC premises.
  15. Obstruction of the free flow of pedestrian or vehicular traffic on SFSC premises or at SFSC 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 SFSC premises or at functions sponsored by, or participated in by SFSC.
  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 SFSC 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 and title IX coordinator).
  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 or any college employee. 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.

If a complaint is filed against a student, the student in question will be guaranteed the following rights inherent in due process:

1. The student shall be notified by the dean of student services in writing by certified mail, return receipt requested, addressed to the student at his/her last known residence and/or by handing a copy to the student. 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 unless it is determined that the student may pose a threat to the health and safety of the college community.
  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 student may appeal the initial hearing decision with the vice president for academic affairs/student services, or designee, within seven days from date of the letter notifying the student of the judicial body's decision.
  15. The decision of the vice president for academic affairs/student services shall be final.

## 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/Warning** - 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 SFSC, community service, 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 Departmental 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 or residence hall 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 or residence hall 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 SFSC or residence hall. **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 academic affairs/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 a grade of 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 SFSC Student Handbook.
  4. Other than SFSC 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 student in question a reasonable opportunity to prepare and to present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the student in question 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 academic affairs/student services (VPAASS), the matter may be resolved by the VPAASS 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 the student in question of violating the Code, review of the sanction by the VPAASS may not result in more severe sanction(s) for the student in question. Instead, following an appeal, the VPAASS 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 Student in Question**

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 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 student in question 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. In the case of sexual assault, both parties are to be notified at the same time.
8. To know that a 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 academic affairs/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 academic affairs/student services.

### **DISCRIMINATION, HARASSMENT, AND/OR SEXUAL HARASSMENT COMPLAINT PROCEDURE**

#### **I. Purpose:**

The purpose of this procedure is to specify the appropriate process for students, employees, applicants for admission or employment or third parties alleging discrimination or harassment based on race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, pregnancy, or genetic information for filing a discrimination or harassment complaint.

- A. *Employee*: This procedure does not apply to employee performance appraisals, unless it is alleged that the appraisal is based on factors other than the employee's performance.
- B. *Student*: This procedure does not apply to complaints related to matters such as academic problems, academic grades, mistreatment by any college employee that is not related to discrimination, wrongful fee assessment, financial aid concerns, records and registration errors, and student employment of a general nature.

## II. **Definitions:**

- A. *Employee*: Throughout this procedure the term "employee" includes current employees and applicants for employment.
- B. *Student*: Throughout this procedure, the term "student" includes current students and applicants for admission.
- C. *Complaint*: The dissatisfaction that occurs when an employee believes that any condition of employment is unjust or inequitable based on discrimination or harassment or when a student believes that any condition of his or her educational experience is unjust or inequitable based on discrimination or harassment.
- D. *Complainant*: An individual or group of individuals who file a complaint against another individual or group of individuals.

EA/EO (Equal Access/Equal Opportunity) Coordinator: Individual(s) appointed by the president to assist an employee or student in defining the specifics of an incident or complaint, facilitate the following procedures, and monitor the case through to its conclusion. The EA/EO coordinator does not represent the employee or student. Specific contact information, including name, office location, and telephone number for the EA/EO employee coordinator and the EA/EO student coordinator are included on the college's website and are prominently displayed throughout all college campuses and centers.

Harassment consists of verbal or physical conduct on the basis of race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, pregnancy, or genetic information, that: (1) is intended to or is reasonably likely to embarrass, distress, agitate, disturb or trouble the person or designated group to whom it is directed or to create an intimidating, hostile or offensive educational or work environment; (2) has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or (3) otherwise adversely affects an individual's employment or educational opportunities.

Harassment, as defined above, may include, but is not limited to, repeated remarks of a demeaning nature, implied or explicit threats, slurs, innuendoes or gestures, demeaning jokes, stories, pictures, objects or activities directed at recipient which reflect upon the recipient's race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, pregnancy, or genetic information.

Sexual Harassment is a form of discrimination which is against the law and is against Board policy. The college will not tolerate sexual harassment activities by any of its students or employees. Sexual harassment is behavior based on sex which falls under one of the following categories:

- A. Harassment which culminates in a tangible employment or academic action such as discharge, demotion, undesirable reassignment, or lowered grading; or
- B. Harassment in which no adverse tangible employment or academic action is taken but which is sufficient to constructively alter an employee's working conditions or student's educational experience.

Respondent: An individual or group of individuals against whom a complaint is filed.

### III. Guiding Principles

#### A. Retaliation

It is a violation of college policy to retaliate or take reprisal against any person who has filed a complaint or who has complained about discrimination, harassment or sexual harassment based on the fact that the employee raised an issue about discrimination, harassment or sexual harassment to his or her supervisor, or any supervisor or manager of the college, to any dean, vice president, or other administrator, to any other person, entity, or human rights agency.

#### B. False or Malicious Complaints

Any employee or student found to have acted dishonestly or maliciously in filing a complaint, or in their actions or witness statements during an official investigation, shall also become subject to possible disciplinary action.

### IV. Procedure

- A. The college will thoroughly investigate and resolve all appropriate complaints.
- B. The privacy of both the complainant and the respondent will be respected, consistent with the college's legal obligations under state and federal laws and with the necessity to investigate allegations of misconduct and take corrective action when this has occurred.
  - 1. *Employee*: During the investigation, the college reserves the right to reassign an employee or place an employee on paid leave.
  - 2. *Student*: During an investigation, the college reserves the right to reassign a student in accordance with the Student Code of Conduct.

C. The EA/EO coordinators are responsible for investigation of all employee and student complaints.

1. *Employee:* All communications, documents, and records, paper or electronic, pertinent to an employee complaint process shall be kept in files separate from human resource records.
2. *Student:* All communications, documents, and records, paper or electronic, pertinent to a student complaint process shall be kept in files separate from student academic records.

D. Filing a Complaint

In the event that an employee or student believes that he/she has been the subject of discrimination, harassment or sexual harassment and cannot resolve the issue with the alleged party, that individual shall report his/her complaint to the appropriate EA/EO employee coordinator or the EA/EO student coordinator within sixty (60) working days of the alleged incident. Information on contacting the EA/EO coordinators is available on the college website and prominently displayed throughout college facilities.

1. *Employee:* In the event that the alleged party is the EA/EO coordinator, the employee should report his/her complaint to the vice president, administrative services. Contact information for the vice president, administrative services is available on the college website
2. *Student:* In the event that the alleged party is the EA/EO coordinator, the student should report his/her complaint to the vice president, academic affairs/student services. Contact information for the vice president, academic affairs/student services is available on the college website.

Any administrator or faculty who is informed of a complaint must refer the complainant to the appropriate EA/EO coordinator immediately. The EA/EO coordinator will describe the complaint process to the complainant and review information relative to the complaint. If a complainant cannot state a sufficient basis in fact or law to support a discrimination, harassment or sexual harassment claim, the EA/EO coordinator shall assist the complainant with selecting a more appropriate internal means of resolving the specific complaint.

Additionally, any administrator or faculty who has knowledge of a complaint must refer the complainant to the appropriate EA/EO coordinator. The college has an obligation under law to investigate all reports of discrimination, harassment and/or sexual harassment, whether or not a complaint has been filed by the victim.

## E. Investigation

### 1. Informal

The EA/EO coordinator will attempt to resolve the allegation informally by meeting with both parties, either individually or together. The informal resolution process is an attempt to resolve complaints quickly and to the satisfaction of all parties, while protecting confidentiality to the extent authorized by law. The aim of the informal dispute resolution is not to determine if there was intent to discriminate or harass, or actual discrimination, harassment and/or sexual harassment, but to ensure that the alleged discriminatory and/or harassing conduct ceases and the matter is resolved promptly at the lowest possible level. Both parties must agree to an informal resolution process. The EA/EO coordinator will complete the informal investigation within thirty (30) working days.

If the complaint is resolved by mutual agreement of the parties, the matter will be considered settled. The EA/EO coordinator will file a written report outlining the result of the informal complaint to both parties and the president within fifteen (15) working days of final resolution of the informal complaint.

### 2. Formal

If the complaint cannot be resolved informally, the complainant shall file a formal, written complaint with the EA/EO coordinator.

- a. All complaints should be in writing. Written complaints may be submitted in the form of a letter or memo. The complaint should include the following:
  - Complainant's name and signature.
  - Description of the act or acts complained of.
  - Identity of the person or persons involved in the complaint (the "respondents").
  - Date(s) on which alleged acts occurred.
  - Names and contact information of potential witnesses.
  - Effect the alleged acts have had on the complainant.
  - Complainant's desired resolution.
  - Any other information the complainant believes is relevant.
- b. Written complaints must be filed within ten (10) working days after receipt of the informal report. Upon receipt of the written complaint, the following will occur:
- c. The EA/EO coordinator will review the formal complaint process with the complainant and provide a copy of the applicable college policy and procedure.

- d. The EA/EO coordinator will notify the president and the appropriate department administrator of the formal complaint.
- e. The EA/EO coordinator will conduct a prompt and thorough investigation by reviewing documents and interviewing witnesses.
- f. Any persons thought to have information or evidence relevant to the complaint shall be interviewed and such interviews shall be appropriately documented.
- g. If determined necessary, an appropriate senior-level administrator will conduct interviews jointly with the EA/EO coordinator.
- h. While interviewing witnesses, the EA/EO coordinator will not disclose information gathered from witness interviews to anyone other than the complainant and respondent. Both the complainant and the respondent have the right to know the statements made and the identification of persons making statements.
- i. The EA/EO coordinator may remind a reluctant witness that it is his or her duty to cooperate with the investigation.
- j. The EA/EO coordinator may secure any information that was given during the informal process.
- k. Other acceptable methods for gathering information include, but are not limited to, visual inspection of offensive materials and follow-up interviews as necessary.
- l. In determining whether the alleged conduct constitutes discrimination, harassment and/or sexual harassment, the totality of the circumstances, the nature of the conduct, frequencies, and the context in which the alleged conduct occurred will be investigated.
- m. The EA/EO coordinator will provide a copy of the written complaint to the respondent.
- n. The EA/EO coordinator will file a written report with the appropriate vice president and the president within thirty (30) working days after the formal complaint has been filed. The report shall include (1) an outline of the basis of the complaint (2) the names of the persons involved, (3) a description of the facts of the case that were in dispute, (4) a description of the findings of the investigation and (5) the final resolution of the investigation.
- o. The EA/EO coordinator will meet individually with the complainant and respondent to discuss the findings and provide a written summary of the overall findings. The college will take appropriate action to ensure nondiscrimination.

## F. Appeal/Final Resolution of Complaint

### 1. Right to Appeal

Both the complainant and the respondent have the right to appeal the equity officer's findings. The appealing party may petition the President for review of a decision by the EA/EO coordinator within five (5) working days of the date of the decision. The written petition shall state the facts of the case, a summary of the findings of the equity officer and the appealing party's reason for petitioning the resident for review. The president's action will be limited to review of the basis for the EA/EO coordinator's disposition and will not necessarily involve a new factual investigation. Notwithstanding the above, the resident may, but is not required to, direct that further facts be gathered, direct a group (no more than three) to review the facts and make a recommendation to the president, or direct that additional remedial action be taken.

The president will act on the matter by letter, memo, or directive with notification to the complainant, the respondent and other appropriate persons within fifteen (15) working days of the receipt of the petition of appeal. The decision of the president shall be final.

### 2. Decline to Appeal

In cases where no appeal is filed within five (5) working days of receipt of the summary report and findings of the formal investigation, the determination of the EA/EO coordinator will be final.

### 3. Withdrawal of Complaints

Once filed, the college has an obligation to investigate complaints raising claims of discrimination, harassment or sexual harassment. However, in appropriate circumstances, and at the discretion and judgment of the President, the college may agree upon a written and signed request to do so by the complainant, to withdraw a complaint. Both the complainant and the respondent will be notified of the withdrawal.

# FREQUENTLY ASKED QUESTIONS (FAQs)

## **Q: How do I get my grades?**

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

## **Q: What is D2L? Where can I get help with D2L?**

**A:** D2L 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 Desire2Learn, Inc.

You will see your current list of courses in D2L. You may click the blue course title to be automatically loaded into that online course resource area. 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.

## **Q: How do I access Panther Central?**

**A:** You may access Panther Central from the SFSC website home page at [www.southflorida.edu](http://www.southflorida.edu), and click on Panther Central at the top of the SFSC home page.

Your username is your full school issued email address (e.g., student@online.southflorida.edu). Your password default is your eight-digit date of birth in the form of mmddyyyy (e.g., Jan. 3, 1986 would be 01031986). 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 863-784-7017 or 863-784-7016, Monday through Thursday, 8 a.m. - 7 p.m., and Friday, 8 a.m. - 5 p.m., or email [onlinehelp@southflorida.edu](mailto:onlinehelp@southflorida.edu).

## **Q: How do I access D2L?**

**A:** You may access D2L through the student tab in Panther Central.

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

**A:** 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 First-Year Experience hold for students needing the First-Year Experience Seminar course. Holds on student accounts may block online registrations, and release of transcripts.

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

**A:** GPAs are available in your Panther Central account, along with your academic transcript. You may access this information on the student tab. Your SFSC 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?**

**A:** Scholarship information is available through the Financial Aid Office and on the SFSC website at [www.southflorida.edu](http://www.southflorida.edu). Go to the Financial Aid Web page and select “Scholarships.” An online scholarship manager is available to search for SFSC Foundation scholarships. 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](http://www.fastweb.com) are FREE.

**Q: What is the communication and mathematics competency requirement?**

**A:** Mandated by the Florida State Board of Education, you must demonstrate college level communication and computation skills through the completion of course work in English and mathematics. You must complete the communication competency courses with a grade of C or higher. You must satisfy the competency requirement in mathematics by completing six credit hours of college level mathematics with grades of C or higher. You may need to meet additional competency requirements in other courses.

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

**A:** 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. Withdrawing from classes may also impact your financial aid eligibility.

**Q: What is “Grade Forgiveness?”**

**A:** “Grade Forgiveness” is the practice of replacing a D or F grade earned on the first attempt of a course with a C or higher passing grade earned on a second attempt. Both grades will appear on your transcript but only the second grade will be used in calculating your GPA. 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 of grade forgiveness is available in the College Catalog.

**Q: What is Excess Credit Hour Surcharge?**

**A:** In 2009, the Florida Legislature implemented Section 1009.286, Florida Statutes to encourage students to complete their baccalaureate degree as quickly and efficiently as possible. It established what is commonly referred to as an “Excess Credit Hour Surcharge.” The bill requires state university system institutions to add a surcharge to each credit hour taken in excess of the total number of credit hours required to complete the degree being pursued. The amount in excess of the total hours is calculated based on a percentage defined in law and is referred to as the threshold percentage. The amount charged per credit hour is a calculated amount referred to as the surcharge.

**Q: Are there any credits that do not count towards the excess credit hour surcharge?**

**A:** The law stipulates that the following credits do not count towards the threshold: credits earned through an articulated accelerated mechanism such as AP, IB, AICE, or dual enrollment; withdrawals due to medical or personal hardship; credit hours required for certification, recertification, or certificate programs; credit hours taken by active-duty military personnel; credit hours required to achieve a dual major taken while pursuing a baccalaureate degree; remedial and English as a Second Language credit hours; and credit hours earned in military science courses that are part of the Reserve Officers’ Training Corps (ROTC) program.

**Q: What is the Associate in Science (A.S.) degree?**

**A:** An A.S. degree is a college credit occupational program of study designed to prepare students for employment in a variety of high technical fields and provides transferability into a baccalaureate program of study at one or more of the state universities or independent colleges in Florida. The A.S. degree is a minimum of 60 credit hours, with approximately 18 credit hours of general education courses. The A.S. degree gives a student the flexibility of entering the job market after two years of study or continuing their education. Students are encouraged to discuss their options with a counselor.

**Q: What is the Associate in Arts (A.A.) degree?**

**A:** An A.A. degree is commonly referred to as the university parallel program. Students completing an A.A. degree intend to transfer to a four-year college or university to pursue a bachelor's degree in a particular field of study. The A.A. degree requires the completion of a minimum of 60 credit hours, with approximately two-thirds of the courses distributed among general education requirements. The remaining one-third of the courses are specific to the major. In completing the A.A. degree, students are enrolling in lower division courses (freshman and sophomore level courses) at the state college.

**Q: Is there a foreign language requirement for Associate in Arts (A.A.) degree?**

**A:** Effective 2014 a foreign language is required for the A.A. degree. This requirement can be met by completing two years of the same foreign language in high school or by taking two terms of the same foreign language at SFSC or achievement of minimum scores on a foreign language proficiency exam through Advanced Placement Credit (AP) or College Level Examination Program (CLEP).

**Q: Does SFSC offer any bachelor's degrees?**

**A:** SFSC currently offers a Bachelor of Applied Science degree in Supervision and Management and Bachelor of Science degrees in Nursing and Elementary Education.

**Q: How do I contact an advisor or counselor?**

**A:** Call us at 863-784-7131 or email us at [advising@southflorida.edu](mailto:advising@southflorida.edu) or follow us on Twitter and Facebook at SFSC Panthers [www.southflorida.edu](http://www.southflorida.edu).