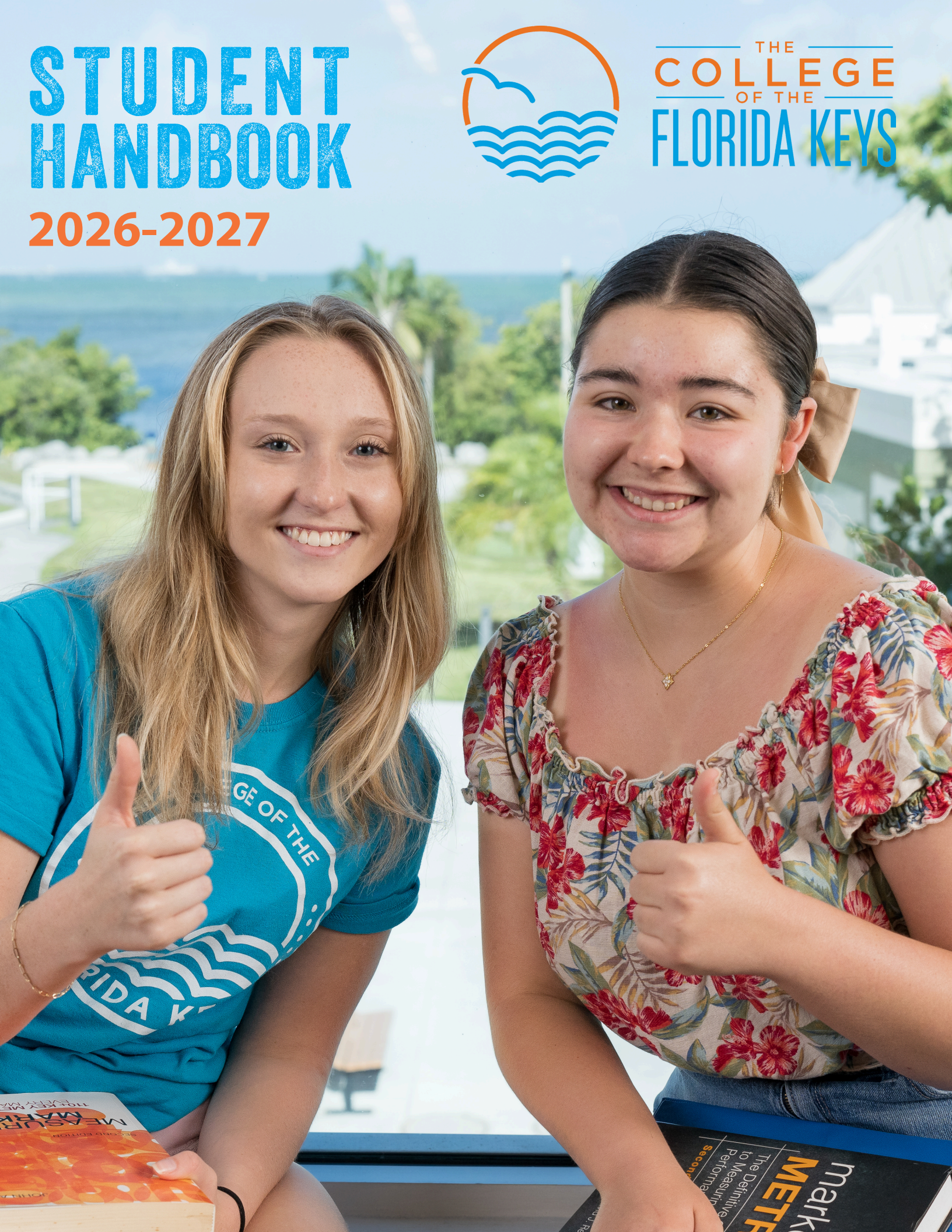
STUDENT HANDBOOK

2026-2027

THE COLLEGE OF THE FLORIDA KEYS



MISSION:

The College of the Florida Keys is an open access, educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys as well as the global community. The College is committed to student-centric academic programs and services, workforce development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship.

INTERIM PRESIDENT:
JARED OCHS

BOARD OF TRUSTEES:
ALEXANDRIA SUAREZ, CHAIR
PETER BATTY, VICE-CHAIR
ROBERT BROTON, TRUSTEE
MICHAEL DOWNER, TRUSTEE
ANDREW DULCEY, TRUSTEE
EDWARD KERTIS, TRUSTEE
SUSAN RAFFANELLO, TRUSTEE

STATEMENT OF ACCREDITATION:

The College of the Florida Keys is accredited by the Higher Learning Commission, a historically regional accreditation agency recognized by the U.S. Department of Education.

NOTICE OF NON-DISCRIMINATION:

The College of the Florida Keys does not discriminate on the basis of race, color, national origin, ethnicity, age, sex (including sexual orientation and gender identity), marital status, military status, protected veteran status, genetic information, religion, pregnancy, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the nondiscrimination policies:

Civil Rights Compliance Officer : Promise Clark-Kimbio, Manager, Talent Acquisition, Development and Accountability
(305) 809-3151 or promise.clarkkimbio@cfk.edu
Title IX Coordinator: Jessica Losardo, Director of Advancement
(305) 809-3198 or jessica.losardo@cfk.edu
Student Accessibility Services: Nicole Gerrard, Executive Director, Student Success Services
(305) 809-3262 or nicole.gerrard@cfk.edu

Mailing Address:
The College of the Florida Keys
5901 College Road, Key West, FL 33040

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STUDENT HANDBOOK 2026-2027

Introduction

Each student shall be responsible for their conduct from the time of registration through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end for the term, as well as during the academic year and during periods between terms of actual enrollment. Upon application, students agree to follow all college policies and procedures. Students are responsible for knowing College policies and updates.

The College of the Florida Keys seeks to create a community of scholars who hold one another accountable to the high ideals, vision, and mission of the College. Choosing to join the community obligates each member to a code of behavior that reflects the highest personal and communal values to which the College is committed.

The College's goal of producing good citizens who make a lasting impact on their communities is advanced by the quality of campus life in the College community. Through shared values and communal expectations, CFK engenders a specific atmosphere where students can study, socialize, rest, and grow as they pursue their academic goals. Campus life creates a positive and enriching environment that cares for the whole person.

The Student Handbook outlines the standard of behavior that forms a basis for academic and social life and fosters good citizenship, healthy life choices, respect for self and others, personal responsibility, and accountability, and protects the rights, freedom, and safety of members of the College community.

Orientation

All new first-time-in-college students that are degree-seeking must participate in a New Student Orientation within their first semester of enrollment. New students are strongly encouraged to avail themselves of the information and resources given at orientation. Students unable to attend on-campus orientation may access the online orientation on the College website found here: https://cfk.instructure.com/courses/7725

Some of the benefits of the New Student Orientation are:

- You will be informed of the College's resources
- You will become familiar with the degree programs at the College
- You will be alerted to important college policies and procedures
- You will be provided with information regarding course registration
- You will complete Title IX and Sexual Assault Prevention Awareness Training
- You will be familiarized with the College's website

Other Important College Resources

The College of the Florida Keys ("the College" or "CFK") Student Handbook provides valuable information students may need to operate successfully in the College environment. The Student Handbook contains information on all aspects of student life,academic regulations, various college procedures, and policies. This edition of the Student Handbook supersedes all others and applies to new students and returning students regardless of the time between terms. If there is any conflict between this Student Handbook and the College policy or procedure, the policy or procedure takes precedence.

In addition to this Student Handbook, the College also publishes a College Catalog and Academic Calendar annually that can be found on the website. The Catalog provides students with information about the College's history, degree programs, admissions requirements, academic policies, and tuition information. Further, the Board of Trustees passes policies and procedures to govern the CFK community.

The College reserves the right to change, modify, revoke, or add to the College's academic, financial, or student requirements or regulations at any time and without prior notice. College-issued email is the primary method of communication that will be used to reach students; therefore, it is the responsibility of students to check their CFK email regularly for any communicated updates.

Additional publications include:

- College publications, web-based publications, which contain important dates, upcoming college events, club news, and other helpful information. These publications are located on our College website.
- The Student Activities Handbook contains information about club participation and procedures for conducting student activities.

These College resources should be used in unison to have the best student experience here at CFK.

THE COLLEGE OF THE FLORIDA KEYS OVERVIEW

Mission Statement

The College is an open-access, educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys as well as the global community. The College is committed to student-centric academic programs and services, workforce development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship.

Vision

The College will be a leader in quality education, innovative learning, and a unifying force within the community.

Institutional Goals

Access: Expand and Maintain - Deliver first-rate educational opportunities to all of our students through campus enhancement and/or development, expansion of student success services, athletics, program diversity, organized communication, and cultivation of scholarship and program funding.
Accountability: Community and Environmental - Promote a culture of shared environmental responsibility in the community we serve through assessment of needs, evidence-based decision-making, identification and adoption of technology to improve a variety of staff and student functions, and recognition as a key partner in energy efficiency and environmental awareness. Expand community reach through the CFK Academy Charter High School.
Agility: Institutional and Individual - Encourage maximization of existing financial, technological, academic, and human resources through revitalization of past processes, innovation for future achievement, and effective communication of both. Encourage and support employee professional development and growth.
Achievement: Students and Stakeholders - Meet or exceed the Florida College System benchmarks for retention, completion, job placement, and starting salaries while improving college readiness and closing skill gaps by purposely aligning education with job competencies. Continue to invest, strengthen, and enrich the professional "toolbox" of our dynamic faculty and staff.

Accreditation

CFK is accredited by the Higher Learning Commission (HLC) to award associate and baccalaureate degrees. Questions about the accreditation of CFK may be directed in writing to the HLC at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411, by calling 312.263.0456, or by using information available on HLC's website.

CFK Locations

In addition to the main campus in Key West, the College has two centers: the Middle Keys Center in Marathon and the Upper Keys Center in Key Largo. Additional information on each location can be found on the website here.

Equity Statement

The College is an equal access/equal opportunity institution. Discrimination/harassment on the basis of color, race, ethnicity, genetic information, sexual orientation, religion, gender, age, national origin, marital status, or disability in admission to, or employment in, its education programs or activities is prohibited. Please report any form of discrimination/harassment immediately to the College's Civil Rights Compliance Officer, Promise Clark-Kimbio. Office A-130, Talent Acquisition, Development, and Accountability, 5901 College Road, Key West, Florida 33040, 305-809-3151, or to the Office for Civil Rights of the U.S. Department of Education.

Notice of Non-Discrimination

The College of the Florida Keys does not discriminate on the basis of race, color, national origin, ethnicity, age, sex (including sexual orientation and gender identity), marital status, military status, protected veteran status, genetic information, religion, pregnancy, or disability in its programs, activities, or employment practices.

The College offers Career and Technical Education (CTE) programs in a variety of fields, including business administration, culinary management, education, emergency medical services, engineering technology, hospitality and ecotourism, public safety, diving and underwater technology, marine engineering, management and seamanship, construction trade apprenticeships, and nursing and allied health. Admission to some of these programs is based on selective criteria through a separate application process that is nondiscriminatory.

The following individuals have been designated to handle inquiries and grievances regarding the non-discrimination policies:

Civil Rights Compliance Officer:	Promise Clark-Kimbio Manager, Talent Acquisition, Development, and Accountability 305-809-3151 or promise.clarkkimbio@cfk.edu
Title IX Coordinator:	Jessica Losardo Director, Advancement 305-809-3198 or jessica.losardo@cfk.edu
Student Accessibility Services:	Nicole Gerrard Executive Director, Student Success Services 305-809-3262 or nicole.gerrard@cfk.edu

Mailing Address: The College of the Florida Keys, 5901 College Road, Key West, FL 33040

STUDENT CODE OF CONDUCT VIOLATIONS & PROCEDURES

Student Code of Conduct Overview

The College has established regulations governing student conduct 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 the property and equipment of the College.

Each student, by registration, assumes the responsibility to become familiar with and abide by College regulations and acceptable standards of conduct. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct on the campus or at college-sponsored functions or facilities are subject to disciplinary action. In the administration of college policies and procedures, the fundamentals of basic due process shall be observed in the hearing, resolving, and adjudication of alleged violations of the Student Code of Conduct. A student accused of violating the Student Code of Conduct shall be entitled to procedural rights in any hearing (Board Rule 7.510). All definitions of terms used herein can be found in Section V - Definitions section at the end of the Student Code of Conduct.

I. Student Code Authority

- The Director of Advancement shall develop procedures for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Hearings.
- The Student Conduct Officer (SCO), or designee, shall have original jurisdiction over all cases involving an alleged violation of the Student Code of Conduct or other non-academic policy established by the District Board of Trustees.
- The Civil Rights Compliance Officer (CRCO), or designee, shall have original jurisdiction over all cases involving alleged violations of discrimination or harassment.
- The SCO and/or CRCO, or designee, shall be authorized to investigate and to hear each matter and to determine sanctions as appropriate.
- Decisions made by the SCO and/or CRCO, or the Executive Director of Student Success, or designee, shall be final, pending the appeal process set forth in Section III.

II. Proscribed Conduct

A) Jurisdiction of the College Student Code of Conduct

The College Student Code of Conduct is in effect on College premises, on property owned or leased by the College, and at functions sponsored by or participated in by the College regardless of the location. If a student is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, for an incident that allegedly occurred on property other than college premises, or a function sponsored by or participated in by the College regardless of location, and if that incident is determined to have an adverse impact on the educational program, discipline, or safety and welfare of the College, then the College has the right to suspend the student pending final adjudication of the criminal charge. If the student is adjudicated guilty, then the student may be recommended for expulsion through the normal expulsion procedure. With this exception, the College will not ordinarily impose sanctions on a student who is subject to criminal prosecution for off-campus activity.

Each student shall be responsible for their conduct from the time of registration through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end for the term, as well as during the academic year and during periods between terms of actual enrollment. Upon application, students agree to follow all college policies and procedures. Students are responsible for knowing College policies and procedures. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

B) Infractions / Misconduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Section III:

Academic Integrity Violation: Violations of the Academic Integrity Policy are handled at the faculty member's discretion. All faculty members state their academic integrity policy on their class syllabus. Should there be multiple violations and/or the violation was particularly egregious, the faculty member may also file charges under the Cheating and Plagiarism sections of the Student Code of Conduct.

Alcohol/Drugs: The student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled or counterfeit substance defined in FS 893.03, or substitute for such, alcoholic beverage, inhalant or intoxicant, on the campus either before, during or after school hours or off college grounds at a college activity, function, or event. Also, a student shall not possess, have under their control, sell, or deliver any device, or contrivance, instrument or paraphernalia containing the substance or substances described in this paragraph or any residue of such substance or devices intended for use or used in injecting, inhaling/inhalant/huffing, smoking, administering, or using any of the foregoing prescribed drugs, narcotics, tobacco, or stimulants. Use of a drug authorized by a medical prescription from a registered physician for a specific student shall not be considered a violation of this rule.

Arson: Intentionally setting or attempting to set a fire.

Boat Launching: Boat launching from College property is not permitted, unless it is a college-sponsored or college-approved activity. This prohibition includes, but is not limited to, the launching of powered, unpowered (e.g. rowing shells, kayaks, canoes, daysailers, paddleboards, and rafts), and recreational crafts or vessels. (Board Rule 3.200).

Bomb Threat: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to college property, at a college function or extra-curricular/co-curricular activity or to the person(s) in or on that property or attending that event.

Bullying: An aggressive behavior that is intended to cause distress or harm, exists in a relationship in which there is an imbalance of power or strength, and is repeated over time. Examples include but are not limited to hitting, teasing, obscene gestures, rumors, getting someone else to bully, cyber-bullying.

Burglary: Entering or remaining in a structure or on a conveyance with the intent to commit an offense therein unless the premises are at the time open to the public or the person is licensed or invited to enter. See F.S. 810.02.

Cheating: The improper taking or tendering of any information or material used or intended to use for academic credit. Taking of information includes, but is not limited to, copying homework assignments from another student; working with others on a take-home test or homework when not specifically permitted by the teacher; looking or attempting to look at another student's paper during an examination; looking or attempting to look at text or notes during an examination when not permitted. The tendering of information includes, but is not limited to, giving work to another student to be used or copied; giving answers to exam questions as the exam is being given; giving answers or other such information after taking an exam to another student who has not yet taken the exam; giving or selling a term paper or other written materials to another student.

Computer Fraud: Accessing or breaking into documents that are unauthorized.

Cyber Attack: Introducing unwarranted programs or tools into network server(s).

Discarding and Cleaning Carcass in the College Lagoon: Fileting, cleaning, and discarding of ANY marine life remains including, but not limited to, fish carcass, fish skin, and lobster heads in, or around the College Lagoon is strictly prohibited. This area includes the underwater classroom, A, B, T, and Boat floating docks, ramps, garbage cans, tables, and shaded areas.

Disorderly or Disruptive Conduct: Creation of disorder or obstruction of the normal processes and activities at any college property, college-sponsored or related event, or on any college-sponsored transportation.

Extortion: The willful or malicious threat of harm, injury or violence to a person, property, or reputation of another with the intent to obtain money, information, services, or items of material worth.

False Fire Alarm: The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.

False and Misleading Information/Fraud: Providing false, misleading, or invalid statements in the application, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the college, making false accusations, and/or withholding valid information.

Felony Transfer: Suspension proceedings against any enrolled student who is formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, for an incident that allegedly occurred on property other than college property if that incident is shown to have an adverse impact on the education program, discipline or welfare of the College or College Community.

Fighting: Physical contact between two or more individuals where the participation is not mutual or equal, or a weapon is used, or in which injury that requires immediate first aid or subsequent medical attention occurs.

Fishing: Fishing is not permitted from College shoreline or in the Lagoon, as these areas constitute underwater classrooms, and must remain in untouched condition to support learning and research with the exception of fishing that supports a college-sanctioned event or project. The requestor must have Executive Vice President & CFO approval and ensure that participants hold the appropriate documentation

to participate in the event (e.g. fishing license). No crab pots/traps are permitted to be installed from, within, or upon College property with the exception of crab pots and traps that support a college-sanctioned event or project. The requestor must have Executive Vice President & CFO approval and is required to ensure that the College has required permits on file, as appropriate. (Board Rule 3.200)

Force or Violence: Use of force or violence upon or against another person.

Gross Insubordination or Open Defiance/Failure to Comply: Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order. For example, any student who willfully enters, for a purpose other than those listed in CFK Procedure 30.01, a restroom or changing facility designated for the opposite sex on College premises and refuses to depart when asked to do so by the Vice President of Advancement, their designee, or law enforcement personnel shall be subject to disciplinary proceedings under this Student Code of Conduct.

Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or College employee.

Hazing: Defined under the Stop Campus Hazing Act is any intentional, knowing, or reckless act committed by a person [whether individually or in concert with other persons] against another person or persons regardless of the willingness of such other person or persons to participate, that [I] is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization, [e.g., a club, student government, athletic team, fraternity, or sorority]; and [II] causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization [such as the physical preparation necessary for participation in an athletic team], of physical or psychological injury.

Inciting, Leading, or Participating in a Major Student Disorder: The willful act of inciting, leading, or participating in a disruption or disturbance that interferes with the educational process, or which can result in damage or destruction to public or private property or cause personal injury to participants and others.

Intentional Damage of College Property/Personal Property: Destruction or defacing of college/personal property.

Other More Serious Miscellaneous Conduct: Conduct not listed as a specific infraction, but which results in more serious injury, damage to property, or other serious harm.

Physical Abuse: Including but not limited to, sexual battery or rape, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

Plagiarism: From the Latin for "kidnapper," taking ideas from another and passing them off as one's own, whether the ideas are published, unpublished, or the work of another student. Plagiarism includes, but is not limited to, submitting papers, examinations, or assignments written by others; word-for-word copying of portions of another's writing without indicating that the copied passage is a quotation (by the use of quotation marks or some other indicating device) and acknowledging the source in the appropriate format; the use of a particularly unique term or concept that one has come across in reading without acknowledging the author or source; the paraphrasing or abbreviated

restatement of someone else's idea(s) without acknowledging the author or source; the use of false citations or citing a source from which an idea has not been obtained; or submitting false or altered data in a laboratory.
Plagiarism also occurs in a group project if a member of the group does not do his or her fair share of the group's work but attempts to take credit for the work of the group. Because electronic information is so easily reproduced, respect for the work and personal expression of others is critical in computer environments. Violations, including plagiarism, invasion of privacy, unauthorized access, and copyright violations are grounds for disciplinary proceedings.

Sexual Battery: Any sexual act directed against a person, forcibly or against the person's will, or not forcibly against the person's will where the victim is not capable of giving consent because of their youth or because of temporary or permanent incapacity.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical contact of sexual nature when such conduct substantially interferes with a student's academic performance or creates an intimidating, hostile or offensive college environment. Sexual harassment may include but is not limited to the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome or inappropriate touching, suggestive or demanding sexual involvement accompanied by implied or explicit threats.

Sexual Offenses: Exposing or exhibiting one's private areas in public in a vulgar or indecent manner. Intentional touching in a lewd or lascivious manner in clothed, private areas of another.

Smoking and Tobacco Use: Smoking and tobacco use is prohibited on any College grounds and all facilities owned, leased, or operated by The College of the Florida Keys including (but not limited to) classrooms, laboratories, shops, studios, offices, water fountain areas, stairwells, conference rooms, theater, bookstore, library, dining areas, elevators, entryways, restrooms, hallways, corridors, covered and uncovered outdoor areas such as hallways, stairwells, patios, and common areas. Smoking and tobacco use are also prohibited in all vehicles owned, leased, or operated by the College. (Board Rule 4.420).

Stalking: A repeated pattern of conduct meant to engage a specific person, causes substantial emotional distress to that person and serves no legitimate purpose. Stalking includes cyberstalking through use of electronic communication of any kind.

Standards of Dress: Students are expected to dress appropriately for campus activities. Tops, bottoms, and shoes are required.

Swimming: Swimming activities and events are hosted in the College pool and, as appropriate, are open to student, employee, alumni, and guest participation. Swimming from College shoreline within College waters, or into the Lagoon, is not permitted at any time, unless such swimming is in conjunction with a college-sponsored or college-approved activity. (Board Rule 3.200).

Theft: The taking of property of another without permission of the owner.

Trespassing: Entering upon or remaining on any property, structure, or conveyance without being authorized, licensed, or invited to do so and being warned by the owner or owner's agent or by notice pursuant to Florida Statute 810.09, or, in the case of entry upon or remaining on college

grounds or buildings, not having legitimate business on the campus or authorization, license or invitation to be there or being under suspension, alternative placement, or expulsion.

Unauthorized Access to College Property: This includes unauthorized entry and use of College facilities.

Unauthorized Use of College Name: Using the College name or identifying symbols or logos without permission from an appropriate College employee.

Unauthorized Use of Other Person's Name or Signature: Using the name, identifying number, symbol, or signature of another person for any purpose without that person's authorization or permission with the intention of deceiving a College employee or under circumstances which could be reasonably calculated to deceive the employee.

Vandalism: Intentional damage to or destruction of College property causing substantial damage.

Victimization/Extortion or Threats/Intimidation of a More Serious Nature: A person who willfully, maliciously, and repeatedly follows and/or harasses with intent to place that person in reasonable fear of death or bodily injury.

Weapons: Possession of any weapon defined by Florida Statute Section 790.001. Notwithstanding any Florida Statutes to the contrary, weapons are not permitted on any College campus or at any College function, in motor vehicles parked or driven on any College campus or at any College function, or on any College-sponsored transportation.

On occasion, situations may arise not specifically covered by College regulations or the Code of Conduct, 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 a representative of the College and appropriate action will be taken.

III. Student Code of Conduct Violation Procedures

A) Charges and Student Conduct Hearing Procedures

Any member of the College Community may file charges against a student for alleged violations of the Student Code of Conduct. The Director of Advancement or Civil Right Compliance Officer (CRCO) shall decide whether to conduct a preliminary investigation to determine if the alleged complaint has merit and if charges should be brought against the student. The Director of Advancement or CRCO may choose to act as or designate a Student Conduct Officer (SCO), to conduct the preliminary investigation, or should the CRCO or SCO need to recuse themselves during any stage of the investigation or hearing.

The SCO and/or CSCO may also commence disciplinary proceedings, absent a complaint, when a college policy violation has been reported.

1. Notice: If the SCO determines that the alleged complaint has merit, then all charges, including the specific infractions and/or misconduct alleged, shall be presented to the Respondent in written form as soon as possible after the College's preliminary review of the event takes place, normally within five (5) workdays. The College shall either hand-deliver, email, or mail the notice to the student's official address on file with the College.

2. Administrative Conference: If deemed appropriate by the SCO, they may first attempt to resolve the Student Code of Conduct infractions and/or misconduct by holding an initial meeting with the Respondent. During this meeting, the student will be re-informed of the alleged misconduct and may be informed of the potential range of disciplinary actions that may be imposed. The student will have the opportunity to respond to the allegations by sharing their perspective on the reported incident(s), and present any statements, evidence, or mitigating circumstances. The student(s) will be asked to accept or deny responsibility for the alleged violation(s). The SCO and/or CRCO will investigate the allegations typically within ten (10) business days of the initial meeting and render a decision via Maxient to the student's College-issued email. The SCO and CRCO reserve the right to investigate allegations against others named, as appropriate (i.e., within jurisdiction), that arise as a part of the investigation process.
    i. If the Respondent accepts responsibility of the charges and agrees to the sanctions, they waive their right to an Administrative Hearing. The decision shall be final, and there shall be no subsequent proceedings. Documentation detailing the outcome shall be recorded in Maxient.
    ii. Should the Respondent fail to attend the Administrative Conference without notice or choose not to participate, the SCO and/or CRCO may render a decision and appropriate sanction without their input.
        - The Respondent will then have five (5) business days after receiving notification of the decision and sanction to request an Administrative Hearing.
        - If the student does not request an Administrative Hearing, the decision will stand without an opportunity to appeal for a hearing. Documentation detailing the outcome shall be recorded in Maxient.
    iii. If the Respondent does not accept responsibility for the charge(s) or the case cannot be resolved through an Administrative Conference, the AHSCC with the Executive Director of Student Success, or designee, acting as Chair, will hold a hearing according to "Hearings" below.
    iv. If the student accepts responsibility for violating the Student Code of Conduct during the Administrative Conference, but disagrees with sanction(s), the subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s). Documentation detailing the outcome shall be recorded in Maxient.

3. Hearings shall be conducted by the AHSCC with Executive Director of Student Success, or designee, hereby referred to as Chair according to the following guidelines:
    i. Hearings normally shall be conducted in private unless the Respondent requests that it be public and the Complainant and the Executive Director of Student Success, or designee, agrees.
    ii. An AHSCC will be formed – typically within ten (10) business after the SCO notifies the Chair of the need for a hearing. The committee shall include up to a total of three (3) representatives of the College community. Members are selected at the discretion of the Chair of the AHSCC. The role of the committee members is to act in an advisory capacity to the Chair, who has sole responsibility and authority to determine whether the student is responsible for violation of the Student Code of Conduct and to assign the appropriate sanctions for those found responsible for violating the Student Code of Conduct. Committee members do not vote. The

Committee will have access to all information collected during the Administrative Conference and investigation including the charge(s) and sanction(s) as determined by the SCO.

iii. The Complainant, Respondent, and their advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received. Admission of any other person to the hearing shall be at the discretion of the Chair.

iv. In hearings involving more than one Respondent, the Chair, at their discretion, may permit the hearings concerning each student to be conducted either separately or jointly.

v. The Complainant and the Respondent have the right to be assisted by an advisor they choose, at their own expense. To maintain the educational nature of the hearing, the advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Respondent is responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in any hearing before the Chair. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

vi. The Complainant, the Respondent, and the Chair may arrange for witnesses to present pertinent information to the hearing. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Respondent at least three (3) workdays prior to the hearing. Witnesses will provide information to and answer questions from the Chair. Questions may be suggested by the Respondent and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Chair with such questions directed to the Chair, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Chair.

vii. The Complainant and Respondent each have 20 minutes to present their information; this time frame also includes witness presentations on their behalf.

viii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Chair at their discretion.

ix. All procedural questions are subject to the final decision of the Chair.

x. After the portion of the hearing concludes in which all pertinent information has been received, the Chair shall determine whether the Respondent is responsible for or is not responsible for violating each section of the Student Code of Conduct which the student is charged with violating.

xi. The Chair determination shall be made based on a clear and convincing standard of proof.

xii. The SCO will notify the Complainant and Respondent in writing via Maxient to the student's college- issued email on the student's record within five (5) business days of the determination.

xiii. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code of Conduct proceedings.

The College will make a single verbatim record, such as a digital recording, of all hearings before the Chair. Deliberations shall not be recorded. The original record shall be the property of the College. The Complainant and Respondent may request and receive a single copy. No participant in any hearing shall be permitted to make their own separate recording.

If the Respondent, with notice, does not appear before the Chair, the information in support of the

charges shall be presented and considered even if the Respondent is not present.

The Chair may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, video conferencing, written statement, or other means, where and as determined in the sole judgment of the Vice President of Advancement or CRCO to be appropriate.

B) Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- Reprimand - A written reprimand or censure may be given to any student or student organization whose conduct violates any part of the Student Code of Conduct. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies that he or she is in effect being given another chance to conduct himself or herself as a proper member of the College community and that any further violation may result in more serious penalties.
- Restitution including apology letters
- Fines
- Withholding of diplomas or transcripts pending compliance with rules
- Restrictions on the use of or removal from campus facilities
- Community Service Hours
- Educational requirements
- Probation
- Suspension
- Expulsion
- Revocation of Admission and/or Degree
- Other

More than one of the sanctions listed above may be imposed for any single violation.

Non-punitive/informal documents such as warning letters and mutual no-contact orders may also be imposed. These are not considered to be sanctions and are not part of the students' academic record.

Other than college expulsion, revocation, or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. After graduation, the student's confidential record may be expunged of disciplinary actions other than college suspension, college expulsion, or revocation or withholding of a degree, upon application to the Executive Director of Enrollment Management. Cases involving the imposition of sanctions other than suspension or expulsion may be expunged from the student's confidential record three years after final disposition of the case or according to state laws.

In situations involving both a Respondent, Complainant, Group and/or Student Organization, the records of the process and the sanctions imposed, if any, shall be considered to be the education records of both the Complainant and the Respondent because the educational career and chances of success in the academic community of each may be impacted.

The following sanctions may be imposed upon Groups or Student Organizations:

- Reprimand
- Restitution
- Suspension, Cancellation, or Revocation of the registration or official recognition of a Student Organization
- Restrictions on the use of, or removal from, campus facilities.

In each case in which it is determined that the student and/or group or Student Organization has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the SCO. In cases in which persons other than, or in addition to, the SCO have been authorized to hear the case, any recommendations shall be considered by the SCO in determining and imposing sanctions. The SCO is not limited to sanctions recommended by others authorized to hear the case. Following the hearing, the SCO shall advise the Respondent, Group and/or Organization and the Complainant in writing within five (5) days of the determination and of the sanction(s) imposed, if any.

C) Temporary, Emergency Course Suspension

After preliminary investigation, if, in the opinion of both the SCO and the appropriate Vice President, there is reasonable cause to believe that a student has committed an infraction of the Student Code of Conduct, such that his or her attendance at one or more classes would substantially impact the educational process, then, the SCO may place the student on temporary suspension from one or more classes or transfer the student temporarily to a different section of the course. The SCO shall notify the student in writing of the charge and investigation. The student may not return to the course until approved to do so by the SCO. Every effort will be made to investigate and resolve the complaint quickly. The student may be offered the option of voluntarily withdrawing from the class.

If as a result of the investigation, the SCO and the appropriate Vice President do not approve the student to return to class, then the SCO shall the appropriate charges for violation of the Student Code of Conduct and all procedures for handling the violation of the Student Code of Conduct will be followed as described herein. The student will not be permitted to return to class until such time as the Student Conduct Hearing process is complete and because of the outcome of the hearing the SCO grants permission for the student to return. If because of the SCO's sanction, the student is not permitted to return, then the Executive Director of Enrollment Management will withdraw the student from the specific class.

D) Emergency College Suspension

After preliminary investigation, if, in the opinion of the President, or their designee, there is reasonable cause to believe that a student's presence on campus may:

- endanger the safety and well-being of members of the College Community or preservation of College property;
- endanger the student's own physical or emotional safety and well-being; or
- cause an ongoing threat of disruption of, or interference with, the normal operations of the College, then the President, or their designee, may impose an Emergency College Suspension prior to a hearing and during the investigation (Board Rule 7.750).

During the emergency suspension, a student shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the President may determine to be appropriate.

The emergency suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing, if required.

E) Appeals

A decision reached by or a sanction imposed by the SCO, CRCO, or Chair of the AHSCC may be appealed by the Respondent(s) or Complainant(s) to the Vice President of Advancement or Executive Vice President of Academic Affairs, dependent on the nature of the charge, within five (5) workdays of the decision. The student will be notified which Vice President is appropriate depending on the violation of the student code of conduct (i.e., plagiarism and cheating may be appealed to the Executive Vice President of Academic Affairs). Such appeals shall be in writing and shall be delivered to the appropriate Vice President. Such appeals shall be recorded in Maxient. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the following purposes:

1. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated and giving the Respondent a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
2. To determine whether the decision reached regarding the Respondent was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.
4. To consider new information sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

If an appeal is upheld by the Vice President of Advancement or Executive Vice President of Academic Affairs, the matter shall be returned to the original SCO for reopening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld by the Vice President of Advancement, or Executive Vice President of Academic Affairs, the matter shall be considered final and binding upon all involved except for the following:

A student who receives the sanction of College Suspension or Expulsion may appeal to the President or President's designee within five (5) workdays of the date of the appeal decision. The written petition shall state the facts of the case, a summary of the evidence presented at the hearing, the findings of the SCO, CRCO, Vice President of Advancement or Executive Vice President of Academic Affairs, and the student's reason for petitioning the President for review. The President's action will be limited to review of the basis for the appropriate Vice President's, CRCO, or SCO's disposition and will not necessarily involve a de novo factual investigation. Notwithstanding the above, the President may, but is not required to, direct that further facts be gathered or that additional remedial action be taken. The President shall notify the student of his or her decision typically within fifteen (15) workdays of the receipt of the petition of appeal. The decision of the President shall be final.

IV. Interpretation and Revision

- Any question of interpretation or application of the Student Code of Conduct shall be referred to the SCO for a final determination.
- The Student Code of Conduct shall be reviewed every three (3) years under the direction of the Director of Advancement beginning in the fall 2023.

V. Definitions

"**Ad Hoc Student Conduct Committee**" refers to a group of representative College employees selected by the SCO to participate in hearings and to act in an advisory capacity only to the SCO for those matters when the Respondent denies responsibility, or objects to the sanctions, or which could ultimately lead to suspension, expulsion, or other serious sanction.

"**Administrative Conference**" refers to the initial meeting held by the SCO with the Respondent individually where they will be informed of the allegation of misconduct. The student will be interviewed and given an opportunity to refute the allegations, make any statements, or provide any evidence or mitigating circumstances to resolve the matter.

"Administrative Hearing" refers to a formal hearing in a college student conduct case. It is a structured process used to review alleged policy violations, where evidence is presented, witnesses may be heard, and the student has an opportunity to respond to the allegations

"**College**" means The College of the Florida Keys.

"**College Official**" includes any person employed by the College performing assigned administrative or professional responsibilities.

"**College Premises**" include all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College and by the Florida Keys College Foundation and the Florida Keys College Campus Foundation.

"**Complainant**" means any person who submits a complaint or charge alleging that a student violated this Student Code of Conduct. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the Complainant, even if another member of the College Community submitted the charge itself.

"**Faculty Member**" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

"**May**" is used in the permissive sense.

"**Member of the College Community**" includes any person who is a student, faculty member, college official or any other person employed by the College. A person's status in a particular situation shall be determined by the Executive Director of Enrollment Management.

"**Policy**" means the written regulations of the College as found in, but not limited to, the Student Code of Conduct, college policies, college web pages, the Student Handbook, and Catalog.

"**Respondent**" means any student accused of violating this Student Code of Conduct.

"**Shall**" is used in the imperative sense.

"**Student**" includes all persons taking courses at the College, either full-time or part-time, credit or noncredit studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are

not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission are considered "students." This Student Code of Conduct does apply at all locations of the College.

"**Student Conduct Officer**" refers to any person authorized by the Vice President of Advancement or CRCO to determine whether a student has violated the Student Code of Conduct and to impose sanctions upon any student(s) or organization found to have violated the Student Code of Conduct.

"**Student Organization**" means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

"**Vice President of Advancement**" is that person designated by the College President to be responsible for the administration of the Student Code of Conduct.

SEXUAL BATTERY POLICY

The College is committed to creating a safe educational environment for all students and employees. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Sexual misconduct of any kind will not be tolerated (Board Rule 4.310). Members of the College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in zero tolerance for sex/gender-based misconduct (CFK Procedure 75.57).

I. Title IX Definition

Title IX was enacted to ensure: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” This includes incidents falling under these three categories:

a. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct (often called quid pro quo harassment)
b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity or
c. Sexual battery, dating violence, domestic violence, and stalking as the Clery Act defines these crimes.

A) Sexual Battery

The Florida Uniform Crime Reports program defines Rape as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person or object, without the consent of the victim. See also Section 794.011 Florida Statutes.

B) Dating Violence

The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons

involved in the relationship. See also Section 784.046 Florida Statutes.

C) Domestic Violence

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. See section 741.28 Florida Statutes.

D) Stalking

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

E) Public Indecency

Public indecency is defined as exposing one's body in such a manner that another party reasonably could be offended or sexual conduct where another party reasonably could be offended.

F) Voyeurism

Voyeurism is defined as trespassing, spying, or eavesdropping for sexual arousal.

II. Penalties - Sexual Battery

A) State of Florida

The commission of sexual battery is considered a felony under most circumstances in the state of Florida. Felonies are classified, for the purpose of sentence and for any other purpose specifically provided by statute, into the following categories with the prescribed penalties:

Capital Felony - Penalty

Life imprisonment and must serve no less than 25 years before becoming eligible for parole unless the proceeding held to determine sentence results in finding that such person shall be punished by death.

Life Felony - Penalty

For a life felony committed on or after October 1, 1983, by a term of imprisonment for life or by a term of imprisonment not exceeding 40 years;

Felony of the First Degree - Penalty

A term of imprisonment not exceeding 30 years or, when specifically provided by statue, by imprisonment for a term of years not exceeding life imprisonment.

Felony of the Second Degree - Penalty

A term of imprisonment not exceeding 15 years.

Felony of the Third Degree - Penalty

A term of imprisonment not exceeding 5 (five) years.

Whether a person is charged and/or convicted of a particular felony in the state of Florida will depend on certain acts or circumstances existing during the commission of the sexual battery, e.g., the age of the victim; the use of threat of a deadly weapon or the use of actual physical force likely to cause serious personal injury; use of drugs or intoxicating substances to incapacitate the victim, mentally or physically;

the number of perpetrators involved in the crime; if the offender is a habitual felony offender, etc.

B) The College

Violation of this policy, or conviction for the violation of any statute occurring on College-owned or leased premises, shall, in addition to any criminal penalties; result in the following penalties imposed by the College.

Students

The right of due process is assured all students by College Rules and Procedures. At the College, the SCO is responsible for addressing student cases involving disciplinary actions or student complaints. Cases of misconduct of a serious nature, such as violation of board rules or state laws, may result in suspension or expulsion and are therefore typically referred directly to the Office of the Vice President of Advancement. The Title IX Coordinator, SCO and/or CRCO adhere to the Student Code of Conduct and Title IX Violations Procedures. Any convictions for a felony involving sexual battery will result in expulsion from the College. For Title IX cases, the College presumes a responding party not responsible in violation of College policy until a determination is made.

Employees

The College seeks to resolve conduct and performance problems in the most positive manner possible. Under those circumstances when disciplinary action, including termination, becomes a necessary means of modifying undesirable situations, the College has established disciplinary policies and procedures.

Visitors

For a violation of college policy, or conviction of any criminal statute as above, a visitor, whether invited or uninvited, shall be subject to disciplinary action, up to and including being permanently banned from college premises and activities and may be reported to law enforcement authorities, as determined by the Vice President of Advancement. The College reserves the right to discipline students for acts of sexual misconduct committed off campus.

III. Student Rights

The following rights have been established:

- At the time of signing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the College.
- Both the Complainant and the Respondent are given written notice of the allegations and offered supportive measures. Formal complaints are subject to mandatory or discretionary dismissal. The College will notify the parties of any such dismissal.
- An investigation is conducted. Each party has the right to an advisor of their choice, or an advisor will be assigned to them for the cross-examination in the grievance hearing.
- Both parties have the right to submit a list of questions related to the alleged incident, prior to the hearing, that she/he feels the other party should be asked during the hearing process.
- A decision maker reviews this material and notifies the parties of the outcome. The College uses the clear and convincing standard of proof.
- The parties have a right to appeal and will be informed of their option to appeal on the basis of procedural deficiencies, newly discovered evidence or bias or conflict of interest affecting the outcome.
- According to Rape Shield Law, students have the right not to have her/his irrelevant sexual history discussed during the hearing process, subject to two exceptions: 1) if offered to prove that someone

other than the respondent committed the alleged sexual harassment; or 2) if the question or evidence concerns sexual behavior between the complainant and the respondent and is offered to prove consent.

- The Title IX Coordinator will coordinate assistance for victims and their families. Such assistance may include services provided by external sources that may be more qualified to assist victims.
- Additionally, no person will print, publish, or broadcast or cause or allow to be printed, published, or broadcast, in any instrument of mass communication, the name, address or other identifying fact or information of the victim of any sexual offense.

IV. Awareness Education

The Title IX Coordinator will be responsible for developing and implementing an educational program to assure campus awareness of the problems and the needs and rights of victims. This sexual battery policy and procedure will be included in the Student Handbook (Student Code of Conduct) which will be covered at orientation and made available on the College's website.

V. Responses to Reports of Sexual Battery

Generally, the Office of the Vice President of Advancement will be the first department contacted after an incident occurs at a campus. A local law enforcement agency will be notified, and the incident will be referred to the agency.

The following reporting guidelines are developed for members of the campus community:

- If an incident is reported, recognize that the individual might be struggling with painful feelings -- denial, fear, embarrassment, or rage -- when seeking assistance. To build trust and to assist the individual in getting further help, validate the courage she/he has shown in talking to you and assure her/him that she/he need not be alone in her/his struggle with this issue. Keep in mind that while no one invites sexual assault, many people may feel that it was the victim's fault. Be careful not to suggest that the individual is at fault (by asking, for example, "What were you doing out so late?"). This may contribute to feelings of guilt and impede the healing process.
- Urge the individual to seek assistance from campus support services. Offer to accompany the individual to the Office of the Title IX Coordinator.
- If the individual is considering reporting the assault to the police, let her/him know that it is crucial that medical evidence be collected as soon as possible.
- Report the incident to the Title IX Coordinator. To protect the individual's privacy, discuss the incident only with the Title IX Coordinator.

VI. Security

Campus security and safety is reviewed by the Emergency Management Team periodically with the following points in mind:

- adequate security lighting in problem areas with regular monitoring and maintenance
- landscape patterns, avoiding hiding places near parking lots, and remote locations
- course scheduling avoiding scattered evening course in remote buildings
- escort services provided by campus security

A) Sexual Predator or Sexual Offender on Campus

Federal and state law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law

enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning (Board Rule 4.320). Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus or by calling FDLE hotline (1-888-FL-PREDATOR), or (1-888-357- 7332), or by visiting the Florida Department of Law Enforcement's website .

HARASSMENT POLICY

I. Introduction

The College is committed to providing an educational and work environment in which employees and students are treated fairly and with dignity, free from harassment in any form. Consistent with applicable federal and state laws, the College will not tolerate opposite or same-sex harassment of its employees or students by coworkers, fellow students or third parties who are involved with the College. Harassment is prohibited while on college-owned or leased property and during business travel, off-campus meetings or events held under the auspices of the College. Consistent with the law, some forms of harassment are prohibited even when the parties are off duty (Board Rule 5.540).

II. Definitions

College Community is defined as all students, college employees, contractors, volunteers, and visitors.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to or rejection of such conduct is used either explicitly or implicitly as a basis for any decision affecting terms or conditions of an individual's employment, participation in any program or activity, or obtaining an education, or
2. Such conduct has the effect of unreasonably interfering with the individual's work performance or academic experience by creating an intimidating, hostile, or offensive environment for work or learning.
3. Sexual harassment can occur between any individuals associated with the college, for instance, between staff and a supervisor, between co-workers, between faculty members, staff or students, customers, vendors, or contractors, or between a student and a faculty member or another student.
4. Examples of sexual harassment are such actions as sexual advances; stalking; the requesting of sexual favors accompanied by implied or overt pressure concerning one's job, grade, letter of recommendation, application for employment or admission to the College or similar activities; verbal abuse of a sexual nature including comments couched in humor or, suggestive gestures; physical contact such as patting, pinching, or unnecessary touching; subtle pressure for sexual activity; sexist remarks regarding a person's body, clothing or sexual activity; or derogatory comments about a person's sexual orientation.

Stalking is defined as the willful, malicious, and repeated following or harassing of another person. Stalking may be a criminal offense.

Racial Harassment is defined as unwelcome conduct relating to an individual's race or color which unreasonably interferes with an applicant's, employee's, or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race or color includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong.

It includes, but is not limited to objectionable epithets, threatened or actual, physical harm or abuse, racial slurs, comments or manner of speaking, negative references to racial customs or other intimidating or insulting conduct directed against the individual because of their race or color.

Religious Harassment consists of unwelcome physical or verbal conduct which is related to an individual's religion or creed when the conduct has the effect of creating an intimidating, hostile, or offensive working or academic environment. Harassment on the basis of religion includes derogatory comments regarding surnames, religious traditions, religious clothing, or religious slurs or graffiti.

National Origin/Ethnicity Harassment consists of unwelcome physical or verbal conduct which is related to an individual's national origin or ethnicity when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Harassment on the basis of national origin includes negative comments regarding surnames, manner of speaking, custom, language, or ethnic slurs.

Disability Harassment consists of unwelcome physical or verbal conduct relating to an individual's disability when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Sexual Orientation Harassment consists of unwelcome physical or verbal conduct relating to an individual's sexual orientation when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment. Harassment on the basis of sexual orientation includes unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's sexual orientation such as negative name-calling or imitating mannerisms.

III. Informal and Formal Complaint Procedures

1. Anyone who is subjected to harassment is encouraged to report the offensive behavior immediately and before it becomes severe or pervasive. The College will investigate all complaints. If appropriate, an individual may advise the harasser directly that their behavior is objectionable and request that the behavior immediately cease. The College emphasizes that employees and students are not required to complain to a supervisor, faculty member, or administrator if that person is the individual allegedly harassing the employee or student.
2. College employees or students who receive complaints or observe harassing behavior should immediately complete an Incident Report Form through Maxient or contact the CRCO. As an alternate point of contact, the Executive Vice President, Academic Affairs may be contacted.
3. Informal complaint procedures allow for complaints to be resolved by mutual agreement between the complainant and the person accused of the harassment, the respondent. Informal complaints, other than sexual harassment which is to be reported to the Title IX Coordinator, should be directed to the CRCO or the Executive Vice President, Academic Affairs, as an alternate point of contact. The respondent will be informed about the nature of the informal complaint and will have an opportunity to respond.
4. For cases other than sexual harassment as defined under Title IX, if informal resolution fails to resolve the matter to the complainant's satisfaction, the complainant may file a formal complaint, with the CRCO or with the Executive Vice President, Academic Affairs as an alternate point of contact. A formal complaint must be documented in writing within twenty (20) calendar days of the incident or event giving rise to the complaint. Title IX formal cases will be heard in a hearing.
5. The CRCO will conduct a prompt, thorough, and impartial investigation within twenty (20) business days of receiving the complaint. Accounts from witnesses and other parties, as well as other relevant information, may be investigated. The CRCO has the discretion to determine whether the situation warrants a meeting, either with the complainant and the respondent both present or with the parties separately.
6. An investigation results in three possible scenarios: 1) the allegations are substantiated, 2) the

allegations are not substantiated or 3) the investigation was inconclusive. Every claim of harassment will be considered on an individual basis. If the allegations are substantiated, the College will take immediate and corrective action appropriate to the severity of the offense. Disciplinary measures applied include the full range of the College's disciplinary measures, up to and including termination.

7. The Investigator will make a final report of findings to both the complainant and the respondent within 15 business days of the formal complaint. If the process requires further investigation, a written notice will be sent to the complainant and respondent within fifteen (15) business days of the complaint notifying both parties of an extension of up to five (5) additional business days.

IV. Confidentiality

The College will protect the confidentiality of information as it pertains to the complainant, respondent, and potential witnesses to the fullest extent possible and appropriate under the law. Only those individuals necessary for the investigation and resolution of the complaint will be privy to information.

V. Retaliation/Frivolous Claims

Retaliation against an individual for reporting harassment or for participating in an investigation is prohibited. Retaliation is a serious violation, which can subject the offender to discipline independent of the merits of the harassment allegation.

It is a violation of this Policy for anyone to knowingly make false accusations of harassment. Failure to prove a claim of harassment is not equivalent to a false allegation. Discipline will be imposed for making false accusations of harassment.

VI. Hazing

The following policy is in accordance with state law. No hazing activities will be permitted in conjunction with any College Organization. The College will not tolerate hazing, as described below, at or on any college property or at any college-sponsored or college-affiliated event, on or off any campus or center.

Hazing as defined under the Stop Campus Hazing Act is "any intentional, knowing, or reckless act committed by a person [whether individually or in concert with other persons] against another person or persons regardless of the willingness of such other person or persons to participate, that [I] is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization, [e.g., a club, student government, athletic team, fraternity, or sorority]; and [II] causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization [such as the physical preparation necessary for participation in an athletic team], of physical or psychological injury." This is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College, hereinafter referred to as a "Student Organization." Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity; causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances; causing, coercing, or otherwise inducing another person to perform sexual acts; any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and any activity that induces, causes, or requires another person to perform a duty or task

that involves a criminal violation of local, State, Tribal, or Federal law.

This rule includes when a person solicits others to commit or is actively involved in the planning of hazing; providing immunity from prosecution to persons who meet specified requirements, etc. and will apply to students and to College Organizations, including action through other persons associated with a college organization who are not students.

Violations of this rule by individual students shall be enforced in accordance with the Student Complaint Policy (Board Rule7.520). Violations of this rule may subject an individual student to the following penalties:

(a) Minor violations – disciplinary probation.
(b) Major or repeated minor violations—dismissal.

Any Student Organization, as an organization or through any person associated with a Student Organization, which authorizes or participates in hazing in blatant disregard of this Rule shall be penalized as follows:

(a) Minor violations – probation from operating as a college organization;
(b) Major or repeated violations – decisions of the authority for such organization to operate on college property or operate under the sanction of the College.

All violations shall be handled by the SCO through the Office of Advancement. In addition, hazing may subject an individual or organization to criminal penalties under Florida law. In determining whether a hazing violation is “minor” or “major” in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing (Board Rule 7.240).

A) Sexual Harassment Grievance

This procedure is used for student claims of discrimination or sexual harassment. All inquiries regarding the application of this statement and related policies may be referred to the Title IX Coordinator.

COPYRIGHT

All students at the College are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material cannot be copied or distributed without express written approval from the authorized distributor or publisher. Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer–to–peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes print, recorded music (often in the form of MP3 or MP4 files), video games, video, television shows, software, electronic data (such as electronic books and magazines), performances, and computer software. Copyright infringement may subject a student to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Violation of Policy

Students in violation of established procedures and/or policies may be subject to disciplinary action as outlined in the Student Handbook. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. Please visit the U.S. Copyright Office website and especially their FAQ website about Copyright.

TOBACCO-FREE POLICY

This policy enables CFK to fulfill its responsibility in providing a comfortable and healthy work environment for faculty, staff, students and visitors by reducing exposure to toxins in smoking and the use of tobacco products. This Policy is intended to comply with the Florida Clean Indoor Air Act and the Laws of Florida, Chapter 92-185.

Definitions

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

"Tobacco Product" means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, electronic smoking devices or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

"Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

"Hookah" means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

Policy

Smoking and tobacco use is prohibited on any College grounds and all facilities owned, leased, or operated by CFK including (but not limited to) classrooms, laboratories, shops, studios, offices, water fountain areas, stairwells, conference rooms, theater, bookstore, library, dining areas, elevators, entryways, restrooms, hallways, corridors, covered and uncovered outdoor areas such as hallways, stairwells, patios and common areas. Smoking and tobacco use is also prohibited in all vehicles owned, leased, or operated by the College. Smoking and tobacco use is prohibited inside all College facilities used for public events including (but not limited to) conferences, meetings, seminars, concerts, receptions, and parties. To affect adherence, all members of the College

community must be willing to directly and politely inform those unaware of the policy or remind those in disregard of it. If this approach is unsuccessful, the individual in violation of this Policy will be brought to the attention of the appropriate Vice President or Supervisor for further discussion and progressive counseling. Those individuals who still do not comply will face corrective action consistent with the nature and seriousness of the continuing violation. (Board Rule 4.420).

SUBSTANCE ABUSE POLICY

The College shares the increasing national concern regarding new evidence of the danger of substance abuse. This policy has been adopted and updated because of true concern for our students, employees, and the community as a whole. The College has, since its inception, specifically prohibited, on campus or at college functions, the possession, sale, exchange, consumption, or giving away of any stimulant, depressant, narcotic, or hallucinogenic drug having a potential for physical or mental abuse, except on prescription by a physician or dentist. This policy is in accordance with the Federal Drug Abuse Act. Students who are found to be in violation of this policy will be subject to immediate and possibly severe disciplinary action, including probation or suspension (Board Rule 7.270).

BATHROOM USAGE POLICY

All restrooms and changing facilities at The College of the Florida Keys are designated for exclusive use by males or females and shall be limited to individuals based on their biological sex at birth as required by F.S. 553.865, and F.A.C. Rule 6A-14.00612, with the exception of unisex restrooms and unisex changing facilities.

A person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:

- **I.** To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in F.S. 825.101, or a person with a disability as defined in F.S. 760.22, or a developmental disability as defined in F.S. 393.063;
- **II.** For law enforcement or governmental regulatory purposes;
- **III.** For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- **IV.** For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- **V.** If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

Any student who willfully enters, for a purpose other than those listed in the aforementioned section, a restroom or changing facility designated for the opposite sex on College premises and refuses to depart when asked to do so by the Vice President of Advancement, their designee, or law enforcement personnel shall be subject to disciplinary proceedings under the Student Code of Conduct. Charges may be brought against the student for Unauthorized Access to College Property and/or Failure to Comply as proscribed by the Student Code of Conduct. The infraction will be investigated, and action taken under the due process provisions for student misconduct pursuant to the Student Rights section of the Student Handbook. Investigations, formal hearings, and sanctions imposed will be in compliance with existing provisions and procedures in this Student Handbook.

DRUG-FREE WORKPLACE POLICY

It is the policy of the College to maintain a drug-free educational institution for its students, and a drug- free workplace for its employees. The provisions of this Rule are intended to ensure that this policy shall be fully

implemented and maintained (Board Rule 5.643).

I. The policy of the College is to prohibit the manufacture, distribution, dispensing, possession, or use of controlled substances, as defined by U.S. or Florida Statutes, by students, employees, or visitors.

II. Violations of this Rule may result in the violator being referred to public authorities for possible prosecution. Further, violations of this policy, or conviction for the violation of any criminal drug statute occurring on College owned or leased premises, shall, in addition to any criminal penalties, result in the following penalties to be imposed by the College:

A. Employees - For repeated violations of the College policy, or conviction of any criminal drug statute constituting a felony, an employee may be terminated with loss of Terminal Leave pay, or any lesser penalty as determined by the President. For a single violation of the College policy, or conviction of a criminal drug statute, constituting a misdemeanor, an employee shall be subject to disciplinary action, including possible termination of employment, as determined by the President.

B. Students - For a violation of the College policy, or conviction of any criminal drug statute as above, the student shall be subject to dismissal, or any lesser penalty, as determined by the President.

C. Visitors - For a violation of the College policy, or conviction of any criminal drug statute as above, a visitor, whether invited or uninvited, shall be subject to disciplinary action, up to and including being permanently banned from college premises and activities and may be reported to law enforcement authorities, as determined by the President.

D. As an alternative action for violations, employees and students may be required to satisfactorily participate in a drug abuse assistance or rehabilitative program approved by an appropriate agency.

E. The President may appoint a committee composed of college employees and others, to advise him as to appropriate disciplinary actions.

III. The College shall publish statements of the above policy in a manner designed to advise employees, students, and visitors of the policy and the possible action which may be taken in case of violation of the policy. Employees and students shall be provided with a copy of the policy.

IV. As a condition of employment, employees funded all or in part by a federal grant, shall agree in writing to abide by the above policy, and to notify the College, in writing, if they are convicted of a criminal drug statute violation occurring on College premises, no later than five (5) days after the conviction.

V. Within ten (10) days of receiving notice of a conviction from an employee under paragraph IV above, or otherwise receiving actual notice, the College shall notify the federal funding agency which funds any portion of the employee's salary, of the conviction.

VI. The actions specified in Paragraphs II A & D above, shall be taken within thirty (30) days of receiving notice under Paragraph IV above, or otherwise receiving actual notice.

VII. Health risks associated with the use of illicit drugs and the abuse of alcohol include development of a wide range or physiological, psychological, behavioral, and psycho-social impairments, frequently resulting in disability or death.

VIII. Drug and alcohol counseling, treatment, or rehabilitation re-entry programs available to employees and students in the community include: Alcoholics Anonymous, Narcotics Anonymous, and Al- Anon; individual and group programs offered through the mental health care centers; Delphos, providing inpatient and outpatient programs; mental health counselors, psychologists, and psychiatrists in private practice; and Helpline, which provides referral services to these and other programs.

IX. The selling, purchasing, manufacturing, delivering, or possession of controlled substances is a misdemeanor of the first degree or felony in the second or third degree. The possession of controlled substances in excess to 10 grams is a felony of the first degree. Delivery by person(s) 18 or older or person(s) under 18 or hiring person(s) under 18 to deliver controlled substance is a felony of the first degree or second degree. The selling, purchasing, manufacturing, delivering, or possession of controlled substances within 1,000 feet of a school is a felony in the first or second degree.

RELIGIOUS OBSERVANCES POLICY

It is the policy of the College District Board of Trustees to reasonably accommodate the religious observances, practices, and beliefs of individual students regarding admissions, class attendance, and scheduling of examinations and work assignments. Students will give reasonable notice to their instructors prior to a religious observance if they wish to be accommodated. If a student feels that they have been unreasonably denied an educational benefit due to their religious belief, or practice, that student should follow the complaint procedure (Board Rule 7.520).

SOLICITATION POLICY

This policy shall apply to any solicitation of, or any activity designed to obtain or secure:

- signatures on a petition
- contributions of money, goods, or services
- memberships or applications for membership in any group, club, or organization
- sales of, or orders for, goods or services
- employment or personal services; and similar activities

No such activity shall be conducted on college property unless it is part of or sanctioned by an officially recognized college student club or is part of a college program. No such activity shall be conducted either on or off college property by any individual, group, or organization in such a fashion as to imply or state that the activity is sanctioned by or represents the College, without specific written permission of the President, or designee (Board Rule 7.210).

DISEASE AWARENESS

Hepatitis B/Meningitis Awareness

Florida Law (1006-69 FS) requires that a postsecondary educational institution shall provide information

concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and known contradictions of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission.

Meningitis is a serious disease that affects the brain and spinal cord. Because bacterial meningitis is a grave illness and can rapidly progress to death, it requires early diagnosis and treatment. This is often difficult because the symptoms closely resemble those of the flu and the highest incidence of meningitis occurs during late winter and early spring (flu season). When not fatal, bacterial meningitis can lead to permanent disabilities such as hearing loss, brain damage, or loss of limbs. For more information, call the Centers for Disease Control and Prevention 1-800-232-2522, or visit the website at: http://www.cdc.gov/meningitis. Hepatitis B is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause life-long infection that leads to cirrhosis (scarring) of the liver, liver cancer, or liver failure. There is no cure for hepatitis B, but the infection can be prevented by vaccination. Each year about 200,000 people are infected with the virus and 5,000 die. For more information, call 1-888-4HEP-CDC, or visit the website at: www.cdc.gov/hepatitis.

HIV/AIDS Policy

It is the position of the College that a balance be maintained between the rights of persons infected with the Human Immunodeficiency Virus (HIV) to obtain education and employment and the rights of students and college employees to an environment which provides reasonable protection from infection with HIV. The College established this policy to respond appropriately to the needs and rights of students and employees who are HIV-positive. This policy defines an HIV-positive student or employee as an individual who:

(a) is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS)
(b) is determined to be HIV Antibody-Positive but has not yet developed the symptoms of AIDS or
(c) is determined to have HIV-positive (HIV positive) Spectrum diseases.

The College provides HIV-positive students and employees with reasonable accommodations and support services, while protecting rights to privacy and confidentiality. This policy prohibits mandatory HIV testing of employees and students. All decisions regarding the treatment of students or employees are made on an individual basis. The College will continue to monitor and amend this policy as needed (Board Rule 4.410).

Legal Background

This policy complies with all state and federal laws protecting persons with disabilities. The Americans with Disabilities Act (ADA) and the Federal Vocational Rehabilitation Act of 1973 prohibit discrimination against qualified disabled individuals by institutions contracted with the federal government. The College receives federal funds; therefore, the College must comply with the provisions of the Rehabilitation Act. Under the Rehabilitation Act a college may not discriminate against any employee or student who has a physical or mental impairment which substantially limits one or more major life activities, who has a record of such impairment, or who is regarded as having such impairment. These disability discrimination laws are intended to eliminate situations in which an individual who is qualified to perform the essential functions of a job would be denied an opportunity to fill the job or is treated adversely simply because the individual has a disability.

The Individuals with Disabilities Education Act (IDEA) assures that the rights of children and youth with

disabilities and their parents/guardians are protected in terms of fairness, appropriateness, and due process in decision making about the provision of special education and related services. The Florida Educational Equity Act also prohibits discrimination on the basis of disability against any student or employee in the state system of public education. Section 504 of the Rehabilitation Act protects the civil rights of individuals with disabilities. In a Florida case, Arline v. School Board of Nassau County, the Eleventh Circuit of the United States affirmed, that the language of the Rehabilitation Act in every respect supports a conclusion that persons with contagious diseases are within the coverage of the Rehabilitation Act. Although the plaintiff in Arline had tuberculosis, the decision may apply to any contagious disease which "substantially limits major life activity." The court in Arline also stated that an employer may not arbitrarily determine that an individual's disability prevents the individual from performing required duties. The employer must make a well-informed judgment grounded in careful and open-minded weighing of the risks and alternatives. (Arline, 772 F.23 765 and 107 s. Ct. 1123)

The limitations on "reasonable accommodation" for an "otherwise qualified" disabled person in accordance with Section 504 of the Rehabilitation Act is a central issue in these cases. Citing its earlier opinion in Southeastern Community College v. Davis, 442 U.S. 397 (1979), the Court said: An otherwise qualified person is one who can meet all a program's requirements despite his handicap. In the employment context, an otherwise qualified person is one who can perform "the essential functions" of the job in question. When a handicapped person is not able to perform the essential functions of the job, the court must also consider whether any "reasonable accommodation" by the employer would enable the handicapped person to perform those functions. Accommodation is not reasonable if it either imposes "undue financial and administrative burdens" on a grantee or requires a "fundamental alteration in the nature of (the) program.

Arline, 107 S. Ct. at 1131 n.17 (Citations omitted).
HIV constitutes a disability. Under State Law, Chapter 760 of the Florida Statutes, it prohibits employment discrimination against disabled individuals by employers with more than fifteen employees. Colleges should not "discharge or fail to hire or otherwise discriminate with respect to compensation, conditions, or privileges of employment" because the individual is disabled, (760.10(1) (a), Florida Statutes). In addition, colleges should not segregate or classify a disabled individual in any way which would deprive or tend to deprive any individual of employment opportunities. Furthermore, it is unlawful to adversely affect any individual's status as an employee because of a handicap (760.10(1)(b), Florida Statutes). A disabled person should not be isolated by the college unless the individual poses a scientifically proven risk to co-workers or students. The language of Chapter 760 protects disabled employees and, therefore, HIV positive individuals from arbitrary dismissal, discrimination in hiring, promotion, and compensation decisions, and any other actions as employer may take that adversely affects the employee's status.

Privacy and Confidentiality

The College recognizes and respects that any HIV-positive student or employee has a right to privacy and confidentiality. When college employees or students have knowledge (or are informed) that an employee or student may or may not be HIV-positive, that employee or student is not to share the information with a third party. No information regarding the medical status of any student will be released without the expressed written consent of the student unless such disclosure of information in health and safety emergencies is mandated by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g and Florida Statute Section 1006.68. No information regarding the medical status of any employee will be released without the expressed written consent of the employee unless such disclosure of information in health and safety emergencies is mandated by a court of competent jurisdiction.

Guidelines for Students

This policy allows for an HIV-positive student who poses no threat to others or self to remain in the regular classroom. HIV-positive students with mental, emotional, or physically disabling conditions will be provided with reasonable accommodations.

Support Services and Referral

The Executive Director, Student Success Services and/or the Civil Rights Compliance Officer shall provide referrals to local support services to HIV-positive students and/or employees. The local healthcare network includes:

- AH Monroe - 305-296-6196
- Monroe County Behavioral Health Crisis Hotline (24 hours)- 305-434-7660 press 8
- Care Center for Mental Health - 305-292-6843
- Guidance Care Center of the Keys - 305-434-7660
- Health Care Center on Simonton Street- 305-676-3850

Education and Information

The College recognizes the need for a strong and aggressive HIV/AIDS Education Program. Current information on HIV spectrum diseases and AIDS, and the College's HIV/AIDS Policy, will be made available to all students through publication in the Student Handbook and on the CDC website. Student and employee education/information events may include, but not be limited to:

- employee in-service training conferences
- student orientation meetings
- HIV/AIDS presentations
- inclusion of the College's HIV/AIDS Policy in the employee handbook

INTELLECTUAL PROPERTY DEVELOPMENT

General Statement

The College supports and encourages its faculty, staff, and students, (when students are supporting College faculty and staff), to develop and publish (i) scholarly and creative works, (ii) educational materials, and (iii) products/intellectual property, all of which may be subject to copyright or patent protection, and which may generate royalty income. Such activities increase professional knowledge, provide creative models for students, help promote public/private partnerships, and bring recognition to the College.

These developments may involve the use of college time and resources. The policy listed below, therefore, defines the rights and obligations of all parties concerned. This policy should be considered a binding agreement between the College and its employees and the College and its students; each employee's continued employment, and each student's matriculation at the College, shall be considered adequate consideration for this binding agreement. This policy shall be included in the Student Handbook (Board Rule 6.525).

Determination of Rights

To determine the disposition of rights to copyrightable materials, patents, and other intellectual property (collectively, "intellectual property") developed by college personnel and students, such ownership rights will be interpreted within the framework of the categories listed below.

Individual Effort

Ownership, and rights associated therewith, of intellectual property generated as a result of individual initiative, and not as a specific college assignment and with only incidental use of college facilities, and/or resources, shall reside solely with the author or inventor; provided, however, the College shall be granted a royalty-free license to make full use of all products and processes so developed.

College-Assisted Individual Effort

When the College provides support of an individual effort resulting in intellectual property by contributing college personnel and/or student time, facilities and/or other college resources to the effort, the College is entitled to certain rights and privileges as listed below:

- The College shall be granted a royalty-free license to make full use of all products and processes so developed.
- The College will recover all costs, supported by detailed records on time and materials, plus 10 percent of such costs.

Generally, such intellectual property will be held in the name of the College. However, a written agreement between the individual and the College may create other rights and responsibilities, including joint ownership.

College Initiated and Supported Efforts

Ownership of intellectual property developed as a result of specific assignment by the College or arising out of duties for which the individual was specifically employed by the College, shall reside exclusively with the College. Under special circumstances, the College may share royalty income with the author or inventor upon recommendation by the College and approval by the Board of Trustees.

Sponsor Supported Efforts

College personnel and students who produce intellectual property under sponsor-supported projects shall be governed by the specific terms and conditions of the sponsorship contract. College personnel are responsible for determining, in advance, the terms of sponsorship and shall be required to execute any Copyright/Patent Royalty Agreement with the sponsor.

Royalty Income

Royalty income from intellectual property shall be distributed as listed below.

Individual Effort

Royalty income derived from intellectual property produced from the individual effort of college personnel and students as defined above shall accrue solely to the author or inventor.

College-Assisted Individual Effort

Royalty income derived from individual efforts, which are complemented by College time, facilities and/or resources, as defined above, shall accrue solely to the author or inventor. However, repayment to the College must be made by the individual(s) concerned as outlined above, which also outlines the other rights of the College in these cases.

The above holds in all cases save those in which the individual(s) request, and the College agrees to permit its name to be used in connection with the product or process, and in which the College also agrees to market or assist in acquiring a marketing source for the product or process. In these cases, royalties will be shared, with the College receiving 25 percent of royalty income and the individual(s) receiving 75 percent of royalty income, unless a written agreement is executed and approved by all

parties prior to the granting of the copyright or patent.

College Initiated and Supported Efforts

When intellectual property is generated by a specific college assignment or as a result of labors for which the individual was employed, or for any matters covered under the above definition, the College shall be the sole recipient of all income derived therefrom. In specific instances, where an exceptional individual-initiative product results in a marketable product, and only after recommendation of the College and Board of Trustees' approval, portions of royalty income derived therefrom may be shared between the College and the author or inventor. Such efforts shall be determined on a case-by-case basis.

Sponsor Supported Efforts

Royalty income derived from sponsor-supported efforts shall be disbursed in accordance with the specific terms of governing contractual or grant documents.

Royalty income derived from intellectual property shall be disbursed to the College when the contract or grant document is silent as to the disbursement of royalties.

Student Involvement/Ownership

Except for intellectual property resulting exclusively from a student's individual effort (as defined above), or unless otherwise expressly agreed, in writing by the College, student's contributions to efforts of faculty and staff which result in the development of intellectual property, shall be considered part of the student's educational experience at the College; therefore, students shall not share in any ownership of intellectual property or royalties derived therefrom.

E-MAIL

The College issues student email addresses to all active students. Emails from MyCFK account are the College's primary and official means of communication and serve to provide the means for delivering the College's official notices. Students are responsible for reading the information and notices that are sent through assigned College email. The College and/or third parties may contact students regarding outstanding debt via the College email, regular mail, home, and mobile telephones. All use of email will be consistent with other college policies and procedures.

The College does not edit or censor the contents of users' email messages. Users alone are responsible for the contents of their messages and the consequences of any such messages. Users may not use the College computing facilities for chain letters, junk mail, "spamming", solicitations (commercial or noncommercial), or any use of distribution lists to any person who has not given specific permission to be included in such a process. Users may not use the College computing facilities to send any messages or materials that are unlawful, harassing, libelous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material of any kind or nature or that encourages conduct that could constitute a criminal offense, give rise to civil liabilities or otherwise violate any applicable local, state, national or international law or regulation.

THE COLLEGE'S AUP/LOCAL AUTHORITY

The information contained in this section has its basis in Public Law 93.380. It is further enhanced, however, by Florida State Board of Education Administrative Rule 6A-14.51 and the College's Board Rule 7.600 and Procedure 49.17. Copies of the College's Board Rules and Procedures including The College's Acceptable Use Policy (AUP) can be obtained upon request.

Introduction

The College is at all times committed to complying with the laws and regulations governing the use of the Internet, e-mail transmission and text messaging and preserving for all of its Patrons the ability to use the College's network and the Internet without interference or harassment from other users. The College's Acceptable Use Policy ("AUP") is designed to help achieve these goals. By using IP Service(s), as defined below, the Patron(s) agrees to comply with this Acceptable Use Policy and to remain responsible for its use. The College reserves the right to change or modify the terms of the AUP at any time, effective when posted on the College's website. The Patron's use of the IP Service(s) after changes to the AUP are posted shall constitute acceptance of any changed or additional terms.

Scope of the AUP

The AUP applies to the College services that provide (or include) access to the Internet, including hosting services (software applications and hardware), or are provided over the Internet or wired and wireless data networks (collectively "IP Services").

Prohibited Activities

General Prohibitions

The College prohibits use of the IP Services in any way that is unlawful, harmful to or interferes with use of the College's network or systems, or the network of any other provider, interferes with the use or enjoyment of services received by others, infringes intellectual property rights, results in the publication of threatening or offensive material, or constitutes Spam/E-mail/Usenet abuse, a security risk or a violation of privacy. Failure to adhere to the rules, guidelines or agreements applicable to search engines, subscription Web services, chat areas, bulletin boards, Web pages, USENET, applications, or other services that are accessed via a link from the CFK-branded website or from a website that contains CFK-branded content is a violation of this AUP.

Unlawful Activities

IP Services shall not be used in connection with any criminal, civil or administrative violation of any applicable local, state, and provincial, federal, national or international law, treaty, court order, ordinance, regulation or administrative rule.

Violation of Intellectual Property Rights

IP Service(s) shall not be used to publish, submit/receive upload/download, post, use, copy or otherwise reproduce, transmit, re-transmit, distribute or store any content/material or to engage in any activity that infringes, misappropriates or otherwise violates the intellectual property rights or privacy or publicity rights of the College or any individual, group or entity, including but not limited to any rights protected by any copyright, patent, trademark laws, trade secret, trade dress, right of privacy, right of publicity, moral rights or other intellectual property right now known or later recognized by statute, judicial decision or regulation.

Threatening Material or Content

IP Services shall not be used to host, post, transmit, or re-transmit any content or material (or to create a domain name or operate from a domain name), that harasses, or threatens the health or safety of others. In addition, for those IP Services that utilize College provided web hosting, the College reserves the right to decline to provide such services if the content is determined by the College's Director of IT to be obscene, indecent, hateful, malicious, racist, defamatory, fraudulent, libelous, treasonous, excessively violent or promoting the use of violence or otherwise harmful to others.

Inappropriate Interaction with Minors

The College complies with all applicable laws pertaining to the protection of minors, including when appropriate, reporting cases of child exploitation to the National Center for Missing and Exploited Children. For more information about online safety, visit the National Center for Missing and Exploited Children website.

Child Pornography

IP Services shall not be used to publish, submit/receive, upload/download, post, use, copy, or otherwise produce, transmit, distribute, or store child pornography. Possessing, distributing, transmitting, and manufacturing child pornography are all illegal in the State of Florida and are third-degree felonies covered under Florida Statutes 847.0135, 847.0138, and 827.071. Suspected violations of this prohibition may be reported to the College at the following e-mail address IT Helpdesk. The College Information Security Manager will report any discovered violation of this prohibition to the Florida Department of Law Enforcement and to the National Center for Missing and Exploited Children and will take steps to remove child pornography (or otherwise block access to the content determined to contain child pornography) from its servers.

Spam/Email/Usenet Abuse

Violation of the CAN-SPAM Act of 2003, or any other applicable law regulating e-mail services, constitutes a violation of this AUP. Spam/E-mail or Usenet abuse is prohibited using IP Services. Examples of Spam/E-mail or Usenet abuse include but are not limited to the following activities:

- sending multiple unsolicited electronic mail messages or "mail-bombing" - to one or more recipient
- sending unsolicited commercial email, or unsolicited electronic messages directed primarily at the advertising or promotion of products or services
- sending unsolicited electronic messages with petitions for signatures or requests for charitable donations, or sending any chain mail related materials
- sending bulk electronic messages without identifying, within the message, a reasonable means of opting out from receiving additional messages from the sender
- sending electronic messages, files, or other transmissions that exceed contracted for capacity or that create the potential for disruption of the College's network or of the networks with which the College interconnects, by virtue of quantity, size, or otherwise
- using another site's mail server to relay mail without the express permission of that site
- using another computer, without authorization, to send multiple email messages or to retransmit email messages for the purpose of misleading recipients as to the origin or to conduct any of the activities prohibited by this AUP
- using IP addresses that the Patron does not have a right to use
- collecting the responses from unsolicited electronic messages
- maintaining a site that is advertised via unsolicited electronic messages, regardless of the origin of the unsolicited electronic messages
- sending messages that are harassing or malicious, or otherwise could reasonably be predicted to interfere with another party's quiet enjoyment of the IP Services or the Internet (e.g., through language, frequency, size or otherwise)
- using distribution lists containing addresses that include those who have opted out
- sending electronic messages that do not accurately identify the sender, the sender's return address, the email address of origin, or other information contained in the subject line or header
- falsifying packet header, sender, or user information whether in whole or in part to mask the identity of the sender, originator, or point of origin
- using redirect links in unsolicited commercial email to advertise a website or service
- posting a message to more than ten (10) online forums or newsgroups, that could reasonably be expected to generate complaints
- intercepting, redirecting, or otherwise interfering or attempting to interfere with email intended for

third parties
- knowingly deleting any author attributions, legal notices or proprietary designations or labels in a file that the user mails or sends
- using, distributing, advertising, transmitting, or otherwise making available any software program, product, or service that is designed to violate this AUP or the AUP of any other Internet Service Provider, including, but not limited to, the facilitation of the means to spam

Security Violations

Patrons are responsible for ensuring and maintaining security of their systems and the machines that connect to and use IP Service(s), including implementation of necessary patches and operating system updates. IP Services may not be used to interfere with, gain unauthorized access to, or otherwise violate the security of the College's (or another party's) server, network, network access, personal computer or control devices, software or data, or other system, or to attempt to do any of the foregoing. Examples of system or network security violations include but are not limited to:

- unauthorized monitoring, scanning, or probing of network or system or any other action aimed at the unauthorized interception of data or harvesting of e–mail addresses;
- hacking, attacking, gaining access to, breaching, circumventing, or testing the vulnerability of the user authentication or security of any host, network, server, personal computer, network access, and control devices, software, or data without express authorization of the owner of the system or network;
- impersonating others or secretly or deceptively obtaining personal information of third parties (phishing, etc.);
- using any program, file, script, command, or transmission of any message or content of any kind, designed to interfere with a terminal session, the access to or use of the Internet, or any other means of communication;
- distributing or using tools designed to compromise security (including but not limited to SNMP tools), including cracking tools, password guessing programs, packet sniffers, or network probing tools (except in the case of authorized legitimate network security operations);
- knowingly uploading or distributing files that contain viruses, spyware, Trojan horses, worms, time bombs, cancel bots, corrupted files, root kits, or any other similar software or programs that may damage the operation of another's computer, network system, or other property, or be used to engage in modem or system hijacking;
- engaging in the transmission of pirated software;
- with respect to dial-up accounts, using any software or device designed to defeat system time–out limits or to allow Customer's account to stay logged on while Customer is not actively using the IP Services or using such account for the purpose of operating a server of any type;
- using manual or automated means to avoid any use limitations placed on the IP Services;
- providing guidance, information, or assistance with respect to causing damage or security breach to the College's network or systems, or to the network of any other IP Service provider;
- failure to take reasonable security precautions to help prevent violation(s) of this AUP.

Patron Responsibilities

Patrons remain solely and fully responsible for the content of any material posted, hosted, downloaded/uploaded, created, accessed, or transmitted using the IP Services. CFK has no responsibility for any material created on CFK's network or accessible using IP Services, including content provided on third-party websites linked to the CFK network. Such third-party website links are provided as Internet navigation tools for informational purposes only, and do not constitute in any way an endorsement by CFK of the content(s) of such sites. Patrons are responsible for taking prompt corrective action(s) to remedy a violation of AUP and to help prevent similar future violations.

AUP Enforcement and Notice

The Patron's failure to observe the guidelines set forth in this AUP may result in the College taking actions anywhere from a warning to a suspension or termination of the Patron's IP Services. When feasible, the College may provide the Patron with a notice of an AUP violation via e-mail or otherwise allowing the Patron to promptly correct such violation. The College reserves the right, however, to act immediately and without notice to suspend or terminate affected IP Services in response to a court order or government notice that certain conduct must be stopped or when the College reasonably determines, that the conduct may:

- expose the College to sanctions, prosecution, civil action, or any other liability,
- cause harm to or interfere with the integrity or normal operations of the College's network or networks with which the College is interconnected,
- interfere with another College Patron's use of IP Services or the Internet
- violate any applicable law, rule, or regulation, or
- otherwise present an imminent risk of harm to the College or College Patrons.
- The College has no obligation to monitor content of any materials distributed or accessed using the IP Services. However, the College may monitor content of any such materials as necessary to comply with applicable laws, regulations, or other governmental or judicial requests; or to protect the College network and its Patrons.

TRANSPORTATION

Bus services

The city buses are routed to the hospital/college. Bus schedules are located in the lobby of the Administration Building or “A” Building.

Parking

The College offers several paved parking areas that provide adequate space for students, staff, and visitors. The College has designated handicapped parking spaces available throughout campus. Vehicles parked in unauthorized areas will be towed at the owner’s risk and expense. The maximum speed permitted on campus is ten (10) miles per hour. The College also requires students attending classes on the Key West campus to obtain a parking pass through the Parking Pass Portal, located on the College webpage.
The College also offers special bicycle, scooter, and motorcycle parking areas. All motorized scooters, e-bikes, bicycles, skateboards, etc. must remain on the roadway and parking lot, and not on campus grounds. For student safety, the College may remove bicycles, scooters, and motorcycles parked in any area that is not specifically designated for that equipment.

CAMPUS CAFE

The Campus Cafe is located on the Key West campus and benefits the students, staff, and public.

TUGA SHELVES

Tuga Shelves provides current students in need with cost-free access to food and other essential items, including various hygiene products. Tuga Shelves is located in C112M on the Key West campus and is accessible by a pin keypad. Students are required to self-identify through the CRM Advise Student Experience. Minimal information, including CFK student ID to verify enrollment, will be accessed by Tuga Shelves program staff. Upon verification and review, completed after the initial request and each semester after, actively enrolled students will be provided with the current pin to access the pantry at the beginning of each semester. More information can be found on the Tuga Shelves page on CFK’s website.

FOLLETT BOOKSTORE

The Follett Bookstore is located in the Ron Saunders Student Center and sells textbooks, supplies, and other items. Additional information can be obtained by contacting the bookstore at 305-809-3241 or by visiting the CFK Course Materials page on CFK's website here.

LIBRARY & LEARNING RESOURCE CENTER

Overview

The Library and Learning Resource Center (LRC) provides library materials, services, and instruction to all users (students, staff, and the community) in an academically engaging environment that supports the mission of the College. The Library supports the educational and cultural needs of the College Community via a rich collection of resources, workshops, and programs. The Library contains over 25,000 books, eResources, periodicals, and audiovisual materials. The readily accessible resources and innovative services and instruction help meet the scholarly, workforce preparation, and personal growth needs of all users. The Library is located at the Key West Campus on the second floor of building A. Library collections and resources are also available at the Middle and Upper Keys Centers. The online catalog, databases, and other services are available on the Library's webpage and are accessible 24 hours a day, seven days a week. Students are provided with subscription-based full-text scholarly journals and newspapers, eBooks, and multimedia materials accessible with a student ID number.

Services provided include:

- Interlibrary Loan
- College Library Art Gallery
- Library Instruction
- Research Help
- Student ID/Library Card
- Computers for students

Interlibrary Loan

If students cannot find a resource, they can ask a Library staff member to help locate it. The Library can borrow materials from Florida's 28 state colleges. Materials are delivered via mail or email to the College for loans to CFK's borrowers. Items requested by Middle and Upper Keys Center students are delivered to the appropriate center.

College Library Art Gallery

The College's Library Art Gallery displays art that enriches classroom learning. The ever-changing displays add character to CFK's Library and give users one more reason to stop in the library.

Library Instruction

Library Instruction is available in a variety of formats. A credit course, LIS2004, Introduction to Internet Research, is taught by librarians annually. Orientation sessions are available face-to-face and are scheduled at the beginning of each semester, or the sessions can be viewed anytime from the website or on the learning management system, Canvas. Individual sessions and workshops are available on request.

Research Help

Students may stop by the Library or contact a librarian through the website to get help with research papers. The Library staff can track down articles to strengthen papers, talk through ideas, and help format citations. Students can also call 305-809-3194 or email library@cfk.edu for assistance.

Tutoring

The College's Math and Writing Centers provide academic support resources and services. These learning centers are staffed by faculty and staff, tutors, and/or a work-study student. Students who make use of the learning centers can expect personal attention, access to workshops, and tutoring. The spaces consist of computers, an LCD projector, tables for group study, whiteboards, and other amenities. More information can be found on the CFK website LRC page.

Students can practice PowerPoint presentations, rehearse speeches, and edit essays. Students can receive assistance 24-hours a day via the free online tutoring service, "Brainfuse.com."

Student ID/Library Card

All students enrolled in CFK credit-bearing courses (credit students) shall be issued a Student Identification (ID)/Library Card (Card). The Card shall serve as proof of status with the College and shall also provide access to certain College resources such as Library facilities and services, computer labs, and tutoring centers.
All credit students shall maintain and carry a current Card for the entire period that they are affiliated with the College. No one other than the student to whom the Card is issued is to use the Card. The Card is the property of the College and shall be presented upon the request of an authorized College official. The College may revoke any Card at any time.

Any transfer, alteration, falsification, or forgery of a Card constitutes a violation of College policy and may result in appropriate disciplinary action. In addition, fraudulent or illegal use of any Card may result in criminal charges and/or civil proceedings.

The information contained on and in the Card, including but not limited to the picture, will not be released to persons outside the College unless required by law, in response to a valid court order or subpoena, or upon the execution of a written release signed by the cardholder. The information contained on and in the Card will be used only by the College for College business or for internal College purposes. Exceptions to this rule include the use of the information contained on or in the Card to assist in the personal protection of any person, or to comply with federal, state, or local laws (Board Rule 7.225).

To request a card, a student must present a government-issued picture ID or passport and his or her current College student course schedule. The staff will verify the student's schedule. A headshot photo image of the student is taken and then printed and presented to the student. The initial card is issued without charge.

Computers Available to Students

The Library has computers that are available for students and staff. Printing is available at $.15 per sheet for black and white and $0.65 per sheet for color. Computer users are encouraged to use a USB or cloud drive to save their work. Users must comply with U.S. Copyright Laws. Please contact the Library at 305-809-3194 or see the website of the U.S. Copyright Office, especially their FAQ's for additional guidance. An exhaustive list of websites from which you may legally obtain copyrighted material is published by EDUCASE.

Theft, Tampering and Mutilation of Library Materials

According to Florida Statues, mutilation of college property is a crime (FS 806.13). Both mutilation and theft (FS 812.04 1a & 1b – value less than $200) are misdemeanors punishable by up to sixty days imprisonment (FS 775.082 (4b) and/or up to $500 fine (FS 775.083(le). Tampering with Library computer equipment and/or programs is a crime under the Florida Computer Crimes Act (FS 815.1). Theft or damage of college property is also a violation of the code of conduct. Violators will be subject to student judicial procedures. Students will lose Library privileges when caught destroying or tampering with Library materials.

Unauthorized removal of Library materials is viewed as attempted theft and can result in disciplinary action. The Library reserves the right to search items. Community borrowers will lose Library privileges when caught destroying or tampering with Library materials. They will not be permitted to register for courses on campus until proper restitution has been made.

The College Library Acceptable Internet Use Policy

The Learning Resource Center's (LRC) Internet access is intended primarily as an information resource to support the educational and research needs of our students, and employees. Access is granted to support the educational, cultural, social, and community service programs of the College. We extend the privilege of access to our community borrowers at the staff's discretion. College students and employees retain first priority. College LRC Internet use is not allowed for commercial or illegal purposes.

Children under the age of 18 who are not registered students are not allowed to use the computers without the supervision of a parent or legal guardian and the permission of the Library staff. Dual enrolled students from Monroe County High Schools or Charter Schools currently taking classes at the College can use the computers.

The College does not allow users to conduct business on the College computers. These computers are state property and according to statute may not be used to advertise, sell, or conduct any type of business.

Saving – Computer users are encouraged to save files to their USB flash drives, or a cloud service. Files saved to the desktops will not be available for retrieval.

Internet Content Responsibilities

The Internet is a global network of multimedia information with no central authority or governing body. The Library can and does recommend interesting and useful Internet sites and resources for users to explore. The primary gateway to recommended sites is through the College Library website. However, providing a link does not in any way mean that the Library is responsible for the content of those sites. Because the Internet has no governing body, there may be material that is offensive to some. It is the user's responsibility to monitor use. Sites containing nudity, obscenity, or graphic violence are not considered appropriate for public terminal display. Accessing such sites may result in the revocation of computer privileges and expulsion from the Library. Displaying images, videos, or web pages that may be deemed offensive is not permissible. The Library computers are public, and all web pages that are accessed should be suitable for viewing by all members of the public.

Time Limits

Time limits can and will be set to ensure the greatest access for the greatest number of users. Time limits will be enforced when demand exceeds the supply of workstations available. The staff has the right to change these time limits to allow the greatest access to the greatest number of users.

Downloading / Changing Configuration

Users are not permitted to download any files to the hard drive on any Library computer. Users are not allowed to make permanent changes to browser configurations, or to add other software. If a user does any of the above without permission from a Library staff member, staff has the right to deny further use of the computers. Downloading files to USB flash drives or other acceptable media storage is permitted. Users must supply flash drives or other acceptable media storage.

Wireless Access

Wireless access is available in the Library to those users with their own electronic devices. The College is not responsible for any lost files or damage done to non–college computer equipment. The College does not allow downloading of software, audio files, or video files. This is to ensure there is proper bandwidth available for College purposes.

STUDENT HOUSING

Lagoon Landing, located on the College's campus, is a 100-bed, waterfront facility that offers fully furnished four and five-bedroom, two-bathroom suites. For more information on securing student housing visit the Lagoon Landing website.

SAFETY

Safety Protocol

The main campus has uniformed campus security personnel on duty 24 hours per day, seven days per week. To report a crime or an emergency, contact Campus Security 305-809-3543 or from Campus x543. For all major life-threatening emergencies, call 911 (from campus phones dial 9-911) and Campus Security. Individuals are encouraged to file an incident report on the CFK website. Please see the Director of Facilities or Manager of Maintenance for additional information, policies, and procedures concerning security at the College. Additional information can be found on the College's website here.

Annual Security Report

The Crime Awareness and Campus Security Act of 1990, known as the Clery Act, requires that all institutions of higher education collect and make certain information available to students/prospective students and employees/prospective employees upon request. The Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from, the campus. You can obtain a copy of the College's Campus Crime and Security Report by accessing the U.S. Department of Education Campus Safety and Security website or by contacting the Office of Talent Acquisition, Development, and Accountability at hr@cfk.edu or on campus at 5901 College Road, Key West, FL 33040.

Animal Control on Campus

The College acknowledges the right of students, staff, and visitors to a safe and healthy environment while on college property or participating in college-sponsored functions. In the interest of maintaining such an environment, animals are not permitted on college property or at college-sponsored functions. In accordance with Monroe County Code, Chapter Four, Article III, it is unlawful for animal owners to permit, either willfully or negligently, the following:

- any animal to be a nuisance to other persons
- to have dogs on school grounds

- to allow any animal to defecate on public property or school grounds
- to enclose any animal in a vehicle without provision for adequate ventilation for the animal
- to abandon any domestic animal

It is the intent of the College to adhere to the County Code and report any and all violations to Monroe County Animal Control at 305-294-4857.

Service Animals

CFK is committed to providing reasonable accommodations to persons with disabilities and fulfilling its responsibilities under Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act (ADA), and Florida Statute 413.081. Persons with disabilities may be accompanied by working service animals on the campus/centers of CFK and at all College-sanctioned activities (College Procedure 44.0).

According to the ADA, service animals are defined as "dogs that are individually trained to do work or perform tasks for individuals with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting or protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack, or performing other duties." While the ADA specifically defines service animals as "dogs," it may be allowable under special circumstances to consider a miniature horse as a reasonable accommodation. Florida Statute (413.081) defines a service animal as "an animal that is trained to perform tasks for an individual with a disability. In places of public accommodation, a service animal is defined as a dog or a miniature horse." (F.S. 413.081).

There are other support animals that will not be considered service animals. These include animals used to provide comfort, emotional support, companionship, therapeutic benefits, or to promote general emotional well-being are not service animals. To be considered a service animal, the animal must be trained to perform tasks directly related to the person's disability.

According to College procedure 44.0, the handler is the individual with disabilities who requires the service animal. It may also be the individual who is training the pre-service animal on campus.

A person using a service animal as part of the College Community is encouraged to register with Student Accessibility Services. Concerns about behavior, toileting, health, or handling of the animal should be addressed to the handler and to Student Accessibility Services.

RESIDENT INFORMATION and REQUIREMENTS

All applicants for admission to the College are required to complete a residency declaration which is included as part of the application. If the applicant is a dependent, the declaration must be signed by a parent or legal guardian. State regulations require that a tuition fee be paid in addition to the matriculation fee by all non–residents of the State of Florida. A Florida "resident for tuition purposes" is a person who has or, if that person is a dependent child, whose parent have established legal residence in this state and have maintained legal residence in this state for at least 12 consecutive months immediately prior to initial enrollment in an institution of higher education (s. 1009.21(2)(a)1., Florida Statutes).

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. (s. 1009.21(2)(a)2., Florida Statutes) Living in on campus housing cannot be used to qualify for Florida residency. On campus housing is temporary and directly connected to enrollment as a student.

- Pursuant to Rule 6A-10.044(1), F.A.C., Florida College System institutions are required to collect proof of United States citizenship or proof of lawful presence in the United States from students seeking to claim Florida residency for tuition purposes.
- A dependent child who is a United States citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of his or her parent. (s. 1009.21(2)(d), Florida Statutes)
- The burden of providing clear and convincing documentation to justify a student's residency classification for tuition purposes rests with the student or, if the student is a dependent, the student's parent. Documentation is considered clear and convincing only if it is credible, precise, and sufficient to demonstrate the establishment of legal residency in Florida, pursuant to Rule 6A-10.044(3)(c).

The Florida law regarding residency for tuition purposes, allows U.S. citizens or lawfully present in the U.S., lawful permanent residents, and other eligible non-resident aliens to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has been a legal resident of the State for at least twelve (12) consecutive months preceding the first day of classes for that term.

To qualify as a resident for tuition purposes, an applicant, or the dependent applicant's parent/legal guardian, must have established and maintained legal residence in Florida for at least twelve (12) consecutive months prior to the first day of classes for that term. A copy of the student's most recent tax return or other documentation may be requested to establish dependence/independence.

In addition, every applicant is required to make a statement as to his/her length of residence in the state and further establish that his/her presence or dependent's parents/legal guardian's presence in the state currently is, and during the requisite 12–month qualifying period was, for the purposes of maintaining a bona fide domicile, rather than a mere temporary residence or abode incidental to enrollment in the College.

Residency is determined in accordance with Florida Statutes, Section 1009.21, which is subject to change each legislative session. Further explanation about residency guidelines can be obtained from Florida Virtual Campus. Specific statute language can be obtained from the Florida Statutes website. Students must present two forms of approved documentation to prove Florida residency for tuition purposes, at the time of admission.

Exceptions

Florida Statutes, Section 1009.21 permits certain applicants who do not meet the 12–month legal residence requirements to be classified as Florida residents or "temporary residents" for tuition purposes. Documentation in support of the following exceptions is required at the time of admission. The exceptions and qualifications categories below are the most common, but are not all inclusive of allowable exceptions, please. Please visit the College's Website to see all available exceptions.

Qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.98, Florida Statutes.)

- Married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. Who now have established legal residence and intend to make Florida their permanent home.
- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. That are transferring to another Florida state postsecondary institution within 12 months of the previous enrollment.

- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. They abandoned their Florida domicile less than 12 months ago and are now re-establishing Florida legal residence.
- Active duty members of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the Florida National Guard.
- Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
- Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children.
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.
- Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities.
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- McKnight Doctoral Fellows and Finalists who are United States citizens.
- United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.
- Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed.
- Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.
- A qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.98, F.S.). (Required: Copy of active Florida Prepaid Recipient card)
- A married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home (s. 1009.21(5), F.S.). (Required: Copy of marriage certificate and proof that the spouse meets 12-month residency requirement under 1009.21(2), F.S., and is a legal resident of Florida)

- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment (s. 1009.21(11), F.S.). (Required: Official transcript noting previous enrollment as a FL resident)
- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence. This benefit shall not be accorded more than once to any one person (s. 1009.21(9), F.S.). (Required: Official transcript noting previous enrollment as a FL resident, proof that domicile was abandoned less than 12 months ago and proof of reestablished Florida residency)
- Active duty members of the Armed Services of the United States residing or stationed in this state and their spouses and dependent children, and active drilling members of the Florida National Guard (s. 1009.21(10)(a), F.S.). (Required: Copy of military orders or DD2058, if applicable birth certificate or marriage certificate)
- Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida (s. 1009.21(10)(b), F.S.). (Required: Copy of military orders or DD2058, if applicable birth certificate or marriage certificate)
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children (s. 1009.21(10)(c), F.S.). (Required: Proof of residence on the Isthmus of Panama and official transcript showing continuous enrollment for 12 months, if applicable marriage or birth certificate)
- Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children (s. 1009.21(10)(d), F.S.). (Required: Employment verification, if applicable birth certificate or marriage certificate)
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education (s. 1009.21(10)(e), F.S.). (Required: Proof of scholarship and Latin America or Caribbean residency)
- Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities (s. 1009.21(10)(f), F.S.). (Required: Certification letter from State Academic Common Market Coordinator)
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training (s. 1009.21(10)(g), F.S.). (Required: Employment verification and payment agreement)

- McKnight Doctoral Fellows and Finalists who are United States citizens (s. 1009.21(10)(h), F.S.). (Required: Verification from graduate studies and proof of U.S. citizenship)

- United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate (s. 1009.21(10)(i), F.S.). (Required: Employment verification and proof of enrollment in graduate program for FL teaching certificate and proof of U.S. citizenship)

- Active-duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution within 50 miles of the military establishment where they are stationed (s. 1009.21(10)(j), F.S.). (Required: Proof of active-duty membership for specified purpose, if applicable birth certificate or marriage certificate)

- Active-duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution within 50 miles of the military establishment where the foreign liaison officer is stationed (s. 1009.21(10)(k), F.S.). (Required: Proof of active-duty membership for specified purpose, if applicable birth certificate or marriage certificate)

Non-Citizen Exceptions

A non–United States citizen may be eligible to establish residency for tuition purposes if evidence is presented verifying that he or she is legally present in the United States and the student is one of the following:

- A foreign national, in a nonimmigrant Visa classification eligible for study and with a date of departure that is not during the term the student will be enrolled. The student must present evidence of legal presence in the United States. A Student Visa will not be accepted as evidence of eligibility to establish residency.
- A foreign national, such as permanent resident aliens, parolees, asylees, Cuban–Haitian Entrants, and other legal aliens granted indefinite stay, in a status that is eligible for study in the United States.

Change in Residency Status

A student who applies to the College as a non–Florida resident and later becomes a Florida resident for tuition purposes must request a change in resident status prior to registering. Students must present two (2) forms of approved documentation to change their residency status prior to the beginning of the term they are requesting the change. Change in resident status is not retroactive.

Florida Residency Appeals

The Florida Residency Appeal Committee (hereafter known as the Committee) is responsible for reviewing a student's petition and associated documentation to determine if a reclassification to Florida residency is warranted. This Committee meets on an as-needed basis when the Enrollment Management residency determination conflicts with the student's determination. The Committee must decide if there is a college error that warrants a residency change.

The Residency Committee Petition must:

- be submitted by the end of the drop/add period of the term of the residency in dispute, and
- contain documented evidence that there is a college error in following State of Florida

rules pertaining to Residency for Tuition Purposes.

STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)

In accordance with Public Law 93–380, Family Educational Rights and Privacy Act, student records at the College, apart from directory information, are confidential and cannot be released except with the written permission of the student. All student records are open for inspection and review by the students unless they waive this right. This Act, with which the institution endeavors to fully comply, was designed to protect the privacy of educational records, and to establish the right of students to inspect and review their non-privileged educational records. The Act also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act. An informal complaint may be filed within the institution by contacting the Office of the Vice President of Advancement. This College policy statement explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Executive Director of Enrollment Management.

Records Maintained

1. A student is any person who attends or has attended the College regardless of curriculum modality.

A. Education records are any records (in handwriting, print, tapes, film, computer or other medium) maintained by the College or an agent of the College which are directly related to a student except:

- A personal record kept by a faculty or staff member, if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record and is not used for purposes other than a memory or reference tool.
- Records created and maintained by the College's Law Enforcement Unit for law enforcement purposes.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
- Alumni records which contain information about a student after he or she is no longer in attendance at the College, and which do not relate to the person as a student.
- The College's Executive Director of Enrollment Management is the official custodian of records and is responsible for transcript evaluation, student records, graduation certification, and the submission of necessary state and federal reports on enrollment.

2. The student records maintained by the College are classified as follows:

A. Official Academic Records are maintained in the Office of Enrollment Management. These records consist of, but are not limited to the following documents:

- Admissions and/or Readmit Applications.
- High School Transcripts (if applicable), College Transcripts (if applicable), Placement Test Scores (if applicable).
- Change of Curriculum Forms, Change of Name and Address Forms, Change of Grade Forms.

- Transfer Credit Evaluations (if applicable); and
- General Admissions and Registrar Services Correspondence.

B. Disciplinary Records are maintained under the authority of the Vice President of Advancement. They include information about the investigation, adjudication, and imposition of sanctions by the College against a student for breach of the College's code of student conduct or other written policies.

C. Financial Records are maintained by the Business Office. Financial aid application records, including tax forms, are maintained by the Financial Aid Office.

D. Employment Records of students receiving financial aid consist of work-study authorizations and are maintained by the Financial Aid Office. Non-work-study employment records of students are maintained by the Office of Talent Acquisition, Development and Accountability.

E. Medical Records are maintained by the Office of Student Success Services for students who have disclosed a disability and have provided the College with appropriate documentation. This documentation may include medical, learning, or psychiatric evaluations. All documentation provided to the Office of Student Success Services will remain strictly confidential. No information, except as provided by law, will be released to anyone, including parents, without the student's written consent.

F. Employment Records of students who are CFK employees but whose employment is not related to their academic status and not a part of student financial aid are maintained by the Office of Talent Acquisition, Development and Accountability, but are not directly affected by the provision of these guidelines.

Student Access to Records

A. Access - Students who are attending or have attended the College are to be accorded the rights of access to their records as specified by the Code except for:

I. Financial records of the parents of the student

II. Confidential letters of evaluation which have been placed in the records before January 1, 1975. Beginning January 1, 1975, the law allows the student to waive his rights of access if the letters have to do with admission, employment, or honors if the letters are used only for those purposes and the student is told, on his request, the names of all letter writers. When confidential recommendations are collected in

cases where the student has waived his or her access, the confidential statements (only) of such recommendations should be destroyed as soon as they are used for the purpose for which they were specifically intended.

B. Limitations on Access - The College shall provide a form "Student Consent to Release Educational Records Form (78.10A)," for use when a student waives his or her right of access to confidential recommendations respecting admission to an institution, application for employment, or the receipt of an honor or honorary recognition. The student will be given the opportunity to sign the "Student Consent to Release Educational Records Form" only as the need for confidential recommendations arises.

C. Procedures for Granting Access - The president authorizes the custodians of records to establish definite procedures for granting a student access to his or her record. Such procedures will be clearly described in appropriate college publications.

I. Student inspection of records is granted only upon written request, presented in person with appropriate photo identification, and must be made in the presence of designated personnel of the office maintaining the records. All requests shall be granted as soon as practicable, but in no event later than 45 days after the date of request. No documents or files may be altered or removed once a request has been filed.

II. A student may receive a copy of any and all records to which he or she has lawful access, except when a hold has been placed on his or her record pending the payment of debts owed to the College or other disciplinary holds.

Release of Information

The College will disclose "directory information" from a student's education records unless a confidential hold has been placed upon release of the information by the student. Directory information, which may be made public, includes the student's name. Students who do not wish the dissemination of "directory information" without prior consent must sign a statement at the Office of Enrollment Management within the drop period for each term. The College will disclose information from a student's educational records only with written consent of the student, records may be disclosed without consent when the disclosure is:

A. To school officials who have a legitimate educational interest in the records. A school official is:
   1. A person employed by the College in an administrative, supervisory, academic or research, or support staff position.
   2. A person elected to the Board of Trustees.
   3. A person employed by or under contract to the College to perform a special task, such as an attorney or auditor.
   4. A person who is employed by The College
   5. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
B. To officials of another school, upon request, in which a student seeks or intends to enroll. The student shall receive notification of the disclosure unless the student initiated the disclosure.
C. Subject to the conditions set forth in 34 CFR 99.35 authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, authorized representatives of the attorney general for law enforcement purposes (investigation or enforcement of federal legal requirements of federally supported education programs), or state and local educational authorities.
D. School officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
   1. determine eligibility for the aid.
   2. determine the amount of the aid.
   3. determine the conditions for the aid; or
   4. enforce the terms and conditions of the aid.
E. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute.
F. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit

the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.

G. Accrediting organizations in order to carry out their accrediting functions.
H. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency. Full rights under the act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes those rights. THE COLLEGE does not have an obligation to disclose any financial information about one parent to another. If a parent claims a student as a dependent and does not want their financial information disclosed to their spouse or former spouse, the parent may make that request to the institution.
I. In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
J. To comply with a judicial order or lawfully issued subpoena, provided the College makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if the College receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified. The Office of Talent Acquisition, Development and Accountability shall be consulted prior to release of the record. See below for further details on the College's policy in dealing with subpoenas.
K. To Veterans Administration Officials pursuant to 38 USC 3690 (c).
L. Information the College has designated as "directory information," unless a hold has been placed upon release of the information by the student.
    1. The following data is considered to be directory information and may be given to an inquirer, either in person, by mail or by telephone, and may be otherwise made public: name of student.
    2. This information will be made available and communicated to presently enrolled students through the college publications. An individual student currently enrolled may request that such directory information not be disclosed by completing the nondisclosure form, which is available electronically and in paper form, and submitting the form to Enrollment Management. Former students who do not want directory information disclosed should make such a request in writing to the Executive Director for Enrollment Management.
M. To the court those records that are necessary to defend the institution when a student initiates legal action against the institution.
    1. Personal information shall be transferred to a third party only on the condition that such a party will not permit any other party to have access to such information without the written consent of the student. In all instances where written consent is required, written consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the parties or class of parties to whom disclosure may be made.
N. In accordance with the audit and evaluation exception of the Family Educational Rights and Privacy Act (FERPA), the College may disclose personally identifiable information from education records, without the prior written consent of the student, to the Florida Department of Commerce as an authorized representative of the Florida Department of Education for the purpose of carrying out audit, evaluation, and compliance activities related to federal and state supported education and workforce programs. Such disclosures include, but are not limited to, the annual reporting of student-level data for programs listed on the State of Florida’s Eligible Training Provider List to meet the performance accountability requirements of the Workforce Innovation and Opportunity Act (WIOA) and its implementing regulations. All such data sharing will be limited to information necessary to fulfill the reporting requirements and will be conducted in accordance with applicable federal and state laws and regulations governing the privacy and security of education records.

Challenge Hearings

A. If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she may ask that the record be changed or may insert a statement in the file. Any disagreement should be resolved informally, if possible.

B. The Executive Director of Enrollment Management, upon consultation with the appropriate college officials, may authorize a correction in a record within the academic file of a student. Similar responsibility is exercised by the Executive Vice President of Academic Affairs, Executive Director of Financial Aid, Executive Vice President and Chief Financial Officer, and the Executive Director of Talent Acquisition, Development and Accountability.

C. Should the request for a change be denied the student will be notified of the College's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The student has 30 days to appeal the decision to the College President and ask for a hearing.

The President of the College shall refer the appeal to an appointed committee. The committee will include one officer of administration other than the one who has denied the request, two faculty members, and two students. The College will notify the student, reasonably in advance, of the date, place, and time of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision of the hearing committee shall be final, except that administrative recourse to the president of the College always remains open.

D. If the College decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended. The challenge to be considered in such hearing may extend only to the material in the respective College file; it may extend to the correct recording of a grade but not to the appropriateness of the grade. If the College decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the educational record and will be disclosed with it.

Addition to Records

A document or entry supplied by or at the request of the student may be placed in the student's record without additional notice to him/her. In the case of student records maintained in deans' offices and departmental offices, additions other than those mentioned in section 2 require the permission of the Executive Director of Enrollment Management, who is responsible for notification of the student.

Retire Unneeded Records

The College reserves the right for its officials to consolidate student records and to destroy records in conformance with the General Records Schedule for Public Universities and Colleges (FAC R. 1B-24.003(1)(e)) when no longer needed for educational purposes or when retention is not required by law or regulation of state or federal agencies. In this connection, the College is obliged to maintain a permanent record of transcript information. No record will be destroyed during any pending request for explanation or for

challenging or hearing, or for 60 days after completion of such action.

Rights Reserved to the College

The Act provides that the College may retain certain rights. The College thus retains the right to:

Release of Student Information in Emergency

The College reserves the right to release information from educational records if knowledge of such information by other parties is necessary to protect the health or safety of a student or other people. This information will be released only in emergencies and after consideration by college officials of the seriousness of the emergency, the need of the information by third parties to deal with the emergency, and the extent to which time is of the essence.

Charge for the Cost of Reproduction

Copies of records requested by a student in compliance with their right to such records will be charged at the rate prevailing at the time of the student requests.

Release of Statistical Information

The College will continue to use and release statistical data where individual students are not personally identifiable.

Release of Student Information to National Student Clearinghouse

The U.S. Department of Education has stated that a school's release of personally identifiable information from student education records to the Clearinghouse does not violate the Family Educational Rights and Privacy Act (FERPA).

Rights Reserved to State and Federal Agencies

The law specifically states that certain federal officials and state educational authorities may have access to student and other college records which are necessary in connection with audit and evaluation of federally supported education programs in connection with the enforcement of federal legal requirements relating to such programs.

Right to File a Complaint

Complaints regarding alleged institutional violation of rights accorded parents and eligible students by Section 438 of the Act may be submitted in writing to the Department of Health, Education and Welfare.

The College has policies and procedures in place to address and resolve student grievances in a fair and timely manner. Like all CFK students, distance learners are advised to address grievances following the procedures outlined in the Student Handbook. However, when an issue cannot be resolved internally, distance students residing outside of Florida may utilize the following procedure to file a complaint with the FL-SARA representative.

All complaints must be reported to the state portal entity. Complaints can be submitted by email to mailto:FLSARA@fldoe.org.
Students may also refer to the Complaint Process for Out of State Distance Learning Students which is posted on the Distance Learning resource page.
http://libguides.cfk.edu/lrc/complaintprocessforoutofstatedistancelearningstudents.

Complaint Procedures

Students must first go through the institutional complaint procedures. If the student is not satisfied with the outcome, he/she may appeal the complaint to the Council by sending an email to FLSARAinfo@fldoe.org.

Complaint Requirements

1. Complaints must be filed within two years of the incident about which the complaint is made.
2. Complete the institutional complaint process prior to submission with the Council.
3. Complaint must be a formal assertion in writing that the terms of SARA, or of laws, standards, or regulations incorporated by SARA, are being violated by a person, institution, state, agency, or other organization or entity operating under the terms of SARA.
4. You are a student of an FL-SARA approved institution.
5. If you are not a student, but have a concern about any of the above, you may submit a complaint. FL-SARA Complaint Procedure

STUDENT RIGHT-TO-KNOW ACT OF 1990

The Student Right-to-Know Act of 1990 requires colleges to disclose graduation or completion rates for the student body. The Florida Department of Education (FLDOE), Secretary of Education, has assumed responsibility for the compilation and dissemination of this data. Individuals interested in this data should contact the FLDOE, 325 W. Gaines Street, Suite 1314, Tallahassee, Florida, 32399-0440, (805)410-5200.

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USE

In compliance with Florida Statute 119.071(5), this serves to notify all students of the purpose for the collection, release, and usage of their Social Security Number (SSN).

Pursuant to Florida Statute, 119.971(5)(a)2.a., The College of the Florida Keys collects and uses your SSN solely for purposes essential to the College's duties and responsibilities. This includes compliance with federal and state laws related to employment, financial and academic assistance, inter-institutional articulation or transfer, and other legally mandated activities.

To protect your identity, the College will:

- Secure your SSN from unauthorized access.
- Strictly prohibit the release of your SSN to unauthorized parties contrary to state and federal law.
- Assign you a unique student identification number.

Uses of Student Social Security Numbers:

1. Admissions: Federal legislation related to the Hope Tax Credit and other education-related tax benefits requires postsecondary institutions to report student SSNs to the Internal Revenue Service (IRS) and issue tax form 1098-T for payment activities each year. This necessitates the collection of SSNs from all students. While you may refuse to disclose your SSN, the IRS may impose a $50 fine under the Internal Revenue Code, Section 25A. Additionally, the Florida public school system uses SSNs as student identifiers (1008.386, F.S.), which benefits postsecondary institutions in tracking and assisting students' educational transitions. Providing your SSN is not a condition for enrollment or graduation.

2. Non-Credit Programs: Your SSN may be used for reporting to the state to facilitate certification and license renewal, as well as for reporting non-credit course and in-service training information as required by state law.
3. Financial Aid: The U.S. Department of Education's Free Application for Federal Student Aid (FAFSA) requires SSNs for federal financial aid programs. The SSN is used as a student identifier for processing and reporting [34 CFR 668.16], for verifying citizenship status with the Department of Homeland Security [34 CFR 668.32, 33], for the federal Work Study Program [34 CFR 668.36], and for loan applications by lenders/servicers/guarantors.
4. State of Florida Grants and Scholarships: If you are a recipient of a State of Florida grant or scholarship, such as the Florida Student Assistance Grant [1009.40 FS], Florida Work Experience [1009.77 FS] or Bright Futures [1009.53 FS], the Florida Department of Education requires your SSN for disbursement and reporting purposes.
5. Florida Prepaid Plan: This state-administered program managed by the Florida Prepaid College Board requires an SSN for the Educational Saving Plans to be applied to your student account at the College.
6. Tuition Waiver for State Employees: The State of Florida Department of Financial Services requires your SSN to verify eligibility for tuition waiver. [110.1099 FS]

Financial Aid Department Use of Social Security Number (SSN)

The Free Application for Federal Student Aid (FAFSA) requires SSNs for federal financial aid programs. The SSN is used as a student identifier for processing and reporting [34 CFR 668.16], for verifying citizenship status with the Department of Homeland Security [34 CFR 668.32, 33], for the federal Work-Study Program [34 CFR 668.36], and for loan applications by lenders/servicers/guarantors.

If you are a recipient of a State of Florida grant or scholarship, such as the Florida Student Assistance Grant [1009.40 FS], Florida Work Experience [1009.77 FS] or Bright Futures [1009.53 FS], the Florida Department of Education requires your SSN for disbursement and reporting purposes.

Florida Prepaid Plan is a state-administered program managed by the Florida Prepaid College Board and requires an SSN in order for the Educational Saving Plans to be applied to your student account at the College.

Tuition Waiver for State Employees: The State of Florida Department of Financial Services requires the listing of social security numbers to verify eligibility for tuition waiver [110.1099 FS].

OVERVIEW OF STUDENT SERVICES

Enrollment Management

New students must apply for admission in advance of registration. Returning students with an absence of one year or longer must complete an application with updated residency documentation. The registration process works on a first-come, first-serve basis. For the best selection of class sections and times, plan to register as early as possible. Transfer students must list all post-secondary (after high school) institutions attended on their admissions application and must have official transcripts from all of those institutions sent directly to the College's Enrollment Management Office. Transcripts not received by the end of the student's first term of enrollment will prevent future registration.

All degree and certificate-seeking students should consult with their advisor prior to registering to secure

an approval signature on their course registration form. Registration may be available online for returning students or for students that have an application for admission on file. Enrollment Management maintains student records. Students may access forms that include instructions to update student records through the CFK website. Completed forms enable Enrollment Management to update student records with the following information:

- Change of Name
- Change of Program of Study
- FERPA (Federal Educational Rights and Privacy Act) authorization
- Florida residency
- Graduation application
- Official transcript requests

Citizenship / Lawful Presence Requirement for Admission

Ensure that all students admitted to the Florida College System institution are citizens of the United States or lawfully present in the United States. This policy must include a procedure for requiring applicants to provide an attestation that he or she is a citizen of the United States or lawfully present in the United States prior to being granted admission to the institution and to provide documentation of such citizenship or lawful presence prior to enrolling in the institution. This requirement is implemented in accordance with changes to Florida State Board of Education Rule 6A-10.0240 and applies to all applicants, including dual enrollment students; State Board of Education Rule 6A-6.014 imposes the same requirements applicable to adult education students.

As of August 5, 2026, all applicants for the spring 2027 term and subsequent terms are responsible for providing the required documentation. EM staff may access the Driver and Vehicle Information Database (DAVID) to assist with verifying citizenship or lawful presence documentation. To access the DAVID system, EM staff must complete annual training, participate in quarterly internal audits, and renew the required agreement annually.

If applicants were previously admitted but did not enroll, or if students took a break in enrollment that requires an application for readmission, they must meet the requirements in effect at the time of readmission.

Acceptable Documentation:

If you are a U.S. citizen, you may provide one of the following:

- Birth certificate
- U.S. passport
- Certificate of Naturalization (Form N-550 or N-570)
- Certificate of Citizenship (Form N-560 or N-561)
- Consular Report of Birth Abroad (Form FS-240)
- Certificate of Birth Issued by a Foreign Service Post (Form FS-545)
- Certification of Report of Birth (Form DS-1350)

If you are lawfully present in the United States, acceptable documentation may include:

- Permanent Resident Card or Resident Alien Card
- Arrival/Departure Record (Form I-94)
- Employment Authorization Document
- Documentation confirming refugee or asylum status

- Other acceptable official immigration documentation

The U.S. Citizenship and Immigration Services (USCIS) provides examples and descriptions of commonly used immigration documents.

The Office of Enrollment Management will review provided documentation. If the College cannot verify lawful presence based on the documentation submitted, applicants are notified.

Nondiscrimination Toward Students and Applicants for Admission

The College is dedicated to facilitating equal access/equal opportunity in its educational policies and practices. The College is committed to providing a learning environment where the individual differences of all students are valued and respected. All students and applicants for admission are entitled to be treated fairly, and with dignity, free from discrimination. The College will not tolerate any form of discrimination toward students and applicants in its educational services and activities on the basis of race, religion, gender, age, sexual orientation, marital status, national origin, or disability. All educational services and activities will promote equal access/equal opportunity. Any student or applicant for admission that has concerns about equitable treatment has access to the College Civil Rights Compliance Officer (CRCO) and the Student Disciplinary/Grievance Procedures. The College continually notifies students and applicants for admission of this rule and the rule on Student Disciplinary/Grievance Procedures. Notice of this rule and the rule on Student Disciplinary/Grievance Procedures is posted in conspicuous locations on all campuses, including student common areas and the student admission/registration area. Notice is also regularly published in college publications including, but not limited to, the college newsletter, the college catalog, course schedule, and this student handbook.

The CRCO is designated to coordinate compliance with all applicable state and federal regulations. Students, applicants, and the public are regularly notified of the name, title, address and telephone number of the CRCO. Notice of the CRCO is posted in conspicuous locations on all campuses and is published in college publications, including, but not limited to the following: college newsletter, college catalog, course schedule, and student handbook.

The College is an equal access/equal opportunity institution. Discrimination/harassment based on color, race, ethnicity, genetic information, sexual orientation, religion, gender, age, national origin, marital status, or disability in admission to, or employment in, its education programs or activities is prohibited. Please report any form of discrimination/harassment immediately to the College's Civil Rights Compliance Officer:

Promise Clark-Kimbio
Manager, Talent Acquisition, Development, and Accountability
5901 College Road
Key West, Florida 33040
305-809-3151
Or to the Office for Civil Rights of the U.S. Department of Education.

Entry Assessment for Non-Native Speakers of English

Instruction at the College is in the English language. Non-native speakers of English wishing to pursue a course of study for credit must demonstrate that they possess an adequate level of English proficiency. Non-native English-speaking students must complete a beginning level before the Levels of English Proficiency (LOEP) test can be administered unless the student demonstrates an adequate understanding

of the English language then he/she can take the LOEP. Results of this test are used to determine the English proficiency level of the student. Information regarding the LOEP and the TOEFL can be obtained in the Office of Community Engagement and Testing at 305-809-3185.

Substitute Admission and Graduation Requirements for Students with Disabilities Policy

Purpose

The purpose of this procedure is to establish a mechanism whereby eligible students with disabilities may be provided special considerations for reasonable substitution for any requirement for admission to the institution, admission to a program of study, or graduation. Florida Administrative Code (FAC) 6A-10.041 authorizes reasonable substitution for these requirements to any person who has a documented hearing impairment, visual impairment or a specific learning disability, orthopedic/physical impairment, speech/language impairment, emotional or behavioral disability, autism spectrum disorder, or other disability. Substitutions will only be utilized in cases where the person's failure to meet the requirement is related to the disability and where the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program (CFK Procedure 75.21).

Definitions and Explanations

Eligible students with disabilities will be defined in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. For the purpose of this procedure, the following definitions shall apply, based on FAC 6A-10.041:

Hearing Impairment — A hearing loss of thirty (30) decibels or greater, pure tone average of 500, 1000, 2000 Hz and 4000 Hz, ANSI, unaided, in the better ear. Examples include, but are not limited to, conductive hearing impairment or deafness, sensor neural hearing impairment or deafness, high or low tone hearing loss or deafness, acoustic trauma hearing loss or deafness.

Visual Impairment — Disorders in the structure and function of the eye as manifested by at least one of the following: visual acuity of 20/70 or less in the better eye after the best possible correction, a peripheral field so constricted that it affects one's ability to function in an educational setting, or a progressive loss of vision which may affect one's ability to function in an educational setting. Examples include, but are not limited to, cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

Specific Learning Disability — A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, developmental aphasia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological process.

Orthopedic/Physical Impairment_— A disorder of the musculoskeletal, connective tissue disorders, and neuromuscular system. Examples include, but are not limited to, cerebral palsy, absence of some body member, clubfoot, nerve damage to the hand and arm, cardiovascular aneurysm (CVA), head injury and spinal cord injury, arthritis and rheumatism, epilepsy, intracranial hemorrhage, embolism, thrombosis (stroke), poliomyelitis, multiple sclerosis, Parkinson's disease, congenital malformation of brain cellular tissue, and physical disorders pertaining to muscles and nerves, usually as a result of disease or birth defect, including, but not limited to, muscular dystrophy and congenital muscle disorders.

Speech/Language Impairment_— Disorders of language, articulation, fluency, or voice which interfere with communication, pre-academic or academic learning, vocational training, or social adjustment. Examples include,

but are not limited to, cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy, and aphasia.

Emotional or Behavioral Disability — Any mental or psychological disorder including, but not limited to, organic brain syndrome, emotional or mental illness, or attention deficit disorders.

Autism Spectrum Disorder — Disorders characterized by an uneven developmental profile and a pattern of qualitative impairments in social interaction, communication, and the presence of restricted repetitive, and/or stereotyped patterns of behavior, interests, or activities. These characteristics may manifest in a variety of combinations and range from mild to severe.

Traumatic Brain Injury — An injury to the brain, not of a degenerative or congenital nature but caused by an external force, that may produce a diminished or altered state of consciousness, which results in impairment of cognitive ability and/or physical functioning.
Intellectual Disability – A disorder significantly below average general intellectual and adaptive functioning manifested during the developmental period, with significant delays in academic skills. Developmental period refers to birth to eighteen (18) years of age.

Other Health Impairment — Any disability not identified in paragraphs (1)(a) through (j)- of FAC 6A-10.041, where due to the identified disability, completion of the requirement is deemed impossible by a disability professional.

Procedure

The Executive Vice President of Academic Affairs is designated as the person to make the determination of substitute admission and graduation requirements. In determining whether to grant a substitution, documentation to substantiate that the disability can be reasonably expected to prevent the individual from meeting requirements for admission to the institution, admission to program of study, or graduation shall be provided by the student as requested by the College.
As required by rule 6A-10.041, the College shall provide the following mechanisms for the implementation of Chapter 86-194, Laws of Florida:

I. A mechanism to identify persons eligible for reasonable substitutions due to vision impairment, hearing impairment, or specific learning disability.

A. Persons eligible for substitutions will be made known to the College through a process of self-identification. The college catalog informs persons with disabilities of the availability of substitutions and directs contact to the Coordinator for the Student Accessibility Services who will review documentation to determine eligibility.

II. A mechanism for identifying reasonable substitutions for criteria for admission to the institution, admission to a program of study, or graduation related to each disability.

A. Reasonable substitution for criteria for admission to the institution.
No substitution policy is necessary regarding admission to the College due to an open door and equal opportunity admission policy. Each identified student with a disability is referred to the Coordinator for Student Accessibility Services for accommodations consultation and to an academic advisor for appropriate academic advising.

All incoming students must take a placement test. Scores for any of these tests are valid for only two years from the date the test was last taken. Students may request

accommodations for the SAT or ACT through the agencies that govern those tests. The results of the placement test will help determine the courses for which a student may register. For tests administered by the College, students who require other accommodations or test administration modification must request and make those arrangements with the Coordinator for Student Accessibility Services prior to taking the tests.

B. Reasonable substitution for criteria for admission to a program of study.

1. The student shall present appropriate documentation of disability to the Coordinator for Student Accessibility Services.

2. The Coordinator for Student Accessibility Services, or designee, shall convene a Substitution Review Committee to meet within fifteen (15) working days of receipt of the student's request.

3. Substitution Review Committee recommends reasonable substitution(s) for criteria for admission to a program of study to the Executive Vice President of Academic Affairs within five (5) days of meeting.

4. The Executive Vice President of Academic Affairs shall approve or deny the recommendation for substitution of admission requirements within five (5) days of receiving recommendation.

5. The Coordinator for Student Accessibility Services notifies the student within five (5) days of receiving the determination of the Executive Vice President of Academic Affairs.

6. If the request is denied, the student may file an appeal within ten (10) days of receiving the determination to the Vice President of Advancement.

C. Reasonable substitution for criteria for entry into upper division.

1. The student shall present appropriate documentation of disability to the Coordinator for Student Accessibility Services.
2. The Coordinator Student Accessibility Services, or designee, shall work directly with the student's advisor within fifteen (15) working days of receipt of the student's request.
3. The Coordinator for Student Accessibility Services and advisor recommend reasonable substitution(s) for criteria for entry into upper division to the Executive Vice President of Academic Affairs within five (5) days of meeting.
4. The Executive Vice President of Academic Affairs shall approve or deny the recommendation for substitution of criteria for entry into upper division within five (5) days of receiving recommendation.
5. The Coordinator for Student Accessibility Services notifies the student within five (5) days of receiving the Executive Vice President of Academic Affairs' determination.
6. If the request is denied, the student may file an appeal within ten (10) days of receiving the determination to the Vice President of Advancement.

D. Reasonable substitutions for criteria for graduation.

1. The student shall present appropriate documentation of disability to the Coordinator for Student Accessibility Services.
2. The Coordinator for the Student Accessibility Services, or designee, shall convene a Graduation Review Committee to meet within fifteen (15) working days of receipt of the student's request.
3. The Coordinator for Student Accessibility Services and advisor recommend reasonable substitution(s) for criteria for graduation from the institution to the Executive Vice President of Academic Affairs within five (5) days of meeting via the Substitute Graduation Requirements Request Form.
   - The Coordinator for Student Accessibility Services will also include applicable

Curriculum Modifications for review by the Executive Vice President of Academic Affairs.

4. The Executive Vice President of Academic Affairs shall approve or deny the recommendation for substitution of graduation requirements within five (5) days of receiving recommendation.
5. The Executive Vice President of Academic Affairs will return the Substitute Graduation Requirements Request Form to the Coordinator for Student Accessibility Services as well as a copy of approved Curriculum Modifications for record.
6. The Coordinator for Student Accessibility Services notifies the student within five (5) days of receiving the determination of the Executive Vice President of Academic Affairs.
7. If the request is denied, the student may file an appeal within ten (10) days of receiving the determination to the Vice President of Advancement.

III. A mechanism for making the designated substitutions known to affected persons.

A. A statement regarding these procedures and other services for students with disabilities shall be placed in the college catalog and other college publications.

IV. A mechanism for making substitution decisions on an individual basis.

A. Procedures outlined in section (II), A, B, and C, allow for student requests for substitution of admissions, program, and graduation requirements to be considered on an individual basis that guarantees the student's rights are not denied.

If a request for a course substitution is granted in a subject area that has college preparatory requirements, as provided in FAC 6A-10.0315, in the basic skill area for which the student in eligible for a course substitution, the student would be eligible for an exemption from those college preparatory courses in accordance with SBE 6A-10.0315, provided that successful completion of that coursework is not considered an essential part of the curriculum in the student's academic program.

Decisions for special considerations [i.e., waivers(s), for exit test requirements] will also be made on an individual basis as provided by Florida Statutes, 1008.29 and 1004.91. Waiver(s) for tests or subtests, granted by other state institutions, would be accepted by the College as provided by Florida Statute 1008.29.

Should a student with a disability be denied a substitute requirement and/or special consideration, he/she may appeal the decision in accordance with the College's student appeals procedures.

V. A mechanism for a student to appeal a denial of a substitution or to appeal a determination of ineligibility.

A. The student shall file a written appeal to the Vice President of Advancement.
B. The Vice President of Advancement shall initiate the Student Complaint Procedure.

VI. Substitutions provided by other institutions.

A. In accordance with FAC 6A-10.041(3), the College will accept all substitutions previously granted by a state post-secondary institution. The student must notify the Coordinator for Student Accessibility Services and the Executive Director of Enrollment Management of the previously granted substitution. The student will supply dated, official documentation of the substitution from the granting institution.
B. The Coordinator for Student Accessibility Services will initiate a substitution form and forward it to the Executive Vice President of Academic Affairs for approval. The Executive Vice President of Academic Affairs will forward the approved form to the Office of Enrollment Management for input into the database. Once the substitution is included in the database, the Office of Enrollment Services will notify the Coordinator for Student Accessibility Services, who will notify the student. A record of the granting of substitute requirements will be kept at Student Accessibility Services and at the Office of Enrollment Management.
C. In compliance with state statute, the Office of Enrollment Management and Student Accessibility Services will maintain records of the number of students with disabilities granted special consideration and/or substitutions by type of disability, number of requests for substitutions, requirement for which substitutions were granted, number of students granted substitutions and the number of requests for substitutions or special considerations which were denied.

VII. Recognition by other institutions of substitutions provided by the College.

When granting substitutions, the College shall consider whether the substitutions that it provides will be accepted by the receiving institutions and advise its students accordingly. If it has been determined that the student will transfer to a particular state university or senior college, the student may request that the Coordinator for Student Accessibility Services contact that college to inquire as to whether the substitution(s) will be accepted. The student is apprised of the results of this inquiry prior to granting the course substitution(s).

Student Accessibility Services

The College is committed to providing full access to all programs, services, and facilities for qualified individuals with documented disabilities as mandated by the Americans with Disabilities Act of 1990 (ADA) and in compliance with Section 504 of the Rehabilitation Act of 1973. Disabilities as outlined in the ADA and by the College may include specific learning disabilities, visual, hearing, speech, physical and other disabilities determined by individual situations. The Student Accessibility Services office assists students with disabilities in all aspects of college life to ensure their educational experience is successful. Financial aid is available for students with disabilities who are enrolling part-time based upon a necessary disability accommodation.

Student Success Staff are available to meet with students to provide details about the services listed. We encourage interested individuals to contact Student Accessibility Services at (305) 809-3262 with questions.

To promote academic success, Student Accessibility Services offers a wide variety of accommodations and support services. Services include, but are not limited to:

- Information and referrals to campus and community services
- Advice on classroom accommodations
- Liaison between student and faculty, provide assistance to faculty on effectively working with the student
- Instructor notification of student with disability – with student's permission only

- Readers, note-takers, tutors
- Modified or extended test taking
- Course substitutions
- Accessibility to classrooms and buildings
- Equipment loan
- Voter's Registration

How to Obtain Services

In order to be provided reasonable accommodations as a student with a disability, a student must self-identify with documentation of their disability by submitting an application and documentation through the College's secure reporting mechanism, MAXIENT. The link to submit the application can be found on the Student Accessibility page, located here: https://www.cfk.edu/academics/learning-support/accessibility-services/ . Once the application has been completed and all required documentation has been submitted to via the secure reporting site, MAXIENT, services may begin. To ensure obtaining prompt accommodations, documentation must be received prior to the beginning of the semester.

Documentation may include:

1. A specific diagnosis of the disability.
2. Specific limitations caused by the disability, or functional loss.
3. Recommendations for accommodations needed.
4. Limitations the disability causes and the effect on the student's learning ability.
5. A list of medications being taken.

Documentation should be dated three years current, depending on the diagnosis. However, Student Accessibility Services may modify the period if the student has specific updated documentation on official letterhead signed and dated by a medical professional, with a clear diagnosis of the disability.

Academic and career advising are available to all students. When enrolling at the College, a self-identified student with a documented disability may receive accommodations, support services and academic adjustments based on their individual needs as determined by the Coordinator Student Accessibility Services and provided individual disability documentation.

Reasonable accommodations are made at little or no expense to the student.

A student who requests accommodations must present their request in sufficient time to coordinate services. Some services may require a minimum of two weeks to arrange. If specific learning tools or accommodations are needed, it is the responsibility of the student to make such requests known with ample time for the tool/accommodation to be provided so the student has what they need to begin the semester successfully.

Accommodations are designed to meet a student's individual learning needs do not reduce their responsibility for meeting the same academic standards, student conduct codes, and course requirements as those required of all students at the College.

National Voters Registration Act-Section 7

Student Accessibility Services is here to help you become a registered voter or update an application.
Every applicant has the right to:

- Apply to register or update registration record
- Have services/benefits/assistance unaffected by registering or not registering

- Receive the same degree of assistance as provided for primary agency service/benefit/assistance
- Be able to complete application privately
- Have information kept confidential
- Submit a complaint regarding violation of the above to: http://election.dos.state.fl.us

Students should contact Student Accessibility Services for further information by calling 305-809-3262.

Financial Aid and Veteran's Affairs Overview

The College prides itself on its personal approach to helping students and their families plan to meet the costs of attending college. Students who qualify for financial aid can attend the College with a variety of resources from institutional, state, federal, and other public and private agencies. Students are encouraged to apply for financial aid as early as possible to avoid missing important deadlines and funding opportunities. Financial aid staff is available to offer assistance with this process. Please refer to the CFK College Catalog for more information.

Student Eligibility Standards

To be eligible for financial aid, a student must:
• be a U. S. citizen or an eligible non-citizen
• have a valid Social Security number
• have a high school diploma, equivalent (passing score on the HiSET, the TASC, or California High School Proficiency Exam or GED)
• complete the Free Application for Federal Student Aid (FAFSA) at the Federal Student Aid
• have completed an application for admission to the College
• be admitted into an eligible degree or certificate program
• not have defaulted on or owe a refund on any previous aid
• maintain satisfactory academic progress

For financial aid purposes, a student is making satisfactory academic progress if they meet the following criteria:
• A cumulative grade point average (GPA) of 2.0
• Successful completion of 67% of credit hours attempted
• Completion of their degree before attempting 150% of the hours required for that degree

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.

Applying for Financial Aid

Students applying for any type of financial assistance (including scholarships) are encouraged to file the Free Application for Federal Student Aid (FAFSA). This application can be found and completed online at the Federal Student Aid. When completing the FAFSA, be sure to include the College's school code **001485**.
It is important to note that students must reapply each academic year for financial aid.

When to Apply

Priority is given to applications received by the College no later than the financial aid priority deadlines shown in the College's Operational Calendar.

Student Financial Aid Responsibilities

It is the student's responsibility to:

• Follow the priority filing deadline dates
• Register for courses prior to financial aid deadlines as listed on the Operational Calendar
• Register for the number of credit hours required for aid
• Enroll in courses pertaining ONLY to their selected degree
• Maintain satisfactory academic progress
• Use aid only for expenses related to attending the College
• Check their college email and "myCFK" accounts for financial aid information and additional eligibility requirements
• Pay any balance due to the College if aid does not cover all charges
• Talk to College Office of Financial Aid and Veteran Services staff if they have any questions

How Eligibility is Determined

After both a college application is processed and a FAFSA is received, the College determines a student's aid eligibility based on Student Aid Index (SAI) and all other aspects of eligibility, such as degree–seeking status, Satisfactory Academic Progress, etc.
Students holding an earned bachelor's degree from a U.S. college or university are not eligible for federal Pell Grant money but may be eligible for other federal and private aid.

Students who transfer to the College from another institution must submit their official transcript to Enrollment Management for processing. Transfer work must be evaluated to determine if the student is meeting basic federal requirements of Satisfactory Academic Progress and maximum time frame. It is the student's responsibility to ensure that all necessary documents are submitted in a timely fashion so that sufficient time for processing is allowed. Students have one semester to submit their transcripts. Failure to do so in this timeframe will disallow financial aid to be paid in future terms.

Only courses that count towards the completion of a financial aid eligible degree program will receive federal aid.

All audited coursework (a grade of "X") will not be used in the determination of financial aid awards. In addition, enrolled students may not change their registration status to an audit once the financial aid has been determined.

Reimbursement of Charges

Students who have paid for their courses and subsequently become financial aid eligible will be reimbursed for their educational expenses up to the amount of the award.

Notification of Satisfactory Academic Progress (SAP) Status

Students are sent notification of their SAP status to their college-issued email address. However, it is the responsibility of the students to monitor their own Satisfactory Academic Progress. The absence of an email notification of SAP status is NOT grounds to dispute financial aid eligibility.

Financial Aid Standards of Academic Progress

As part of determining initial and continued eligibility for financial aid, students must demonstrate/maintain satisfactory academic progress standards toward a specified degree or eligible certificate as established by federal, state, and institutional policies and regulations. Satisfactory Academic Progress (SAP) is measured at the end of each semester based on cumulative student performance. The academic year at the College for financial aid begins with fall and concludes with summer. Satisfactory Academic Progress will be measured at the end of fall, spring, and summer terms. Beginning with fall 2026, students enrolling at the College for the first time as a transfer student are considered initially to be meeting SAP. The measurement of SAP will be made at the conclusion of the first enrollment term and will

include all accepted transfer credits. Students being re-admitted will have SAP reviewed based on their prior academic record at the College. Students who have been academically suspended from the College and are re-admitted to the school, are not automatically eligible for financial aid. If a student does not meet SAP guidelines, an approved appeal is required to receive aid. For financial aid purposes, being enrolled in a course for credit (or remedial coursework) beyond the official drop/refund deadline counts as an attempt. Satisfactory progress includes all previous academic history, even if the student did not receive financial aid. Below are the three criteria used each term to determine financial aid status.

- **Quantitative/Pace (cumulative attempted vs. earned hours):** Students must earn at least 67% of their cumulative combined credit hours attempted. Courses with grades of F, I, W, and FN and repeat courses count as hours attempted, but do not count as earned. Transfer hours accepted by the college for credit are counted as attempted and earned. Remedial courses count in the quantitative calculation. The 67% rate is determined by dividing the cumulative number of earned credit hours by the cumulative number of attempted credit hours. The result will be rounded to the closest whole number.

- **Qualitative (GPA) Standards:** Financial aid recipients must earn/maintain a minimum cumulative grade point average (GPA) of at least 2.0. The cumulative GPA for SAP purposes considers grades earned for all periods of enrollment even if the student did not receive financial aid. Non–credit continuing education and workforce coursework (including English as a Second Language) will not be counted toward the term grade point average for Federal Student Aid.

- **Maximum Timeframe:** Federal regulations require that an undergraduate student must complete his or her program in a period no longer than 150% of a school's published program length. This is referred to as Maximum Timeframe. For example, students enrolled in programs requiring 60 hours will be allowed to receive financial aid for up to 90 attempted hours (60 x 1.5 = 90). The total number of credits required for completion varies by program. All attempted hours used for the qualitative measure are used for Maximum Timeframe. A recalculation may be made for credit that does not apply if a student changes certificate or degree programs. This recalculation may be made for Maximum Timeframe only.

  Once a determination is made that it is not possible for a student to complete a degree within the maximum time frame, the student's aid will be terminated. An appeal accompanied by an academic plan may be submitted to the financial aid office and then forwarded to the Appeals Committee for consideration.

Financial Aid Status

Financial Aid Warning

Realizing that a student's academic career may experience occasional hardships, a one–term warning is provided to those financial aid students who do not meet the Satisfactory Academic Progress criteria. In order to be removed from Financial Aid Warning, the student must successfully meet Satisfactory Academic Progress criteria on a term and cumulative basis in his or her next term. Should the student fail to do so, he or she will be placed on Financial Aid Suspension.

Financial Aid Suspension

Should a student fail to meet the requirements for reinstatement under Financial Aid Warning, they will enter into Financial Aid Suspension. At this point, all federal, state, and institutional funding will cease for the succeeding term of enrollment, including all student loan programs. To be removed from Financial Aid Suspension, the student must take classes at their own expense until minimum SAP standards have been

achieved or complete a Satisfactory Academic Progress Appeal and that appeal must be approved by the Financial Aid Appeals Committee.

Financial Aid Probation

This status is assigned to a student who fails to meet SAP standards, has appealed, and had the appeal approved. This student may receive financial aid for one enrollment period or meet the terms of the approved appeal at the end of the following enrollment period, in order to continue receiving financial aid.

Academic performance of students on financial aid probation is monitored at the end of each term until the student is no longer violating SAP standards. Students who violate their probation status will be placed back in Financial Aid Suspension. See above.

Appeal Process

Should the student feel that there are extenuating circumstances related to their failure to meet the above SAP standards, they may appeal for possible re–instatement. Students who are not satisfied with the decision of the Financial Aid Office have the right to appeal the decision with the Financial Aid Executive Director. Students have until the published deadline date put forth by the financial aid office each term to file an SAP appeal and submit the required supporting documentation of extenuating circumstances. The Financial Aid Suspension Appeal form includes instructions on required documentation and is available in the Financial Aid office or on the College's website. Students who have received approval of a financial aid suspension appeal will be required to follow an academic plan on file and may only earn grades of A, B, or C while working from that approved appeal. Grades of D, F, FN, W or I will result in immediate financial aid suspension. Students may not have more than three financial aid appeals while enrolled at the College.

Military Tuition Assistance

Active-duty military personnel may be eligible to receive tuition assistance subsidized by the military. For full details, students should contact their Education Office. For assistance with the College process, please contact the Business Office at 305-809-3186.

Veterans' Affairs (VA) Overview

The College is approved for the training of veterans who can qualify for such training under current federal laws. Persons with military service are urged to investigate their educational rights. Contact the Office of Financial Aid and Veteran's Affairs at financialaid@cfk.edu. The Office of Financial Aid & Veterans' Affairs is available to assist all eligible U.S. veteran students and dependents who are using their VA educational benefits to further their education. Information is available on activating and successfully using VA educational benefits at the CFK Veteran Affairs webpage.

Academic advising is available through the Academic Advising Office. Veterans with disabilities may also be assisted by the Office of Students with Disabilities.
Services provided:

- Deferment of fees for qualified veterans
- Non-resident tuition waiver
- Course certification
- Consultation on course validity and impact on VA educational benefits
- Educational benefit troubleshooting
- Connection to other community and VA-related resources

Deferment of Fees for Qualified Veterans

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Additionally, this provision expires 90 days after the institution certifies tuition & fees for the individual student.

In regard to all other VA educational benefit chapters, under the provisions of Florida Law, any eligible veteran or other person who wishes to pursue an approved program of education or training within the meaning of Chapter 30 or 35 Title 38 United States Code at any institution within the State University System or Community College System shall be allowed one (1) deferment for the payment of registration fees within any 12–month period and an additional deferment each time there is a delay in fees. This is considered to be the 12–month period commencing on the first day of regular registration of the term for which the eligible veteran is requesting deferment.

No deferment can be longer than sixty (60) days or up to ten (10) days prior to the end of the term (last day of final examination) whichever is shorter. Failure to pay deferred fees when due will result in withdrawal from courses with the full fees still owed. Full repayment is due whether or not the Veteran receives their VA benefits.

No deferment shall be granted to an eligible person who has received advanced or prepaid educational benefits from the Veterans Administration.

VA Benefit Recipients and Standards of Academic Progress

Students utilizing VA educational benefits are subject to the College's policies regarding Academic Progress. If a student is placed on academic or financial aid suspension, this must be reported to the VA causing a cessation of future benefits for that student. A VA student seeking to take courses following a suspension, and have educational benefits reactivated, must meet the requirements of resolving their academic suspension as outlined in the CFK Student Handbook. Additionally, the VA student must meet with their academic advisor to complete the VA Student Academic Standing Authorization Form and a degree completion plan that will be submitted to the College's VA School Certifying Official.

Certification of courses cannot happen until these documents have been received and approved. Failure to

meet the terms of academic or financial aid probation or failure to follow the prescribed academic plan, will result in a new suspension of benefits.

Grant Programs

Federal Pell Grant

The Federal Pell Grant is a need–based federal grant for students seeking their first undergraduate degree. Financial need is determined by the student aid index (SAI) from the student's processed FAFSA (Free Application for Federal Student Aid). The annual award amount is determined by the SAI and enrollment status and the amounts range based on enrollment hours. Students may receive funding only for courses that are required for the programs of study and a maximum of thirty (30) credit hours of required college–preparatory coursework.

Students must be enrolled in a degree or eligible certificate program for a specified number of credits each term. The final Pell Grant award will be determined by the number of hours attended approximately three (3) weeks into the term. Should a student reduce the number of enrolled credit hours, they will then owe the College for the dropped course(s) and any lab fees or book charges not covered by the adjusted Pell award. All Pell students are advised to speak with a financial aid staff person prior to dropping and/or withdrawing from a course.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need–based federal grant awarded to undergraduates seeking a first undergraduate degree in an eligible program who have demonstrated exceptional financial need as determined by the results of the FAFSA. Priority is given to students with an SAI of 1500 and who apply for financial aid early. Students must enroll for a minimum of six (6) credit hours to qualify. Limited funding is available each year for this program, and funds are available on a first–come, first–served basis. The award is in addition to the student's Pell Grant award.

Florida Student Assistance Grant (FSAG)

FSAG is a need–based State of Florida program for students who meet Florida residency requirements. To qualify, a student must be seeking a first undergraduate degree, be enrolled in an associate or baccalaureate degree program, be eligible for a Pell Grant, and be enrolled for a minimum of six credits per term. The amount awarded for part–time, three quarter time, and full–time enrollment is determined by the State of Florida on an annual basis. FSAG is awarded by the College on a first – come, first–served basis each term. Initial eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA). The FSAG is in addition to the student's Pell Grant award.

Work Programs

Federal Work Study Program (FWS) and Florida Work Experience (FWEP)

The Federal Work Study Program and Florida Work Experience are programs for students with financial need. Students may be employed on our main campus or one of the College's centers. As a work study employee, students may work a maximum of twenty (20) hours per week and start with a $15.00 hourly wage. Actual job placement is dependent upon the student's educational objectives, prior work skills, and the availability of work–study positions. Eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA), and enrollment in a minimum of six credits per term. Students request participation in the FWS/FWEP through an application found on the CFK website: Employment Opportunity.

Loan Programs

Student Loans

All College students are eligible to participate in the Direct Lending Program, unless a student has defaulted on a previous loan or has reached a lifetime limit. There are three (3) categories of loans: Subsidized Direct loans, Unsubsidized Direct loans and the Parent PLUS Loan for Undergraduate Dependent Students. All applicants must apply by completing the Free Application for Federal Student Aid (FAFSA). The Parent PLUS Loan for Undergraduate Dependent Students also requires an additional parent application be completed via the PLUS Loan Application | Federal Student Aid.

All loan recipients must be enrolled at least half–time each term of disbursement and must be participating in a minimum of six credits at the time of disbursement. The student must repay the Direct Loans and all accrued and current interest beginning six months after graduation, leaving school, or dropping below six credits. The parent must repay the Parent PLUS loans and all accrued interest beginning once the loan is disbursed.

Subsidized Direct Loan

Subsidized Direct Loans are available to undergraduate students with unmet financial needs. Financial need is determined once a student completes a FAFSA. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while the student is enrolled in school at least half–time, for the first six (6) months after they leave school (referred to as a grace period*), and during a period of deferment (a postponement of loan payments).

Unsubsidized Direct Loan

Students, regardless of need, may apply for an Unsubsidized Direct Loan. With unsubsidized loans, the government does NOT pay the interest during enrollment or the grace period.

Parent PLUS Loan for Undergraduate Dependent Students

Parents of dependent students may borrow on behalf of the student. Income is not considered as part of the application, but a credit check is required. Prior to applying for Parent PLUS loan, the student must complete the FAFSA. Parent loans must be repaid over a 10–year period with interest beginning 60 days after disbursement.

Scholarship Programs

Board of Trustees Scholarships

A lower division scholarship is offered to the senior class of accredited Monroe County high schools each year. The scholarship is awarded for one calendar year commencing August of the recipient's high school graduation year and ending August of the next year. The scholarship will be renewed the next calendar year if all guidelines have been met and funding allows. Board of Trustee scholarships are application based. Monroe County seniors complete the College admissions process and apply online. Applicants must be Florida residents. An upper division scholarship is awarded to students who graduated from an accredited Monroe County, Florida high, charter, or home school and are now seeking a bachelor's degree. All other requirements are as noted above.

CFK Foundation Scholarships

The CFK Education Foundation was established to support the College's students, programs, and services. The Foundation is dedicated to providing scholarships to College students from funds raised through the support of private donors and public agencies. A variety of scholarship opportunities are offered to students:

- Two (2) year awards for full-time, degree-seeking students that cover tuition for up to sixty (60) credit hours for graduating high school seniors
- First generation in college awards, for Florida residents both of whose parents did not complete a baccalaureate degree

- Nursing scholarships for students accepted into the College Nursing Program
- Emergency Medical Technician (EMT)
- Specific scholarships in the areas of Business, Marine Science, Hospitality, and Criminal Justice
- General studies scholarships; literary work scholarships; VFW scholarships (veterans, service members, and their dependents); vocational program scholarships; and RAVE scholarships
- Student Ambassador scholarships

Criteria and requirements differ for each scholarship and may be based on financial need, grade point average, essay submissions, leadership, character, and service. For more information regarding the application process and due dates please visit the College's Scholarship website.

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship program is awarded to Florida high school graduates who complete a rigorous program of study. Awards are managed and issued by the state of Florida. Applications and eligibility criteria for each program are available from the high school guidance office or from the Office of Student Financial Assistance, Florida Department of Education website.

Other Scholarships

There are various private scholarships that may be used to attend the College. If you are a recipient of a private scholarship(s), you must notify both the Office of Financial Aid and the Business Services department.

Financial Aid, Grant, or Scholarship Repayment

Return of the Title IV Funds

The following rule applies to those students who withdraw from courses, are withdrawn from classes by their instructor, stop attending classes, or unsuccessfully complete all courses in a term.

If a student is a recipient of Title IV Federal Financial Aid funds (excluding Federal College Work Study) and is considering withdrawing from courses prior to completing more than 60% of the term, their eligibility for aid will be recalculated based on the percentage of the term completed. This may result in their having to return a portion or all the aid that they have received. In addition, if they STOP attending all courses prior to completing more than 60% of the term, and/or if their semester-end transcript reflects unsuccessful completion of all courses, this will be considered an unofficial withdrawal.

Financial aid eligibility will be calculated based on 50% of the term completed, unless documentation of an academic related activity (defined by the instructor) is provided to the Financial Aid Office, in which case financial aid eligibility will be calculated using this later date.
Contact the Office of Financial Aid immediately to learn how withdrawals or lack of attendance could impact financial aid. Students will not be eligible to register for future terms until all financial obligations are paid in full.
Title IV aid includes the following programs at the College:

- Federal Pell Grants
- Federal SEOG Grants
- Federal Work Study
- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct (Parent) PLUS Loans

Reasons for Scholarship or Grant Repayment

The following actions will require repayment of any grants or scholarships received including money that has been used for tuition/fees, books and supplies and living expenses:

- Non–attendance of courses, failure to start courses, and/or failure to drop courses
- Changing enrollment from credit to audit status
- Failure to return voucher–purchased books or supplies to the bookstore after dropping the class(es)
- Withdrawal prior to completing sixty (60) percent of a term
- Failure or withdrawal from all courses in a particular term.

Overview of Student Advising

Advisors are available during weekday and Wednesday evening hours to assist students with educational and career concerns, such as academic advisement, choice of major, career options, professional preparation, general education requirements, catalog interpretation, drop/add process, and test score interpretation.

All degree–seeking students, dual enrollment students, and those who are undecided about a program of study are encouraged to meet with an academic advisor.

Each term, it is the student's responsibility to meet with an advisor to review his/her academic records, and choose courses designed to fulfill their educational objectives. This contact enables the advisor to know each student personally and to develop class schedules compatible with individual interests and abilities. Students should also consult their advisor when encountering academic problems or when considering a change in their degree program.

Students planning to transfer to other colleges or universities must meet with an advisor early to explore degree major options and pre–professional requirements. Early planning assists with an efficient transition to a university. The common prerequisites manual, prepared specifically for community college students transferring to Florida's public universities, is available online at the FloridaShines website.

Student Advocate

The Student Ombudsman Office provides a safe and comfortable environment for students to confidentially discuss complaints, concerns, or problems related to access to courses and credit granted toward a degree. The Ombudsman is an independent, impartial resource who helps students make informed decisions by offering strategies and options for resolving issues and providing information on college policies and procedures. The Student Ombudsman Office is located within building C, room C106 at the Key West campus. Students may make an appointment with the Ombudsman by calling Student Success Services at 305-809-3262 or email advising.services@cfk.edu.

Wellbeing

Your success is important to the College. Student wellness is one of many factors that support the success of students in reaching their academic and personal goals.

At CFK, and within the community, there are many opportunities to engage in activities and receive services that support your overall wellbeing. Students are encouraged to engage in Student Activities and events. Some of these resources are as follows:

United Way Community Resource Guide: Monroe County Resources
Mental Health Resources: https://www.cfk.edu/studentlife/campus-safety-wellness/mental-health-community-resources/

CFK Student Organizations: https://www.cfk.edu/studentlife/student-organizations/

Career Planning Services

The choice of a career field is an important and sometimes challenging decision to make. For this reason, career decisions should be based on thorough knowledge of one's interests, skills, labor market information, and training programs. We are available to assist students in self–directing career decisions and plans. Students can access our web–based career and employment resource online at the FloridaShines website. For assistance with career and educational goal planning, contact Advising Services at (305) 809–3196 or email: advising.services@cfk.edu.

Internships

The intent of the College Internship Program is to encourage experiential learning as a complementary approach to a student's education. The focus of the program is to provide quality industry internship opportunities that allow students to spend time learning within a real-world job experience prior to graduation (CFK Procedure 75.74).
An academic or career internship is a program-related work experience that usually lasts one semester, may be paid or unpaid, full-time, or part-time, and may or may not be for credit. The key to any internship is gaining experience that is related to a student's program of study.

Students interested in pursuing an internship should first speak with their advisor to determine if they meet the necessary requirements to be eligible to participate as an intern. More information can be found on the CFK website: https://www.cfk.edu/academics/internships-2/.

Minimum Student Requirements
Certain programs may have additional requirements.

- Currently enrolled as a degree-seeking student with 12 credit hours completed.
- Has a minimum of 2.0 grade point average and be in good academic standing.

ACADEMIC INFORMATION

Students are encouraged to refer to the College Catalog for additional information including degrees, certifications, and course descriptions.

Academic Amnesty

Academic Amnesty allows students with poor academic records to request that transfer or college coursework that is ten or more calendar years old be excluded from GPA calculations and in determining graduation eligibility. Academic Amnesty is a one–time non–reversible opportunity. Students who wish to apply for Academic Amnesty should first discuss the program with an academic advisor or program advisor. Students must complete the Academic Amnesty Appeal form for consideration by the Student Services Appeals Committee.

Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades attempted when computing a GPA for admissions eligibility, or for other purposes. Academic Amnesty has no effect on the student's financial aid award history. Academic Amnesty has no effect on the calculation of course attempts related to the multiple course attempts surcharge.

Procedure

Before you apply for Academic Amnesty, you should first discuss the program with an academic

advisor/program advisor, as Academic Amnesty is a one-time, non-reversible process.

Academic Amnesty at the College will only apply to CFK. If you plan to transfer to another college or university, you are strongly cautioned that the receiving institution may use grades for all courses you have attempted when computing your GPA for admissions eligibility or for other purposes. Academic Amnesty has no effect on your student financial aid. It also has no effect on the calculation of course attempts related to the multiple course attempt surcharge. It is important to note that individual courses may not be retained when you apply for Academic Amnesty. ALL your coursework is excluded.

To be considered for Academic Amnesty you must submit your request to the Student Services Appeals Committee, during your first term of enrollment. This committee is responsible for reviewing and determining the outcome of all student requests for change to student records.

Refer to the Student Services Appeals Committee section of this handbook for more information regarding the process for requesting an appeal. To be eligible for Academic Amnesty, you must complete a minimum of twelve (12) earned credits at the College while maintaining a GPA of 2.0 or higher. College preparatory courses are not included in these twelve (12) earned credits. When Academic Amnesty is granted, all college coursework (CFK and transfer) that is at least ten (10) years old is excluded from calculation of your CFK GPA and use in meeting the College's graduation requirements. All coursework taken, whether old or new will remain on your permanent record (transcript) and the following statement is added to your transcript: "Academic Amnesty Applied Terms XXXXXX – XXXXXX.

Academic Integrity

The College is committed to academic integrity. As an institution of higher education, we affirm the core values of diligence, civility, and honesty in the pursuit of truth. To this end, academic integrity is reinforced by standards of conduct that uphold honesty and personal responsibility. All academic work submitted by students is assumed to be the result of the student's own thoughts, research, and self-expression. Any suspicion of dishonesty in academic activities is taken very seriously because it undermines the atmosphere of respect which is essential to learning. Faculty will not tolerate academic dishonesty in any form, including, but not limited to, plagiarism, cheating, violation of copyright laws and misuse of college and personal computers.

Some examples of cheating and/or plagiarism include, but are not limited to, the following:

- asking or giving another student information during a test
- copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test
- using materials prohibited by the instructor during a test
- impersonating another student or having another person assume one's identity
- copying material exactly, paraphrasing or using an idea without proper citations
- stealing an exam or possessing a stolen copy of an exam
- submitting the same assignment to another course without permission of the instructor
- inappropriately or unethically acquiring material via the internet to be turned in for an assignment

A range of actions may be taken by a faculty member if a student is caught cheating. The specific action occurs at the faculty member's discretion, and each faculty member should state their policy on cheating in the syllabus for the course. Multiple infractions will be heard through the Student Code of Conduct

process.

Class Attendance

Students are expected to attend all of their scheduled classes. The College reserves the right to deal with individual cases of non–attendance. The student will be ineligible for federal student aid if the student fails to attend class during the first week of the course. The instructor will report the student as a non-participant and then withdraw from the course.

Each instructor determines the effect of absences upon grades. Instructors will include the attendance policy in their course syllabus. Arranging to make–up work missed because of legitimate class absence is the responsibility of the student. In general, reasons that may be accepted for absence from class include illness, serious family emergency, special curricular requirements (e.g., field trips, professional conferences), military obligations, severe weather conditions, religious holidays, and participation in official College–sponsored activities. Absences from class for court–imposed legal obligations (e.g., jury duty or subpoena) must be excused. The student may offer other sound reasons for consideration. At the instructor's discretion, written documentation detailing the reason for an absence may be requested. Each instructor is responsible for maintaining student attendance records and relevant documentation. In the event a particular class has a waiting list, a student may be dropped from the class for non–attendance.

Classroom Activity and Grades

The College recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere free from intimidation and coercion. Students are expected to respect the rights and welfare of all members of the College and to exercise common sense, good taste, and applied reason when testing their knowledge.

Students are free to take reasonable exceptions to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for satisfying the requirements of any course in which they are enrolled.

The student is entitled to protection against improper disclosure of information concerning grades, beliefs, or character that an instructor acquires in professional association with the student. Judgments of ability and character may be provided under appropriate circumstances, normally with the consent of the student. The instructor has final authority in all matters relating to attendance, course content, grading practices, and classroom procedures, consistent with the mission and established policies of the College. A course grade is the final responsibility of the instructor. In the matter of grading, it is therefore essential that the student stays informed of their progress in the course.

Classroom Etiquette

The College is committed to promoting a level of classroom etiquette conducive to teaching and learning. Students are expected to act in a mature, respectful manner and refrain from behaviors that interfere with the teaching and learning process. Each instructor has the authority to establish guidelines for their classroom. Behaviors that, in the judgment of the instructor, interfere with the learning process will be considered disruptive. Students who do not cooperate with the College's efforts to maintain an appropriate learning and teaching environment will be subject to disciplinary action.

Distance Learning at the College

Distance learning at the College refers to the method of instruction delivered through the use of technologies such as computers, video, and the internet. Distance learning courses are offered so the student and the instructor do not have to be in the same place at the same time. Through the use of technology, students can

fit classes into their busy schedules. Distance Learning Course delivery formats offered at College campuses are:

- **Online Courses**– when eighty (80) percent or more of instruction takes place over the Internet using the college's adopted online learning management system (LMS) where the student and faculty member are separated by time and space. Online courses can be taken with few or no on–campus visits and use one or many different types of technology for remote delivery of course materials. This may include, but is not limited to, Canvas, the World Wide Web, WebEx, etc.
- **Hybrid Courses**– when thirty (30) to seventy–nine (79) percent of instruction takes place over the Internet using the College's adopted online learning management system (LMS) where the student and faculty member are separated by time and space. Hybrid courses have scheduled on–campus classes and use one or more types of technology for remote delivery of course materials.
- **Hybrid-Flex Courses**- A hybrid-flexible course section makes all course content available for both classroom (face-to-face) and distance learning (online) experiences. Students in a hybrid- flexible course section may choose to participate using face-to-face methods, online methods, or a combination of both methods based on performance.
- **Technology Enhanced Courses**–when a course uses the College LMS but continues to meet in the traditional face–to–face format. The class uses online resources to add to student engagement in the course

College-Level Competencies

The College strives to ensure that its graduates who complete the core curriculum possess the knowledge, skills and values associated with college-educated individuals. A method for accomplishing this is to assess general education, the core curriculum, in the fall and summer semesters to identify that graduates demonstrate proficiency in competencies that are integrated within the academic disciplines.
These competencies include the ability to effectively communicate, seek creative solutions to problems, and exhibit cultural awareness. Students who acquire proficiency in these areas have an enhanced opportunity to experience the positive impact of education, which can, in turn, ignite a passion for continual, life-long learning.

The College's General Education Competencies:

- Communication
- Critical Thinking
- Awareness

Florida Administrative Code (FAC).6A-10.030

In addition to tests that measure student achievement in college–level communication and computation skills, S.B.E. Rule 6A–10.030 requires that other assessment procedures shall be measured by completion of coursework in letters, humanities, and mathematics. For purposes of this rule, a grade of "C" or higher shall be considered successful completion. Prior to receipt of an Associate in Arts degree from a public state college or university or prior to entry into the upper division of a public university, a student shall successfully complete the following:

- Twelve (12) semester hours of letters and humanities coursework in which the student is required to demonstrate writing skills. For the purpose of this rule, a letters and humanities course is defined as any credit course within the general study area of letters and humanities in which the student must demonstrate college–level writing skills through multiple assignments. English Composition and courses that satisfy the writing requirement are listed in Area I (Letters) and Area II(Humanities).
- Six (6) semester hours of mathematics course work at the level of college algebra or higher. Logic or statistics courses may be used to fulfill three (3) hours of the six (6) hour computation requirement

when specified.

Definition of Credit Hour

The United States Department of Education as well as the College's accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires institutions of higher education to define the credit they will award for student work, and accrediting agencies are required to review the institutions' policies and procedures for determining and applying its credit hour policies.

Pursuant to F.A.C. 6A-14.030, college credit is the type of credit assigned by the College to courses or course equivalent learning that is part of an organized and specified program leading to a baccalaureate, associate degree, certificate, or Applied Technology Diploma. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; with credits for such activities as laboratory instruction, internships, and clinical experience determined by the College based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.

Laboratory instruction is based on the learning expected from the equivalent of at least fifteen (15) 100-minute periods of classroom instruction. Internships is based on the learning expected from the equivalent of seventy-five hours of work activity per one (1) credit hour. Clinical experience is based on the learning expected from the equivalent of at least fifteen (15) 150-minute periods of clinical instruction.

1) Lower division college credit is assigned to college credit courses offered to freshmen and sophomores (1,000 and 2,000 level courses).
2) Upper division college credit is assigned to college credit courses offered to juniors and seniors (3,000 and 4,000 level courses).

A clock hour is the unit assigned to courses or course equivalent learning that is part of an organized and specified program leading to an Applied Technology Diploma or a Career and Technical Certificate. One (1) clock hour is based on the learning expected from the equivalent of thirty (30) hours of instruction. Developmental credit is the type of credit assigned by the College to courses that provide degree seeking students who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to F.A.C. 6A-10.0315. One (1) developmental credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction. Noncredit is a term indicating that credit, as defined herein, is not awarded. It applies to the instructional classifications of noncredit continuing education, adult general education, citizenship, recreational, community education, and community instructional services. The unit of measure is hours of instruction.

How to Apply for Graduation

To graduate from the College, you must formally apply for graduation prior to the deadline date as listed on the academic calendar. Students must make an appointment with their academic advisor for a review of their degree audit and to complete a graduate exit survey. Students must meet all of their financial obligations to the College, including a nonrefundable $25.00 diploma fee. Additionally, all admission requirements must be met.
Two formal commencement ceremonies are held each year: one in May and one in December. Students who graduate at any time during the year are eligible to participate in this impressive and memorable occasion. If you plan to graduate at the end of summer term and wish to participate in the May ceremony, you must apply for graduation before the spring term deadline.

Guaranteed Transfer to the State University System

All Florida state college Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement listed in Florida Administrative Code 6A–10.024. The Articulation Agreement governs the transfer of students from Florida public state colleges to the state university system. Guarantee of university admission does not guarantee admission to a limited access program. In a limited access program, the admissions requirements are more selective and may include a higher grade point average (GPA), higher test scores, auditions and/or portfolios. Selection for admissions to university limited access programs is competitive. However, state college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.

Classification of Students

A **degree student** is one admitted to a planned program leading to a degree or certificate.
An **unclassified student** is one admitted to credit courses, but not to a planned program leading to a degree or certificate.
An **audit student** enrolls for informational instruction only and receives no credit or grade.
A **full-time student** is registered for at least 12 semester hours for credit in either Terms C or A or B.
A **part-time student** is registered for fewer than 12 semester hours for credit in either Terms C or A or B.
A **freshman student** is a degree student who has earned fewer than 24 semester hours of credit.
A **sophomore student** is a degree student who has earned 24 or more semester hours of credit.
A **junior student** is a baccalaureate degree student who has earned 60 or more semester hours of credit.
A **senior student** is a baccalaureate degree student who has earned 90 or more semester hours of credit.

Withdrawal Grade Procedure

The student may withdraw without academic penalty from any course by the 70% point in the semester. An instructor may withdraw a student from courses for excessive absences and/or non– attendance up to the 70% point in the semester. Withdrawals after that date will be granted only through approved College procedures. The student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course. Students who drop a class before the last day to receive a refund will receive a 100% refund. (Refer to the academic calendar on the College's website for appropriate date.) Students who do not officially withdraw by the 70% period will be assigned a letter grade by the instructor. The last day to officially withdraw is listed on the operational calendar. Students should consult their course syllabus and/or instructor for courses that have start and end dates that do not follow the standard academic calendar for the last date to withdraw. Students are reminded that instructors are not permitted to change the academic status of a student, i.e., award a grade of "W" or "X" on the final roster. It is the student's responsibility to withdraw or change his or her registration status by the published deadlines.

Requests for refund of matriculation, tuition, and laboratory fees not allowed under college policy will be referred to the Student Services Appeals Committee. See Exception to Established Refund Policy in this handbook for more information.

Repeating a Course

Grade Forgiveness A student is allowed to repeat a course only two times in order to improve a failing grade ("D" or "F"). Only the last grade earned in a repeated course will be computed into the student's grade point average, provided the last assigned grade is not a "W" (withdrawal) or an "X" (audit). However, all courses attempted will appear on the transcript. Students should be aware that some

private or out–of–state colleges and universities may not accept a repeated course and may compute the initial grade in the grade point average. Some Florida State Universities may include both attempts (grades) in their final computation of the grade point average. Students may not repeat a course to improve his/her grade point average after the awarding of the Bachelor, Associate in Arts, Associate in Science, and/or Associate in Applied Science degrees. Courses may be repeated if they are designated as repeatable, such as music or other individualized courses of study; or if they are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

Students receiving federal financial aid cannot repeat a course where a grade of "C" or better has been earned unless the catalog permits repeating a specific course for credit. A course in which a grade of "D" or "F" is received may be repeated one time. Students receiving VA benefits should be aware that the Veterans Administration will not pay for a repeated course in which a grade of "D" or better has been earned, except where state rules require a minimum grade of "C".

Course Substitutions, Catalog Modifications, and Prerequisites

Course Substitutions

In some instances, students may have successfully completed comparable course work at another college or university that is institutionally accredited by an accrediting agency recognized by the U.S. Department of Education. As a result, a course substitution or catalog curriculum modification may be viable. Application for a course substitution or catalog curriculum modification must be submitted through an academic advisor for one of the following reasons:

1. A different course better meets the student's educational objectives;
2. A required course is not scheduled during the student's last term before graduation.

Course substitutions and catalog curriculum modifications require the written request of the student's academic advisor. The advisor will forward the request to the appropriate College personnel. Students are notified in writing regarding the outcome of the course substitution/catalog curriculum modification request. Note: For disabled students, see the section on Course Substitutions under the heading Student Accessibility Services.

Prerequisites and Course Sequence

Students should make note of the prerequisites stated in the individual course descriptions in the catalog when scheduling courses. Academic Advisors are available to assist students to ensure they meet degree or certificate program requirements. Students must obtain instructor permission to register for a course in which they have not met the prerequisites. However, students who do not qualify for exemption according to F.S. 1008.30 (4)(a) and who have been placed in developmental level courses must enroll in the required remedial course work. Students are urged to meet with an advisor on a regular basis to ensure that they do not take unnecessary courses.

The College's Standard Grading Scale

90% or above A
80% - 89% B
70% - 79% C
60% - 69% D
60% or below F

For the College's Nursing Program, a grade of C is earned for a 77% to 79.9%. A grade of D is earned for scores <77%.

How to Figure your Grade Point Average

Your Grade Point Average (GPA) is determined by computing the ratio of grade points to semester credit hours attempted. Audit courses, college preparatory courses, and courses in which a "W" (withdraw) and "I" (Incomplete) were awarded are not included in your GPA. However, courses in which an "F" or "FN" was awarded are included in your GPA. Your GPA is found by adding the total grade point values for all courses and dividing the total by the number of credit hours attempted during that term.

Letter grades, transcript symbols, and quality points to indicate the quality of work of each student are used as follows:
A – Excellent – 4 grades per semester hour
B – Good – 3 grades per semester hour
C – Average – 2 grades per semester hour
D – Poor – 1 grade per semester hour
F – Failure – 0 grades per semester hour
FN – Failure for Non-Attendance – 0 grades per semester hour
I – Incomplete
W* - Withdrew from Course
X – Audit N** - No Grade
NR – Not Reported by Instructor

How You Receive Your Final Grades

Final grades are available at our College website: www.cfk.edu. Once online, click on "myCFK" and enter your user ID & password. Grades cannot be issued over the telephone. You will not be able to review your grades if you have an obligation to the Business Office.

Scholastic Honors

An honors list will be prepared at the end of each term, excluding summers. Students who earn a 3.8 or higher grade point average will be placed on the President's Honors List; students who earns a 3.5 or higher grade point average will be placed on the Dean's Honors List. Only full–time students who are enrolled in college–level courses are considered for these lists.

Academic Probation, Suspension, and Dismissal

Students must achieve a minimum grade point average (GPA) of 2.0 to maintain satisfactory academic progress at the College. Students, including dual enrollment students, who have attempted seven (7) or more college credits with less than a 2.0 cumulative GPA (not including college preparatory courses) will be placed on academic probation.

Academic Probation

Students on academic probation are required to meet with an advisor to create an academic plan prior to enrolling in any college credit course.

Students on academic probation are limited to a maximum of twelve (12) credit hours per semester, for which a 2.0 GPA or better must be received to be removed from probation. If students on academic probation have

not previously enrolled and successfully completed a student life skills course, then they must enroll in this three (3) credit course as part of their maximum twelve (12) credit course load.

In addition, should the student register for up to twelve (12) credits and fail to achieve the required 2.0 GPA, he/she will be placed on academic suspension.

Academic Suspension

Students on academic suspension are prohibited from enrolling in any credit courses for a minimum of one (1) college semester. Students who fulfill their academic suspension requirements and wish to re–enroll in credit courses will be re-admitted and must follow the academic probation guidelines.

Students have two (2) weeks to appeal their academic suspension to the Student Services Appeals Committee. The appeal of this action must be in writing and must be accompanied with any supporting documents (for example e.g., a supplemental grade report from an instructor correcting an inaccurately reported grade).

Academic Dismissal

Students returning from academic suspension or who are on continued academic probation and do not achieve a term or overall GPA of 2.0, will be academically dismissed. Students on academic dismissal are no longer permitted to enroll in classes at the College.

Students have two weeks to appeal their academic dismissal to the EVP, Academic Affairs. The appeal of this action must be in writing and must be accompanied with any supporting documents (e.g., a supplemental grade report from an instructor correcting an inaccurately reported grade).

After two calendar years, students who have been academically dismissed may request to be readmitted to the College. Students must submit the request in writing to the EVP, Academic Affairs, and the request must be accompanied with any supporting documents

Penalties (FS 1006.61)

Participation by Student in Disruptive Activities at Public Postsecondary Educational Institution; Penalties (FS 1006.61).

Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the Board of Governors regarding the State University System, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions. After it has been determined that a student of a state institution of higher learning has participated in disruptive activities, such student may be immediately expelled from the institution for a minimum of two (2) years.

Testing Overview

National Testing Program

The College serves as a center for the administration of specialized tests such as the College Level Examination Program (CLEP), the American College Testing Program (ACT), the Law School Admission Test (LSAT), and DANTES Subject Standardized Tests (DSST). Information and registration bulletins are available at the Office of

Community Engagement and Testing (305) 809–3185.

Placement Testing

Non–exempt new degree–seeking students and returning students who change to degree–seeking status, must take an approved placement exam before registering for classes. The test includes mathematics, reading and English language skills.

Non–Exempt non–degree seeking students are subject to placement test requirements if they wish to enroll in communication, humanities, or mathematics courses, or any other course that requires the placement test as a prerequisite.

Students meeting the minimum scores required for each section of the test, may enroll in college–level courses in those areas. Students not meeting the minimum scores required must enroll in developmental courses for those areas in which the minimum scores are not met. However, students shall be permitted to take courses concurrently in other curriculum areas for which they are qualified while enrolled in developmental instruction.

Results of the assessment are used as a guideline to assist advisors in placing students in appropriate courses ensuring their academic success. Developmental courses do not carry college credit and though included in satisfactory academic progress (SAP) calculations, they are not included in GPA calculations. Students who can provide official ACT, SAT, PERT, or Accuplacer Next Generation scores, two years current, are not required to take the placement test. Students who present a college ready diploma or have already completed English (college prep or composition) and math (college prep or higher) courses at another college or university and have had their transcript(s) sent to the College are not required to take the placement test.

PERT test administrations are offered several times per month with more frequent administrations scheduled prior to the beginning of each semester. Testing is available at the Key West Campus, Middle Keys Center, and Upper Keys Center.

Postsecondary Educational Readiness Test – Retest Policy

Placement test scores are valid for two years. If you have not used those scores for course placement during that time, you will be required to take the test again. Students who have already begun any level of developmental instruction in a subject area may only be referred for retesting on an individual basis by the teaching faculty member.

After a two–year period, because scores are no longer valid for placement, students may retake the test. An advisor may grant permission for a retest due to extenuating circumstances. Further information concerning the placement test is available from the office of Community Engagement and Testing at (305) 809–3185.

A $10.00 charge will be assessed to retake one or more parts of the PERT.

CLEP Examinations

The College–Level Examination Program (CLEP), unlike Advanced Placement, is not built around a curriculum, but rather is designed to test students' knowledge on a variety of college–level subjects, regardless of where they may have learned the material. CLEP exams are developed by committees of college faculty who design questions based on what is typically covered in lower–level college courses and who set passing standards for the exams (scores are no longer based on studies of student performance in college courses). With the new computer–based tests, new questions are constantly being added, especially in rapidly changing fields such as computer science. The typical passing score on computer–based CLEP exams for general education purposes is fifty (50). More information about CLEP, including recent test information guides, can be found at the CollegeBoard - CLEP Exams website. Additional information can be found in the College's Catalog.

Credit–By–Institutional Examination

A student may challenge the content of certain college credit courses and earn credit upon successful completion of an institutional exam. A student may not apply for course credit through a college institutional exam if a CLEP, EXCELSIOR, or DANTES examination is available. The College's institutional exams may not be offered for certain courses due to the nature of a particular course's content. To be eligible to take an institutional exam, the student must: (a) be currently enrolled in a credit course other than that being challenged or have completed prior credit course work at the College; (b) not have taken an institutional exam for the course at any previous time; (c) not previously taken the course at the College or through transfer credit; (d) obtain permission from the appropriate instructor and pay a pre–determined institutional exam fee at the Business Office.

A student who successfully completes an institutional exam with a score of 80% or higher will be awarded credit for the course. Students may not attempt Credit by Institutional Exam more than once in the same course.

Exemptions to Placement Testing

Students who can provide official ACT, SAT, PERT, or Accuplacer Next Generation scores taken within the past two years, or students who have already completed English (developmental or higher) and math (developmental or higher) at another college or university and have had their transcript(s) sent to the College, are not required to take the placement test. Further information concerning the placement test is available from the Office of Community Engagement and Testing.

Florida Statute s.1008.30 (4)(a) outlines the following exemptions to the College's placement requirements:

A student who entered ninth grade in a Florida public school in the 2003–2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.

Students are encouraged to meet with an academic advisor to discuss placement exemptions and options.

STUDENT ACTIVITIES: STUDENT CLUBS

Participation in Student Activities at the College is an exciting opportunity to become engaged in college life. That is why we encourage student and faculty participation in extracurricular activities and organizations. Students interested in the following clubs and currently enrolled at the College in at least two courses during the academic year should email student.activities@cfk.edu to learn more. For the full list of current clubs visit the CFK Student Organizations page.

STUDENT SERVICES APPEALS COMMITTEE

The appeals process aims to promote the orderly resolution of disputes between students and staff through formal review. Students are encouraged to seek an informal resolution to disputes before utilizing formal measures.

All student-initiated requests for changes to student records can be found on the CFK website or by clicking on

one of the following options:

- Academic Amnesty Appeal
  - Students with The College of the Florida Keys (CFK) enrollment or transfer credit that is ten (10) years of age or older may seek Academic Grade Amnesty (AGA) from the effects of those credits on their cumulative grade point average (GPA).
- Academic Suspension Enrollment Appeal
  - To maintain satisfactory academic progress at The College of the Florida Keys (CFK), students, including dual enrollment, hereto referred to as students, must achieve a minimum grade point average (GPA) of 2.0. Students who have attempted seven (7) or more college credits with less than a 2.0 cumulative GPA (not including college preparatory courses) will be placed on academic probation. Students who remain on academic probation for more than two consecutive terms will be placed on suspension.
  - Students on academic suspension are prohibited from enrolling in any credit courses for a minimum of one (1) college semester. Students requesting re-admission without serving the one (1) semester suspension may submit an appeal to the Student Services Appeals Committee (SSAC). Appeals must be based on extraordinary circumstances that occurred during the student's probationary semester and must include documentation to support the special circumstances. Students are only allowed one appeal approval for academic suspension during their enrollment at CFK.
- Exception to Withdrawal or Refund Appeal
  - Under Florida Administrative Rule 6A-14.0541, The College of the Florida Keys (CFK) will consider a petition for withdrawal or refund when the student files a request claiming that the student was unable to complete the semester due to circumstances determined by the college to be exceptional and beyond the control of the student.
- Fourth Attempt Appeal
  - Under Florida Administrative Code 6A-14.0301, a student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals. A fourth attempt may only be allowed through the academic appeals process based on major extenuating circumstances.
- Reinstatement and Grade Issuance Appeal
  - To be reinstated into course(s) from which a student was dropped due to non-payment of fees and tuition.
- Request for Course Retake with a Grade of C or Better Appeal
  - Per Florida Administrative Code, 6A-14.0301 repeat enrollment in courses in which a grade of C or above has been earned is prohibited. Occasionally, under very special circumstances, repeat permission is granted. Examples are a need for teacher recertification, specifications of a regulatory agency, licensure, and program requirements.
- Student-Initiated Grade Appeal
  - Student-initiated grade change requests are typically rare and can only occur if it is clearly demonstrated, beyond a reasonable doubt, that the faculty member of record either: 1. made a proven error in grade calculation, 2. failed to observe clearly stated college policy or syllabus guidelines, or 3. was, in the judgment of the academic leadership of CFK, impacted by extenuating and unusual circumstances.
- Third Attempt Appeal
  - Florida Administrative Code 6A-14.0301 places responsibility for the full cost of instruction (out-of-state tuition) on the student after the second attempt of a course. The legislation also provides students the opportunity to appeal for a one-time exception, per course, to the increased fees for cases involving major extenuating circumstances beyond the student's control.

ADDITIONAL INFORMATION

Florida Residency Appeals

The Florida Residency Appeal Committee (hereafter known as the Committee) is responsible for reviewing a student's petition and associated documentation to determine if a reclassification to Florida residency is warranted. This Committee meets on an as-needed basis when the Enrollment Management residency determination conflicts with the student's determination. The Committee must decide if there is a college error that warrants a residency change.

The Residency Committee Petition must be:

- submitted by the end of the drop/add period of the term of the residency in dispute, and contain documented evidence that there is a college error in following State of Florida rules pertaining to Residency for Tuition Purposes.

Student Complaint

A complaint is defined as dissatisfaction that occurs when a student believes that any decision, act, or condition affecting the student is illegal, unjust or creates unnecessary hardship. Complaints may include, but are not limited to, academic problems, mistreatment by a college employee, wrongful assessment of fees, records and registration errors, student employment, or any actual or perceived physical or verbal abuse or coercion, disciplinary matters which are covered under the Student Code of Conduct and awarding of grades. Complaints under this policy may also include allegations of discrimination, harassment and/or sexual harassment based on race, color, ethnicity, religion, gender, age, marital status, sexual orientation, national origin, genetic information, or disability. **A student complaint can be submitted using the Incident Reporting Form on the CFK website.**

Student Discrimination

The College is dedicated to facilitating equal access/equal opportunity in its educational policies and practices. The College is committed to providing a learning environment where the individual differences of all students are valued and respected. All students and applicants for admission are entitled to be treated fairly, and with dignity, free from discrimination.

The College will not tolerate any form of discrimination toward students and applicants in its educational services and activities on the basis of race, religion, gender, age, genetic information, sexual orientation, marital status, national origin, or disability.

All educational services and activities will promote equal access/equal opportunity. Any student or applicant for admission that has concerns about equitable treatment has access to the College Civil Rights Compliance Officer and the Student Complaint Procedures.

All inquiries regarding the application of this statement and related policies may be referred to:

Civil Rights Compliance Officer

Promise Clark-Kimbio, Manager, Talent Acquisition, Development, and Accountability
305-809-3151 or promise.clarkkimbio@cfk.edu
Office of TADA, 5901 College Road, Key West, FL 33040

Title IX Coordinator

Jessica Losardo, Director of Advancement

305-809-3198 or jessica.losardo@cfk.edu
Office of Advancement, 5901 College Road, Key West, FL 33040

Student Accessibility Services

Nicole Gerrard, Executive Director, Student Success Services
305-809-3262 or nicole.gerrard@cfk.edu
Student Success Services, 5901 College Road, Key West, FL 33040

Student Fees

Application Fee

All applicants are charged a $30 application processing fee. This fee applies to credit and audit students, whether full-time or part-time, day, or evening. The application fee is not refundable or transferable.

Matriculation and Tuition Fees

Required tuition fees are established by the College District Board of Trustees under State Board of Education regulations. See the College Catalog for details.

Non-Credit Fees

For fees concerning community education, workforce training, lifelong learning, and recreation and leisure, please contact the Office of Community Engagement and Testing at (305) 809–3185. For fees concerning non–credit courses offered through the Institute for Public Safety, contact at (305) 809– 3250.

Student Activity Fee

10% of the in-state tuition fee is allocated toward student activity expenses.

Other Student Fees

The following special non-refundable fees will be added to the regular matriculation and tuition fee when applicable. These fees are subject to change and new fees may be implemented upon Board of Trustees approval.

Application Fee: $30.00
Credit or exemption by examination, per semester hour: $20.00
Credit by Institutional Exam (Nursing) per semester hour: $ 7.00
Diploma Fee: $25.00
Transcript Fee: Hardcopy fee $6.80, electronic (pdf) $3.90
Expedited mailing: $38.40
Refund Check Replacement Fee $10.00
Return Check Payment (Insufficient Funds) Fee $25.00
All Testing Fees: Prices Vary by Test Copy and Printing Fee, B&W: $.15 per page
Copy and Printing Fee, color: $.65 per page
Identification Card Replacement Fee: $5.00
[1]Diploma fee must be paid when applying for graduation and does not include the cost of cap and gown.

Refund Policy

An official Drop/Withdrawal form must be completed by students requesting a refund.
Refunds of 100% will be made until the published last day of the drop period as listed in the academic calendar on the College's website. Students will not be eligible for a refund if they withdraw from a

course after the published last day of the drop period.
Students whose registration is canceled by official College action will be entitled to a full refund of tuition and laboratory/user fees.

To receive a refund for college credit courses that do not follow the academic calendar, students must withdraw prior to the second class meeting. In the case of college credit courses that have four (4) or fewer meetings, the student must withdraw prior to the first class meeting in order to be eligible for a full refund.

Students withdrawing from non–credit courses consisting of three (3) or fewer class meetings must withdraw before the first class meeting to receive a 100% refund. If a non–credit course consists of more than three (3) class meetings, the student must withdraw before the second class meeting to receive a full refund.

Exceptions to the Withdrawal or Refund Policy is under Student Services Appeals Committee section in this handbook.

How to Change Your Address

Students report a change of address through their online student account.

How to Obtain a Copy of Your Academic Transcript

Unofficial Transcript: Unofficial transcripts are only available to students via self-service from the Student Self Service System on the CFK website transcript page. They are a means by which students may review their academic record. Unofficial transcripts are printed on plain paper and do not have the college seal or registrar's signature. Unofficial transcripts cannot be used to transfer to another college or university. The College will not mail unofficial transcripts.
Official transcripts: Official transcripts must bear the College Seal and the registrar's signature. To obtain official transcripts, students can place orders online through the National Student Clearinghouse (NSCH) website. For student transcripts exchanged within Florida's public schools, state colleges, and state universities, as well as with the Florida Department of Education, requests must be made through the Florida Automated System for Transferring Educational Records (FASTER) system.

Transcripts of permanent records at the College will be furnished to other institutions or individuals upon the request of the student. There are fees associated with official transcripts request. Please see the fee section of this handbook.

The College retains the authority to withhold the release of transcripts in cases where students have outstanding financial obligations or other holds as per College policy. However, transcripts credits paid for with Title IV aid will not be withheld.

Lost And Found

All students are encouraged to turn in found articles and books to the student advising area. Lost items may be claimed by presenting proper identification. If unclaimed, lost items will be disposed of after 60 days. The College does not assume any liability for the theft of personal property from students or staff.

Bulletin Boards

Several large bulletin boards are available for posting announcements such as want ads, sale notices, club meetings, student activities, etc. All notices must be approved by the Office of Advancement. Any not

approved notice will be removed. Students should check the bulletin boards frequently for official college notices and other important information. Materials posted on unauthorized surfaces/locations will be removed.