



# STUDENT HANDBOOK

2018-2019



**Pete the Panther**



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## South Florida State College

### JOIN US AT A LOCATION NEAR YOU

<p><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>Campus Security (24/7) 863-453-0806</b></p>	
<p><b>DeSoto Campus</b>          2251 N.E. Turner Avenue          Arcadia, FL 34266          863-993-1757</p>	<p><b>Hardee Campus</b>          2968 U.S. Hwy. 17 North          Bowling Green, FL 33834          863-773-3081</p>
<p><b>Lake Placid Center</b>          500 East Interlake Blvd          Lake Placid, FL 33852          863-465-3003</p>	<p><b>Crews Center</b>          200 U.S. Hwy. 27 South          Avon Park, FL 33825          863-453-2250</p>
<p><b>The Hotel Jacaranda</b>          19 East Main Street          Avon Park, FL 33825          863-453-2211</p>	<p><b>The Teacherage</b>          501 Lemon Avenue          Sebring, FL 33870          863-382-3441</p>
<p><b>NOTE:</b> For life-threatening emergencies at any campus/center call <b>9-1-1</b>, then call the specific campus/center number listed above.</p>	

or visit us at

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

South Florida State College (SFSC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees and certificate programs. 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 (SFSC) 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 [southflorida.edu](http://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.



## 2018-2019 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 [southflorida.edu](http://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 2018	Spring 2019	Summer 2019
<b>Regular Term (16 weeks)</b>	<b>Aug 17 - Dec 12</b>	<b>Jan 7 - May 6</b>	<b>May 8 - Aug 1</b>
Priority date to apply for financial aid	Apr 15	Oct 15	Mar 15
Begin priority registration for students with over 40 hours	Mar 19	Oct 1	Oct 1
Begin registration for students with over 20 hours	Mar 26	Oct 8	Oct 8
Begin open registration	Apr 2	Oct 15	Oct 15
Priority date for SFSC Foundation Scholarships	Jun 15	Oct 15	Mar 15
Fee payment deadline	Aug 7*	Dec 5*	Apr 17*
Faculty return	Aug 13	Jan 3	-
<b>CLASSES BEGIN</b>	<b>Aug 17</b>	<b>Jan 7</b>	<b>May 8</b>
<b>Registration Ends (Last Day to ADD a Class)**</b>	Aug 21	Jan 8	May 9
Final day to drop classes w/refund or change audit status	Aug 24	Jan 11	May 15
Priority date to apply for graduation	Oct 15	Mar 1	Jun 1
Last day to withdraw with a grade of W	Oct 23	Mar 25	Jun 28
Exam week**	Dec 6 - 12	Apr 30 - May 6	-
<b>Last day of classes</b>	Dec 12	May 6	Aug 1
Commencement	Dec 13	May 7	-
Grades due in Registrar's Office	Dec 13 (by Noon)	May 7 (by Noon)	Aug 2 (by Noon)
<b>First Flex Session (8 weeks)</b>	<b>Aug 17 - Oct 12</b>	<b>Jan 7 - Mar 4</b>	<b>May 8 - Jun 19</b>
Begin priority registration for students with over 40 hours	Mar 19	Oct 1	Oct 1
Begin registration for students with over 20 hours	Mar 26	Oct 8	Oct 8
Begin open registration	Apr 2	Oct 15	Oct 15
Fee payment deadline	Aug 7*	Dec 5*	Apr 17*
<b>CLASSES BEGIN</b>	<b>Aug 17</b>	<b>Jan 7</b>	<b>May 8</b>
<b>Registration Ends (Last Day to ADD a Class)**</b>	Aug 21	Jan 8	May 9
Final day to drop classes w/refund or change audit status	Aug 24	Jan 11	May 15
Priority date to apply for graduation	Sept 20	Feb 1	Jun 1
Last day to withdraw with a grade of W	Sept 20	Feb 12	Jun 3
Exam week**	Oct 11 & 12	Mar 1 - 4	-
<b>Last day of classes</b>	Oct 12	Mar 4	Jun 19
Grades due in Registrar's Office	Oct 15 (by Noon)	Mar 5 (by Noon)	Jun 20 (by Noon)
<b>Second Flex Session (8 weeks)</b>	<b>Oct 15 - Dec 12</b>	<b>Mar 5 - May 6</b>	<b>Jun 20 - Aug 1</b>
Begin priority registration for students with over 40 hours	Mar 19	Oct 1	Oct 1
Begin registration for students with over 20 hours	Mar 26	Oct 8	Oct 8
Begin open registration	Apr 2	Oct 15	Oct 15
Fee payment deadline	Aug 7*	Dec 5*	Apr 17*
Priority date to apply for graduation	Oct 15	Mar 1	Jun 1
<b>CLASSES BEGIN</b>	<b>Oct 15</b>	<b>Mar 5</b>	<b>Jun 20</b>
<b>Registration Ends (Last Day to ADD a Class)**</b>	Oct 16	Mar 6	Jun 21
Final day to drop classes w/refund or change audit status	Oct 19	Mar 19	Jun 27
Last day to withdraw with a grade of W	Nov 16	Apr 15	Jul 15
Exam week**	Dec 11 & 12	May 3 - 6	-
<b>Last day of classes</b>	Dec 12	May 6	Aug 1
Grades due in Registrar's Office	Dec 13 (by Noon)	May 7 (by Noon)	Aug 2 (by Noon)

Continue →



South Florida State College	Academic Dates and Deadlines		
	Fall 2018	Spring 2019	Summer 2019
<b>Third Flex Session (13 weeks)</b>	<b>Sept 10 - Dec 12</b>	<b>Jan 28 - May 6</b>	-
Begin open registration	Aug 22	Jan 7	-
Fee payment deadline	Aug 27*	Jan 14*	-
<b>CLASSES BEGIN</b>	<b>Sept 10</b>	<b>Jan 28</b>	-
<b>Registration Ends (Last Day to ADD a Class)***</b>	Sept 11	Jan 29	-
Final day to drop classes w/refund or change audit status	Sept 14	Feb 1	-
Priority date to apply for graduation	Oct 15	Mar 1	-
Last day to withdraw with a grade of W	Nov 2	Apr 1	-
Exam week**	Dec 11 & 12	May 3 - 6	-
<b>Last day of classes</b>	Dec 12	May 6	-
Grades due in Registrar's Office	Dec 13 (by Noon)	May 7 (by Noon)	-
<b>Limited Services Available</b>			
Convocation	Aug 13	-	-
Staff Development Day	-	Feb 15	-
<b>Holidays</b>			
No classes - college closed	Labor Day - Sept 3	Martin Luther King - Jan 21	Memorial Day - May 27
•All Fridays of Summer B (June 21, 28, July 5, 12, 19, 26, and Aug 2)	Thanksgiving - Nov 21-25	Spring Break - Mar 10-17	Independence Day - Jul 4
•Exceptions: Community Education, Workforce Training, and Adult Ed.	Winter Break - Dec 15-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>Phone#</b>	<b>Location/Building</b>
Admissions, Registration, and Records .....	863-784-7416 .....	B151 (1st Floor)
Adult Education .....	863-784-7441 .....	H205 (2nd Floor)
Advising and Counseling Center .....	863-784-7131 .....	B152 (1st Floor)
Applied Sciences and Technologies Division .....	863-784-7238 .....	T01
Arts and Sciences Division .....	863-784-7330 .....	B207 (2nd Floor)
Athletic Department .....	863-784-7035 .....	E
Box Office .....	863-784-7178 .....	A
Cafeteria (Highlands Campus) .....	863-784-7199 .....	J
Career Development Center .....	863-784-7410 .....	B111 (1st Floor)
Cashier/Refunds .....	863-784-7142 .....	B150 (1st Floor)
College Recruiter .....	863-784-7447 .....	B161
Community Relations and Marketing .....	863-784-7250 .....	F108
Corporate and Community Education .....	863-784-7388 .....	UC
Crews Center .....	863-453-2250 .....	Avon Park
Cultural Programs .....	863-784-7177 .....	A203 (2nd Floor)
DeSoto Campus .....	863-784-7040 .....	Arcadia
Driver Education .....	863-784-7388 .....	UC123
EA/EO Student Coordinator .....	863-784-7107 .....	B274 (2nd Floor)
Educational Technology Support .....	863-784-7017 .....	I101 (1st Floor)
ESOL .....	863-784-7380 .....	H207 (2nd Floor)
Farmworker Jobs and Education Program (Hardee) .....	863-784-7072 .....	Hardee 203
Farmworker Jobs and Education Program (Highlands) .....	863-784-7386 .....	R1
Financial Aid .....	863-784-7134 or 7254 .....	B168 (1st Floor)
Hardee Campus .....	863-784-7060 .....	Bowling Green
Health Sciences Division .....	863-784-7225 .....	HSC133
Highlands Campus .....	863-784-6661 .....	Avon Park
Highlands Career Institute .....	863-784-7431 .....	L
Honors Program .....	863-784-7247 .....	B205 (2nd Floor)
Lake Placid Center .....	863-784-7082 .....	Lake Placid
Library - Learning Resources Center (LRC) .....	863-784-7306 .....	Y (2nd Floor)
Ombudsman .....	863-784-7431 .....	H206
Open Computer Lab .....	863-784-5121 .....	Y101 (1st Floor)
Panther Youth Partners .....	863-784-7155 .....	R2
Registrar .....	863-784-7139 .....	B151 (1st Floor)
Retired and Senior Volunteer Program (RSVP) .....	863-784-7189 .....	Y (2nd Floor)
Security .....	863-453-0806 .....	K1
SFSC Campus Store (Highlands Campus) .....	863-784-7112 .....	B102 (1st Floor)
Student Disabilities Specialist .....	863-784-7176 .....	B153 (1st Floor)
Student Government Association (SGA) .....	863-784-7450 .....	B109 (1st Floor)
Student Services Division .....	863-784-7107 .....	B274 (2nd Floor)
Student Support Services (SSS/TRIO) .....	863-784-7291 .....	Y102 (1st Floor)
Switchboard (Central) .....	863-453-6661 .....	B108
Testing and Assessment Center .....	863-784-7214 .....	B255 (2nd Floor)
The Artists' Group (TAG) .....	863-784-7388 .....	UC123
The Hotel Jacaranda .....	863-784-7338 .....	Avon Park
The Teacherage .....	863-382-3441 .....	Sebring
Title IX .....	863-784-7127 .....	B274
Tutoring and Learning Center (TLC) .....	863-784-7102 .....	Y101 (1st Floor)
Veterans Services .....	863-784-7128 .....	B161 (1st Floor)



## Student Activities

You may participate in a variety of college clubs and organizations, cultural events, games, intercollegiate athletics, and other programs. Many of these activities are supported by student activity fees. You are encouraged to participate in the college's decision-making processes through active involvement in the Student Government Association (SGA) and various college-wide 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 [southflorida.edu/student-government-association](http://southflorida.edu/student-government-association).

### ATHLETICS AND INTRAMURAL SPORTS

SFSC participates in four varsity sports: men's baseball, women's volleyball, women's cross country, 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.

### 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. To enter the facility, present a valid SFSC ID.

### 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 accommodate 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.
- **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.
- **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.



- **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.
- **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.
- **Institute for Healthcare Improvement (IHI)** - This interprofessional group brings students from health professions programs together through a shared interest in learning about quality improvement and improving care for patients. IHI exist in health care organizations, creating a forum for like-minded students and residents to interact and help each other gain skills to improve care. IHI provides opportunities to learn, network with peers, connect with engaged and supportive faculty, and accomplish scholarly activities such as publishing and presenting work.
- **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.
- **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 students 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 Licensed Practical Nursing (LPN), 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 of 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, assist 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

South Florida State College (SFSC), an open-access institution of higher education, provides student support programs, services, and activities that are consistent with its mission and are intended to promote student learning and enhance student development. These programs, activities, and services are integrated into academic, social, and administrative functions of the institution, and seek to develop human potential and to create brighter futures. The division of student services offers a full range of support to all levels of students at all SFSC campuses and the Lake Placid Center. Services to students enrolled in distance education are equivalent to those provided on-campus.

### DEAN OF STUDENT SERVICES

The dean of student services oversees all student services programs and activities. The Student Services Division plans, organizes, implements, and assesses student support programs including: Admissions, Registration, and Records; Advising and Counseling; Career Development Center; New Student Orientation; Recruiting; Student Life; Student Support Services/TRiO; and the Testing and Assessment Center. The dean of student services is also responsible for the development and enforcement of the Student Code of Conduct found in the Student Handbook. The dean also acts as an institutional equity officer as well as a deputy Title IX coordinator and supervises the Title IX coordinator.

Most student support programs, services, and activities are available at all campuses. Additionally, students can visit the Highlands Campus for services that are not available at all campuses or can call or email the appropriate office. Highlands Campus student services staff visit each campus or center as needed to provide services which include advising and counseling, assessment and testing, career services, disability services, financial aid, orientation, recruiting, and veterans services. Online students can also visit the Highlands Campus, call, or email the appropriate office. Students are informed during orientation that they can always contact the office of the dean of student services for information and support at 863-784-7107.

### ADMISSIONS, REGISTRATION, AND RECORDS

The Admissions, Registration and Records Office, under the leadership of the registrar, is the access point for maintaining all official student records which are managed under the Family Education Rights and Privacy Act (FERPA) Regulations. This office is the hub of student entry (admissions) through exit (graduation) from the college. Support staff in the Office of the Registrar manage the SFSC admissions process. The college utilizes BANNER Enterprise Resource Planning (ERP) system for student database management and Radius by Hobsons for Customer Relationship Management (CRM). The Welcome Center, located on the Highlands Campus in the Student Services Complex, receives admissions applications for all programs at all sites. Since SFSC is an open-admissions institution, all students are accepted into the college. Limited access programs have additional admissions criteria. Prior to first enrollment, you will receive an individualized advising session to assess your entry-level placement. Staff members in the office will provide you with access to your individual records. They also offer weekly cohort comparisons in program enrollments to the administration; manage the interactive student records database; publish the online Schedule of Classes; coordinate and track room assignments; process student grades, course completers, graduating students; conduct transcript evaluations; issue official transcript and enrollment confirmations; manage degree audits (Degree Works™); and provide other related records services. You may contact the Admissions, Registration, and Records Office at 863-784-7416 for any registration, admission, transcript, and record needs.

### ADVISING AND COUNSELING

Advising and counseling services support students through academic advising, personal counseling support, and general guidance. An early alert process is in place to assist students who are at risk for failing. Telephone, email, and walk-in advising services are available at each college location to provide information about programs and resources, academic planning, scheduling and registering for classes, time management, recognizing diversity, conflict management, personal responsibility, and transfer services. For advising and counseling, please call Highlands Campus at 863-784-7131, DeSoto Campus at 863-784-7040, Hardee Campus at 863-784-7060, and Lake Placid Center at 863-784-7082.

BayCare Behavioral Health is a 24/7 free, confidential telephone counseling service that provides around-the-clock student assistance for any and all issues. In addition, students are also provided access to off-site counselors for face-to-face counseling as needed. To access their services, please call 1-800-878-5470.



All SFSC students have access to FloridaShines, an online student hub of innovative educational services that includes: academic advising services, career exploration, the ability to search libraries within the Florida statewide library system, searching for available statewide online courses, exploring colleges and universities, discovering of degree programs, finding ways to pay for college, and learning about Florida's top jobs.

## **CAREER DEVELOPMENT CENTER**

The staff of the Career Development Center assists students, graduates, and members of the community with career planning and placement experiences. Individuals may explore career profiles, take online interest inventories, use the center's resources to research careers, discuss career planning, receive assistance in goal setting, and establish opportunities for cooperative learning, job shadowing, or internships. Placement services are also available to assist students who wish to seek employment. Additionally, the Career Development Center staff coordinate annual career and job fairs (i.e., Comfort Keepers, Dress for Success, UPS, Ferguson, Publix) that facilitate interaction with employers and universities. For more information, contact the Career Development Center at 863-784-7410.

## **FINANCIAL AID**

The Financial Aid Office assists prospective and current students in securing the most suitable financial support to achieve their educational goals. Financial assistance and services available to all eligible students include a wide variety of programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, federal and college-supported work-study, Florida Bright Futures grant programs, as well as scholarship funds offered through the SFSC Foundation, Inc. These financial aid programs assist students in a number of ways: general financial support, student work study, enrollment persistence, time to completion, self-sufficiency, and overall satisfaction with their college experience.

Financial aid is awarded on the basis of your academic ability or special talent, demonstrated financial need, and the availability of funds from federal, state, institutional, and or local sources. Financial aid awards will not be processed until you have been admitted to a degree program or eligible certificate program. For information and assistance call 863-784-7134 or to apply for financial aid, visit our financial aid web page at [southflorida.edu/financial-aid-scholarships](http://southflorida.edu/financial-aid-scholarships).

## **GRADUATION**

Commencement is the culminating experience for each student at SFSC upon completion of the degree requirements for their chosen area of study. The graduation procedures for all programs, including all SFSC locations as well as distance education students, are provided on the SFSC website. Prior to graduation, you will be assisted in completing an application for graduation, performing a graduation audit via Degree Works™ to ensure that all your course requirements have been met, and completing both the mandatory Graduate Satisfaction Survey (GSS) and the Exit Survey. For more information about graduation, please call us at 863-784-7139.

## **NEW STUDENT ORIENTATION**

New Student Orientation program and success seminars are provided to address new student needs, heighten awareness of conduct and citizenship codes, and promote social responsibility. Orientation and information seminars at all campus locations are coordinated by student services staff.

Orientation is a component of the Guide to Personal Success (GPS), which is SFSC's Quality Enhancement Plan (QEP). GPS covers topics such as advising, the registration process, drop/add rules, disability services, the learning management system (D2L Brightspace®), the college portal (Panther Central), the Tutoring and Learning Center, financial aid, student clubs and organizations, and other resources available to students. Group orientation sessions are regularly scheduled throughout the year. Both day and evening sessions are available for student convenience. Each student attending orientation evaluates the orientation session to provide feedback for continuous improvement. Students who are unable to attend a scheduled group orientation session, such as online students or students who would like to review the session, may participate in an online orientation session available through the college portal. In addition, the college requires a First-Year Experience (FYE) Seminar to help students transition into postsecondary education. Please contact SFSC's Career Development Center at 863-784-7410 for additional information regarding upcoming new student orientation scheduled dates.



## **PANTHER ACTIVITY CENTER**

The Panther Activity Center (PAC) is located on the second floor of the Panther Gym, Building D. In an effort to support student engagement and retention, this space allows students to take a break from studying or unwind with friends. The PAC includes movie-style couches, 52" LCD television, Wi-Fi, DVD Player, billiards table, air hockey table, table tennis, dart board, foosball, and board games. Also, located in the PAC is a fitness center designed to meet the fitness needs of the students. The SFSC Fitness Center includes treadmills, stair climbers, stationary bikes, and a variety of weight-lifting equipment. To enter the facility, present a valid SFSC ID.

## **RECRUITING**

In the SFSC service district, the college conducts outreach and recruiting including pre-collegiate opportunities, college information sessions, and open houses to promote a process of seamless transition from high school to college. The recruiting office encourages submission of applications by exploring the breadth of programs available, offering glimpses of what college life includes, and sharing the success and satisfaction of previous students. The college recruiter is supported by various SFSC staff including academic advisors and campus directors from all sites and outreach program managers/staff from the Panther Youth Partners Program, Farmworker Career Development Program, and Take Stock in Children Program. Members of these programs participate in events hosted by local high schools, communities, and their local community organizations in an effort to increase awareness of SFSC's educational programs and services. Recruiting activities include College for a Day, high school-sponsored college nights, high school visits, campus tours, and open houses. Online catalogs, brochures, and recruitment materials are readily available to all students, both face-to-face and distance education. For more information, please call SFSC's college recruiter at 863-784-7447.

## **RESIDENCE LIFE**

The SFSC Foundation, Inc., operates a residence facility located inside The Hotel Jacaranda at 19 E. Main Street, Avon Park. This facility houses approximately 81 students. A full-time, live-in residence life coordinator and two student resident assistants are available to assist students with issues which might arise. In addition, the college has designated the residence hall as a wellness facility. Educational and social programming is offered to meet the psychosocial and health needs of today's college students. The resident life coordinator may be contacted at 863-784-7338.

## **STUDENT ADVOCATE**

The college provides several avenues for students to express concerns and grievances and through SFSC Administrative Procedure 1095 Discrimination, Harassment, and/or Sexual Harassment Complaint Procedure to ensure that students are treated fairly and without prejudice. The student ombudsman or student advocate, is available to assist in conflict resolution and the appeals process through SFSC-established procedures. For more information, contact Courtney Green at 863-784-7431.

## **STUDENT LIFE (CLUBS AND ACTIVITIES)**

The Student Life program, as outlined in the SFSC Student Handbook and College Catalog, provides opportunities for student engagement through student organizations and activities, Student Government Association (SGA), leadership training, and intramural athletics. Faculty and staff serve, advise, and strongly support student activities and organizations. The student activities program affords opportunities for engagement and personal growth as student leaders through participation in the wide variety of programs and activities.

SFSC supports academic excellence and recognizes exemplary student performance through acknowledgement on the President's and Vice President's honor lists, invitation to participate in Phi Theta Kappa (PTK) international honor society, and recognition at the SFSC Annual Awards Ceremony and commencement exercises.

The college has an intramural program and a fitness center that are open to all students, faculty, and staff. The program aims to promote a sense of community, school spirit, and physical fitness through encouraging an active, involved lifestyle. For more information about the Student Life Program, please contact SFSC's student life coordinator at 863-784-7435.



## **STUDENTS WITH DISABILITIES**

As described in the SFSC Student Handbook and the College Catalog, students with disabilities are provided appropriate services by a disabilities specialist in the Advising and Counseling Center. Support and reasonable accommodations are provided on an individualized basis. Such assistance may include ensuring the students receive classroom and testing accommodations based on their documented disability by written notification to faculty and the Assessment and Testing Center. The disability specialist visits all campus locations and centers and works with distance education students to provide assistance and services. This office also coordinates services with external agencies such as Vocational Rehabilitation to provide necessary accommodations.

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. For more information, contact the disabilities specialist through the SFSC website at [southflorida.edu](http://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 152, Highlands Campus.

## **TESTING AND ASSESSMENT CENTER**

The SFSC Testing and Assessment Center coordinates and proctors course performance exams, certification exams, national/State competency exams, and personal assessments in both online and paper/pencil formats. These exams are also used to determine course placement and entrance eligibility to limited access programs. Testing services include testing with accommodations for students with disabilities. Since SFSC is an open admissions institution, it provides testing and assessment services with the primary responsibility of administering placement tests and assessments which will help determine a student's level of preparedness for the coursework and program of study selected. Please contact the Testing and Assessment Center at 863-784-7114 to schedule your exam (for more information refer to Testing and Assessment Center in the College Catalog).

## **VETERANS SERVICES**

SFSC, recognized as a Military Friendly College, provides an advisor to assist all veterans and their dependents. The advisor certifies enrollment so that students can receive benefits from the Veterans Administration. In addition, the advisor provides academic advising and referrals for additional support from other SFSC support personnel.

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 B, Room 152, Advising and Counseling Center, Highlands Campus, 863-784-7128 or [Robert.Hampton@southflorida.edu](mailto:Robert.Hampton@southflorida.edu).



## Student Support Services

### ATHLETICS

As outlined in the Division of Florida Colleges 2015 2016 Annual Equity Report, SFSC offers interscholastic sports offerings for women in softball, volleyball, and cross country, and for men in baseball. These programs are all widely participated in throughout SFSC's surrounding service area as well as statewide, which provides outstanding recruiting and participation opportunities. For more information about SFSC's intramural sports, please call at 863-784-7035.

### CASHIER'S OFFICE

The Cashier's Office, located on the first floor of the Catherine P. Cornelius Student Services and Classroom Complex, processes student payments and other fees, distributes financial aid, in addition to overseeing parking registration and decals.

### 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.

### FOOD SERVICES

SFSC offers food services at each of its campus locations. The Highlands Campus houses the Kelly's Korner cafeteria and vending machines in the Joseph E. Johnston Memorial Student Center and the Catherine P. Cornelius Student Services and Classroom Complex. Kelly's Korner is open for lunch 10 a.m. - 2 p.m. daily. Hours vary in the summer and are posted in the cafeteria. The DeSoto and Hardee Campuses, as well as the Lake Placid Center, have vending machines, microwave ovens, and student lounge spaces for breaks and meals.

### HEALTH SERVICES

No medical facilities are available to the students on campus. Campus emergencies will be handled according to the regular college procedure as outlined in the Safety and Security Guidelines also in this handbook.

### LOST AND FOUND

Any article found should be turned in to Lost and Found (Cashier's Office Highlands Campus 863-784-7142), 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 in the Catherine P. Cornelius Student Services and Classroom Complex (Highlands Campus).

**NOTE:** Campus speed limit is 15 MPH unless otherwise posted.

### PLACEMENT TESTING

If you enroll in the associate degree programs and some certificate programs, you may be required to have college placement test scores on file or take the placement test given by the college as a part of the admissions procedure. This placement test includes mathematics, reading, and English language skills.



You are not required to take the test, if you

- have an A.A. degree or higher;
- are non-degree seeking;
- are registering for 11 credit hours or fewer (college-level math and English courses require placement test scores);
- are a transfer student who has completed all required college-level English and math courses;
- have records that indicate you have already taken one of the State-mandated tests within the last two years; or
- entered the 9th 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.

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. Always check with your advisor regarding placement test requirements. Please call the Testing and Assessment Center for more information at 863-784-7214.

### **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 Institutional Communications, Administration Building (Building F), Highlands Campus. Student organizations are to have clearance for an activity prior to posting or distributing information regarding that activity. Digital versions of notices and leaflets can be emailed to [CommunityRelations@southflorida.edu](mailto:CommunityRelations@southflorida.edu), but all printed items require a stamp from Community Relations and Marketing. For any questions about posting and distributing information, please call us at 863-784-7250.

### **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). Refund exceptions to this rule must be requested in writing to the Academic Appeals Committee and be based upon documented reasons beyond your control. Changes in your schedule may involve application of the refund policy. For example: If you drop a class during the refund period and add another, you will have the money applied toward the added class.

Fees paid by check will not be refunded until your check clears the college's bank. Refunds are paid by college check or paid by crediting the credit card that paid the fees. Refunds are processed two to four weeks after the end of the drop with refund period. For more information on refunds, please contact the Registrar's Office at 863-784-7319.

### **SFSC CAMPUS STORE (Highlands Campus)**

The SFSC Bookstore is owned and operated by Follett Higher Education Group through a contractual agreement with SFSC. The SFSC Campus Store is located on the first floor in Building B. The store carries all required textbooks and supplies. Textbooks may be purchased at each SFSC campus/center at the beginning of each term. Textbooks can also be purchased on the store's website. Instructional materials which are ordered by students at the other campuses can be delivered to those campuses via college courier. When purchasing textbooks and other class materials, be sure that you have the right textbook for your class prior to breaking any shrink wrap or packaging materials, as opened packages cannot be returned. Campus Store hours are Monday and Tuesday, 8 a.m. to 5 p.m., Wednesday and Thursday, 9 a.m. to 6 p.m., and Friday, 8 a.m. to 1 p.m. Beginning the week after commencement/summer term start, the hours are Monday through Thursday, 8 a.m. to 5 p.m.

Textbooks may be returned only if the cash register receipt is available, the textbooks are undamaged, and the return is within the Drop with Refund Period (See SFSC Campus Store Policy). The Campus Store purchases used textbooks if the books are in reasonable condition and the college has an immediate need for them. The SFSC Campus Store is now serving Starbucks® coffee. For more information, please call the SFSC Campus Bookstore at 863-784-7112.



### **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.



## Academic Information

### ACADEMIC RECOGNITION

SFSC will recognize you for academic excellence during your course of study. You will be eligible each term for the following distinctions:

**President's List** - If you earn six or more credits for the term and earn a GPA of 3.80 to 4.00, SFSC's president will send you a recognition letter.

**Vice President's List** - If you earn six or more credits for the term and earn a GPA of 3.50 to 3.79, SFSC's vice president for academic affairs and student services will send you a recognition letter.

**Graduation with Distinction** - If you graduate with an excellent GPA in the associate and/or baccalaureate degree programs, you will receive recognition on your diploma 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 other than SFSC, this GPA is based on the GPA earned at SFSC. If you attended at least one other postsecondary institution and 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. If you attended at least one other postsecondary institution and 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, or Adult High School diploma and achieved a 3.50 GPA or higher, you will graduate with distinction. Likewise, if you have earned a State of Florida High School Diploma with a score of 3100 or higher on the General Educational Development (GED) test, you will graduate with distinction.

To be recognized with distinction at the commencement ceremony, the determining GPA will be based upon your previous term cumulative GPA.

**Honors Program** - If you fulfill the requirements of the Honors Program, you will receive your associate in arts degree with an honors endorsement on your transcript and diploma, and special recognition at the graduation ceremony.

**Outstanding Student Awards** are given annually. If you show leadership in scholastic achievements, student activities, and athletics, you may be eligible.

### 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. Veterans in occupational programs and students receiving financial aid will have additional attendance requirements.

#### Withdrawal for Lack of Attendance

Your instructor has the authority to withdraw you for lack of attendance up to the last date for withdrawal specified in the catalog provided it is not your third or fourth attempt in a college credit or developmental course. College credits and clock hour programs differ in the amount of time you must attend in order not to be dropped from the class. The instructor may 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 midterm 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. Educational Technology Support Department will be notified by the registrar to remove students with a grade of **W** or **F** from access to the D2L Brightspace® 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**.

## STUDENT CONCERNS

If you have instructional or non-instructional concerns, you are encouraged to discuss informally your concerns with the dean of student services as a beginning step but may file your concerns as follows:

**Non-instructional** - If you have concerns about college policies, procedures, personnel or other related matters that are non-classroom or non-instructional in nature.

- You will first confer with the appropriate department director/supervisor or division dean.
- If not satisfied with the results, you may submit a written appeal to the office of the dean of student services.

**Instructional** - If you have concerns that are classroom or instructional.

- You will first confer with the instructor of the class regarding all related details of the concern.
- If the conference does not resolve the concern, you should make an appointment to discuss the problem with the instructional supervisor or program manager/director within five college working days after meeting with the instructor.
- If the meeting with the instructional supervisor 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 instructional supervisor 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 and student services within five college working days after the conference with the division.
- The vice president for academic affairs and 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 case 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 appropriate instructional supervisor, dean/director, and the vice president for academic affairs and student services (see Grade Appeals in this 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 completing 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 term) 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:**

- A. The cumulative GPA does not include college preparatory courses.
- B. 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.
- C. 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, Refunds, Withdrawal**

- A. The Academic Appeals Committee reviews requests for exceptions to college academic procedures when extenuating circumstances and factors are 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.
- B. You have a maximum of six months following completion of a class to file an appeal for a tuition refund or withdrawal from a class after the deadline.
- C. If you are suspended for one term, a waiver for academic suspension must be filed prior to the last day of classes of the subsequent term.
- D. Documentation verifying extenuating circumstances must accompany any request for refund, withdrawal or academic suspension.
- E. You may obtain the Academic Appeals Form from any campus location, the college website, Panther Central, or the Office of the Registrar. The completed form along with supporting documentation is to be submitted to the Office of the Registrar for review.
- F. The Academic Appeals Committee will make a recommendation to the dean of student services to approve or deny the request.
- G. The dean of student services makes the final decision to approve or deny the request.
- H. The Office of the Registrar informs you of the final decision.

**Grade Appeals**

- A. 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 within 15 working days after the grade is issued.
- B. If the conference does not resolve the disputed grade, you should make an appointment to discuss the problem with the instructor's director, instructional supervisor, or program manager within five college working days after meeting with the instructor.



- C. If the meeting with the director, instructional supervisor, or program manager 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 director, instructional supervisor, or program manager.
- D. 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 and student services within five college working days after the conference with the division dean.
- E. The vice president for academic affairs and student services makes the final decision to approve or deny the request for grade change.

#### **Payment of the Full Cost of Instruction**

For the third and fourth attempts of a college credit or college preparatory course, you will be assessed the full cost of instruction (equivalent to out-of-state tuition). This rule impacts only those students whose fee assessment is based on in-state residency.

**You may not withdraw from the third or fourth attempt in any course.**

#### **Fourth Attempt Override Appeal**

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

#### **Appeal to Payment of Full Cost of Instruction**

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

- documented medical condition preventing course completion
- death of an immediate family member (see the dean of student services)

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**

If you are otherwise unable to qualify for in-state classification by the guidelines posted in the College Catalog, you may submit a petition to the Residency Appeals Committee in the Office of the Registrar. You must include documentation evidencing the grounds on which the appeal for in-state classification is based. Petition forms are available at any campus or center 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 is 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 protect 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 AT SFSC

Students are encouraged to report any and all suspicious activity regardless of how insignificant it may seem. **NOTE:** For life-threatening emergencies at any campus/center call **9-1-1**, then call the specific campus/center number listed below.

<b>Highlands Campus</b> 863-453-0806	
<b>DeSoto Campus</b> 863-993-1757	<b>Hardee Campus</b> 863-773-3081
<b>Lake Placid Center</b> 863-465-3003	<b>Crews Center</b> 863-453-2250
<b>The Hotel Jacaranda</b> 863-453-2211	<b>The Teacherage</b> 863-382-3441

When reporting an urgent situation or suspicious activity, please provide the following information:

- your name and location.
- the nature of the emergency or suspicious activity.

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.

### ACTIVE SHOOTER ON CAMPUS

#### What to do if there is an Active Shooter on campus:

The following guidelines are being provided regarding how to respond if there is an active shooter/armed intruder on campus. Be aware no one can predict what actions are most appropriate for every situation that might occur. Campus personnel could learn of such an incident in several ways, including hearing gunshots, being notified through the college's emergency announcement system or being told by another member of the campus community. If you hear a sound that could be gunshots, assume they are gunshots.

- **If you know the location of the intruder, quickly move away from the danger and encourage those around you to also do so.** Be aware that if you move from indoors out into the open, you could be exposing yourself to the intruder. Also be aware that there could be more than one intruder. If you decide to move away, do so as quickly as possible until you are certain you are out of danger. Remain in a safe place until assistance arrives.



- **Your ability to move quickly and your perception of how close the intruder is will help you determine if it is safer for you Run, Hide, or Fight.**

The immediate actions you take upon notification of an active shooter on campus could prevent your death or serious injury. Our emergency first responders have been trained to respond to this type of incident and will do so immediately. Responding officers are likely to have very little information regarding the description of the intruder or the number of suspects involved. **If you must approach an officer during or immediately after such an incident, clearly show the officer you are not a threat by holding your hands in the air and complying immediately with verbal commands. Be aware that the officer's first priority is to locate the intruder/shooter, so they may not stop to speak with you or care for the wounded.**

**If you are off-campus at the time you become aware of an active shooter on campus, stay away from the area.** The entire campus will have become a protected crime scene and you will not be allowed in the area until it has been cleared.

The following guidelines are being provided regarding how to respond if there is an active shooter/armed intruder on campus. This guideline is designed to provide individuals with suggestions on how to better protect themselves during a crisis.

**In the event of an active shooter on campus, take the following actions:**

**1. RUN - If an active shooter is in your vicinity:**

- Evacuate regardless of whether others want to leave or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area where an active shooter may be
- Call **9-1-1**, when you are safe

**2. HIDE - If evacuation is not possible:**

- Act quickly and quietly
- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet
- Your hiding place should be out of the shooter's view, provide protection if shots are fired in your direction and not trap or restrict your options for movement
- Lock and/or blockade the door with all items that you can safely move

**3. FIGHT - As a last resort and only when your life is in imminent danger:**

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions

**Active Shooter Behavioral Warning Signs**

**Students**

1. There is not a "profile" of a school shooter-instead the students who carried out the attacks differed from one another in numerous ways.
2. School shootings are rarely impulsive acts.
3. They are typically thought out and planned in advance.
4. Very few of the attackers ever directed threats to their targets before the attack.
5. The most common goal was retribution.
6. Many offenders experienced a significant personal loss in the months leading up to the attack, such as a death, breakup, or divorce in the family.
7. Be aware of the subject's online videos, blogs, and social networking activities.



Students and employees typically do not just “snap”, but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. The below list is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies.

- Apathetic
- Chronically angry
- Sullen
- Pessimistic
- Used violence in the past
- Displays evidence of planning and preparation
- Tells third parties of future violence
- Stalked target in past
- Sees injustice, no alternative to violence
- Given to violent outbursts
- Emotional flatness
- Abusive language
- Attempted/talk of suicide
- Recently secured weapons
- Frequently angry/aggressive confrontational
- Hurts animals/destroys property
- Engages in bullying/controlling/intimidation/manipulation behavior

### **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 may also be sent out through the college email and telephone systems to all students, faculty and staff, and posted to social media channels.

### **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 [fdle.state.fl.us](http://fdle.state.fl.us).

Victims of sex-related offenses are strongly encouraged, but not required, to report the crime immediately by calling **9-1-1** 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 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 **9-1-1** (pulling the building fire alarm does not dispatch the fire department).
- If there is time, call Campus Security.

### 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: [southflorida.edu/annual-security-and-fire-safety-report](https://southflorida.edu/annual-security-and-fire-safety-report). 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. Check the privacy settings periodically.
- 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.

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

<b>Highlands Campus</b> 863-453-0806	
<b>DeSoto Campus</b> 863-993-1757	<b>Hardee Campus</b> 863-773-3081
<b>Lake Placid Center</b> 863-465-3003	<b>Crews Center</b> 863-453-2250
<b>The Hotel Jacaranda</b> 863-453-2211	<b>The Teacherage</b> 863-382-3441



### **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 **9-1-1** 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 **9-1-1** 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. If you are a qualified student with a disability, the college will make every effort to provide reasonable accommodations.

If you are a person with a documented disability, this Student Handbook is available to you in hard copy and digital format. Telephone or written requests should include your name, address, and telephone or TDD number. Your requests should be made to the ADA student coordinator, SFSC, 600 West College Drive, Avon Park, FL 33825, 863-784-7107 at least two weeks prior to the time you need the publication.

The following college staff members have been assigned to assist in ensuring that you have access to the college's programs, services, and facilities. If you require assistance or have general questions/concerns, please contact:

Charla Ellerker, Counselor, Disabilities Specialist  
863-784-7176, Building B, Room 152, 1st Floor  
600 West College Drive, Avon Park, FL 33825  
[Charla.Ellerker@southflorida.edu](mailto:Charla.Ellerker@southflorida.edu)

Dr. Timothy G. Wise, Dean, Student Services  
ADA Student Coordinator  
863-784-7107, Building B, Room 274, 2nd Floor  
600 West College Drive, Avon Park, FL 33825  
[Timothy.Wise@southflorida.edu](mailto:Timothy.Wise@southflorida.edu)

Donald Kesterson Jr., Director, Human Resources  
ADA Employee Coordinator  
863-784-7132, Building I, Room 100, 1st Floor  
600 West College Drive, Avon Park, FL 33825  
[Donald.Kesterson@southflorida.edu](mailto:Donald.Kesterson@southflorida.edu)

### 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 illegal 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 ACCESS / 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. If you have concerns regarding this pledge, address them to the EA/EO student coordinator at 863-784-7107. **Nothing contained within this Student Handbook is intended to discriminate on the basis of the previously mentioned factors.**

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

Dr. Timothy G. Wise, Dean, Student Services  
EA/EO Student Coordinator  
863-784-7107, Building B, Room 274, 2nd Floor  
600 West College Drive, Avon Park, FL 33825  
[Timothy.Wise@southflorida.edu](mailto:Timothy.Wise@southflorida.edu)

Donald Kesterson Jr., Director, Human Resources  
EA/EO Employee Coordinator  
863-784-7132, Building I, Room 100, 1st Floor  
600 West College Drive, Avon Park, FL 33825  
[Donald.Kesterson@southflorida.edu](mailto:Donald.Kesterson@southflorida.edu)

Sureka Personette, Reports Coordinator  
Equity Plan Coordinator  
863-784-7487, Building I, Room 108, 1st Floor  
600 West College Drive, Avon Park, FL 33825  
[Sureka.Personette@southflorida.edu](mailto:Sureka.Personette@southflorida.edu)

### 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 Acquired Immune Deficiency syndrome (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 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. Your 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 your 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 grant you, if you are attending a postsecondary institution, access to your educational information, an opportunity to seek and have your records amended and some control over the disclosure of information from the records. FERPA requires the college to protect the privacy of your record information with regard to access to your 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 your written permission unless very 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. You have the option of making your "file" and "data" confidential. If you choose to have your data marked as confidential, you are identified in the student information system, and your information is excluded from the college's directory information.

### **Disclosure of Education Records**

#### **The college must:**

1. have your written consent prior to the disclosure of education records; and
2. ensure that the consent is signed and dated and states the purpose of the disclosure.

Schools are generally prohibited from disclosing personally identifiable information about a student without written consent. Exceptions to this rule include:

1. disclosures made to school officials with legitimate educational interests;
2. disclosures made to another school at which the student intends to enroll;



3. appropriate parties in connection with financial aid to a student;
4. organizations conducting certain studies for or on behalf of the school;
5. accrediting organizations;
6. to comply with a judicial order or lawfully issued subpoena;
7. appropriate officials in cases of health and safety emergencies;
8. disclosures made to state or local education authorities for auditing or evaluating federal- or state-supported education programs, or enforcing federal laws that relate to those programs; and
9. disclosures including information the school has designated as "directory information."

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student ("eligible student"). However, FERPA provides ways in which a school may—but is not required to—share information from an eligible student's education records with parents, without the student's consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student, if he or she is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

Students may choose to have your 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 your consent education records, including personally identifiable information from those records, to protect your health and safety and that of 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 your disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without your consent. The 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 college against the alleged perpetrator of that crime.

The college may disclose to anyone the final results of a disciplinary hearing, if it determines that you are an alleged perpetrator of violence or non-forcible sex offense and with respect to the allegation made against you, you have committed a violation of the college's rules or policies.

**Law Enforcement Units and Records** - For enhanced security, a Highlands County Sheriff College Resource Deputy has been assigned to the Highlands Campus (service hours vary). Investigative reports and other documents created and maintained by law enforcement are not considered to be educational records subject to FERPA. Accordingly, institutions may disclose publicly obtained information from law enforcement records to anyone, including outside law enforcement authorities.

**Directory Information** - Directory information may be released to the public without your consent following specific request procedures. Directory information will not be released, if you requested in writing to keep your information confidential.

At any time you may complete a form in the Records Office to mark your records as confidential.



The SFSC directory information includes:

- your name;
- date of attendance;
- academic program;
- honors received (president's and vice president's lists, cum laude, etc.);
- degree received and date conferred;
- lists of prospective graduates/graduates;
- participation in officially recognized activities and sports;
- weight and height of athletic team members; and
- identification card, digitized photographs.

SFSC 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 recruitment, and in cases that are superseded by the Solomon Amendment giving military recruiters access to your recruiting information.

Any other information is considered to be personally identifiable information and cannot be released to a third party, including parents, without your 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. You may obtain a Student ID Card at the Highlands Campus (Welcome Center, Building B), Hardee Campus, or DeSoto Campus. 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 your individual records.

1. The request must be made in writing on the letterhead of the company, agency, or school requesting the information.
2. 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.
3. 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** - The college is required by FERPA to:

1. provide you with an opportunity to inspect and review your education records within 45 days of the receipt of the request;
2. provide you with copies of education records or otherwise make records available to you if you, for instance, live outside of commuting distance of the college; and
3. redact the names and other personally identifiable information about other students that may be included in your education records.

**Amendment of Educational Records** - Under FERPA, the college must:

1. consider your request to amend inaccurate or misleading information in your education records;
2. offer you a hearing on the matter, if it decides not to amend the records in accordance with the request; and
3. offer you 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.



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

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

You 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 of your records, should be addressed to the registrar.

#### **Student Requests**

- **Change in Records** - A written request to change your record. Typical changes include name, address, telephone number, social security number, and program code (major). Most changes require you to present appropriate documentation.
- **Enrollment Verification** - An official college statement indicating term of enrollment and your status (e.g., full or part time).
- **Transfer Credit Evaluation** - A statement of all coursework and grades accepted from another postsecondary institution. Transcript evaluation summary is available online at [southflorida.edu](http://southflorida.edu) on the Records menu.
- **Non-Release of Directory Information** - A request submitted 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 you request a removal of the non-release hold.
- **Official Transcripts** - Transcripts are processed through the National Student Clearinghouse's website [studentclearinghouse.org](http://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 863-784-7379 or 863-784-7250.



Any person who desires not to have his or her photo taken and reproduced or distributed must contact the Community Relations and Marketing Department in writing of his or her intentions and include a photograph. Please send to: Director, Institutional Communications, 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), SBE Rule 6A-1.0955(3)(e), SFSC issues this notification regarding the purpose of the collection and use of your SSN.

SFSC collects your 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 release your SSN to unauthorized parties, and each student at SFSC will be issued a unique student identification number (GID). Your GID number is used for all educational purposes at SFSC including registration and access of your online record.

Federal legislation relating to the Hope Tax Credit, IRC Section 25A, 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 school 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 Department** - If you are awarded a scholarship through the Athletics Department but have not yet been officially admitted to the college and assigned a college ID, your SSN will be used to report the scholarship award.
- **Corporate and Community Education/Driver Education Program** - According to Florida state education reporting requirements, you must submit your SSN when enrolling in Corporate and Community Education Driver Education classes. In addition, the Driver Education Program is required to provide your SSN to the Department of Highway Safety and Motor Vehicles after completion of specific courses. For professional development and licensing classes, your SSN is used for State licensure reporting requirements. For adult education and workforce grant-funded programs, your SSN is used as an identifier for program enrollment and completion.
- **Financial Aid Office** - The Financial Aid Office at SFSC requires that you submit your SSN on various forms to correctly identify you, match your financial aid record with your student record, and to help coordinate state and federal aid programs. The Financial Aid Office collects SSNs as mandated by the following: 20 USC 1078; 20 ESC sections 1090, 1091 and 1092; Section 483 of the Higher Education Act of 1965 (collection of SSNs of students and parents); 34 CFR 668.16 (administrative use); 34 CFR 668.33 (verify residency); 34 CFR 668.36 (verify with FAFSA).
- **Human Resources and Payroll Offices** - The college's Human Resources and Payroll Offices collect your SSN for the following purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection, reconciliation, tracking, benefit processing and tax reporting; and for fingerprint submissions to the Florida Department of Law Enforcement. Your SSN is also 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 Department** - The college's Institutional Effectiveness Department uses your SSN for data collection and required state and federal reporting.
- **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 your SSN for the following purposes: as a unique numeric identifier and for reporting scholarship recipients to the Florida Department of Education and the Florida Community College Foundation. Your SSN is also required by certain scholarship donors in accordance with their trust or scholarship agreements.

COLLECTION AND USE OF SOCIAL SECURITY NUMBERS				
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.
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.



## PANTHER CENTRAL AND D2L BRIGHTSPACE®

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 Brightspace® is SFSC's learning management system. Students may access D2L Brightspace® through the student tab in Panther Central. Through D2L Brightspace® 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 Brightspace®, 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 message. All students are automatically enrolled in Blackboard Connect during the application process.
- **Campus Life** is a mobile application that provides you access to D2L Brightspace® 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 Brightspace®.
- **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, Instagram, YouTube, 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, email, internet or other means.
- Use SFSC's technology resources for a commercial, political, or profit-making enterprise.
- Download or install any commercial software, shareware, 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 you are admitted to SFSC, you are subject to the jurisdiction of the college during your enrollment. As a member of the college community, you are expected to act responsibly in all areas of personal and social conduct. You are responsible for the observance of all SFSC District Board of Trustees' policies and procedures as published in the catalog, the Student Handbook, and other college information bulletins. Violation 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. You are free to support causes by orderly, peaceable, and acceptable means which do not disrupt the regular and essential operations of the college.

When anyone wishes to invite a speaker to the SFSC campus, 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 provide information to the Community Relations and Marketing Department at 863-784-7379 in advance of the visit. If the person or persons desire to come on campus uninvited, then it will be the responsibility of the person or persons to notify the Community Relations and Marketing Department in advance of the visit if a gathering of 100 or more is anticipated.

The institutional control of the campus facilities will not be used as an instrument of censorship. 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 student views, beliefs, and political associations which instructors, counselors, and advisors acquire in the course of your work 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. If you have an idea or want to make a request for improvement in the regulations and conditions governing student life at SFSC, you should make your desires known to the Student Government Association (SGA). The SGA will evaluate the proposal and, through the SGA coordinator 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, you may request that the proposal be reviewed in the following order:

1. The Learning and Student Success Committee;
2. The vice president, academic affairs and student services;
3. The president of the college; and
4. The SFSC District Board of Trustees.

At any step in this process, you may request a recommendation from the dean of student services of the college.

- **Right to** know information. 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 [southflorida.edu](http://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 "Code" may be referred to hereinafter as the Student Code of Conduct.
- 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 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 classroom activities 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 afforded 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 and 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 and 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 and student services for review prior to the effective date of implementation of the action to be taken.
2. More than one of the sanctions listed above may be imposed for any single violation.
  3. First offense students who are found guilty of academic dishonesty as determined by the instructor of the course will have the following sanctions applied:
    - a. Be given a grade of zero (**0**) for the assignment/exam involved,
    - b. If successful completion of the assignment/exam is required for the course, the student will also be given 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 and 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 and student services or designee for final determination.
- B. The Code shall be reviewed annually by the dean of student services under the direction of the vice president for academic affairs and 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, genetic information, or pregnancy 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 for the EA/EO employee coordinator and the EA/EO student coordinator is provided below. In addition, this information is prominently displayed throughout all the campuses and centers and can be found on the college's website (Title IX Sexual Harassment and Discrimination-page).

#### EA/EO Employee Coordinator

Director, Human Resources  
600 West College Dr.  
Avon Park, FL 33825  
Phone 863-784-7336

#### EA/EO Student Coordinator

Dean, Student Services  
600 West College Dr.  
Avon Park, FL 33825  
Phone 863-784-7104

*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, genetic information, or pregnancy 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, genetic information, or pregnancy.

*Sexual Harassment*: 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 for academic affairs and student services. Contact information for the vice president for academic affairs and 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:
  1. The EA/EO coordinator will review the formal complaint process with the complainant and provide a copy of the applicable college policy and procedure.
  2. The EA/EO coordinator will notify the president and the appropriate department administrator of the formal complaint.
  3. The EA/EO coordinator will conduct a prompt and thorough investigation by reviewing documents and interviewing witnesses.

4. Any persons thought to have information or evidence relevant to the complaint shall be interviewed and such interviews shall be appropriately documented.
5. If determined necessary, an appropriate senior-level administrator will conduct interviews jointly with the EA/EO coordinator.
6. 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.
7. The EA/EO coordinator may remind a reluctant witness that it is his or her duty to cooperate with the investigation.
8. The EA/EO coordinator may secure any information that was given during the informal process.
9. Other acceptable methods for gathering information include, but are not limited to, visual inspection of offensive materials and follow-up interviews as necessary.
10. 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.
11. The EA/EO coordinator will provide a copy of the written complaint to the respondent.
12. 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.
13. 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 president 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 president 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 Brightspace®? Where can I get help with D2L Brightspace®?**

**A:** D2L Brightspace® is the online learning environment for you, your instructor, and your classmates to interact beyond the scheduled class time.

You will see your current list of courses in D2L Brightspace®. 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 Educational Technology Support Department which is located on the first floor of Building I 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 [southflorida.edu](http://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](mailto: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 are unable to log in with the information above, please call 863-784-7017 or 863-784-7016, Monday through Thursday, 8 a.m. to 7 p.m., and Friday, 8 a.m. to 5 p.m., or email [onlinehelp@southflorida.edu](mailto:onlinehelp@southflorida.edu).

**Q: How do I access D2L Brightspace®?**

**A:** You may access D2L Brightspace® 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 [southflorida.edu](http://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 that institution’s website as well. Do not pay any fees for online services to find scholarships. Reputable websites, such as [fastweb.com](http://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 coursework 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, no record of ever having been registered into the course will appear 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: What is the Apprenticeship Program?**

**A:** Sponsored in partnership with the Heartland Apprenticeship Committees for air conditioning, electrical, electrical lineman, and plumbing technology, students enrolling in the apprenticeship program will complete 640 hours of classroom training and 8,000 hours of on-the-job training. Students must apply through the Heartland Apprenticeship Committee before August of each year. Students must be working for a participating employer to participate in the apprenticeship program.

**Q: What is the College Credit Certificate?**

**A:** SFSC offers a number of college credit certificate programs which allow a student to complete a concentration of coursework in a specific career area of interest such as accounting, agriculture, business, or paramedic studies. Credit earned through the college credit certificate may be transferred in to a corresponding Associate in Science degree.

**Q: What is the Occupational Certificate?**

**A:** SFSC offers a number of technical programs of study which combine classroom work and hands-on training. The goal of these programs is to prepare a student for employment upon completion of the certificate. Classes typically meet between 8 a.m. and 3 p.m., Monday through Friday.

**Q: What is the Applied Technology Diploma?**

**A:** The Applied Technology Diploma is a short training program leading to professional certification. Credit earned from the Applied Technology Diploma may transfer in to an Associate of Science degree. SFSC offers an Applied Technology Diploma in Emergency Medical Technician (EMT).

**Q: What is the Baccalaureate Degree?**

**A:** The baccalaureate degree is typically a four-year degree or 120-credit hour program of study. Students complete both lower division general education courses and electives along with a concentration of upper level courses required for the bachelor's degree. SFSC offers three baccalaureate programs; the Bachelor of Applied Science in Supervision and Management, the Bachelor of Science in Elementary Education, and the Bachelor of Science in Nursing.

**Q: Is a foreign language required to earn the Associate in Arts (A.A.) degree?**

**A:** Effective 2014, a foreign language is required for the A.A. degree. This requirement can be met with successful completion of one of the following:

- two years of the same foreign language in high school,
- two terms of the same foreign language at SFSC,



- second level foreign language college course, or
- 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 both 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).