



COLLEGE
OF THE
FLORIDA KEYS

STUDENT HANDBOOK

2020-2021



Contents

STUDENT HANDBOOK 20-21.....	10
COLLEGE RESOURCES.....	10
INTRODUCTION.....	10
MISSION AND VISION.....	11
Mission Statement.....	11
Vision.....	11
INSTITUTIONAL GOALS.....	11
ACCREDITATION.....	11
EQUITY STATEMENT.....	12
NOTICE OF NON-DISCRIMINATION.....	12
SATELLITE LOCATIONS.....	12
ANIMAL CONTROL ON CAMPUS.....	12
LOST AND FOUND.....	13
BULLETIN BOARDS.....	13
BUS SERVICES.....	13
PARKING.....	14
CAMPUS CAFE (FOOD SERVICES).....	14
FOLLETT BOOKSTORE.....	14
LIBRARY & LEARNING RESOURCES CENTER.....	14
Overview.....	14
Interlibrary Loan.....	15
College Library Art Gallery.....	15
Library Instruction.....	15
Research Help.....	15
Internet Use.....	15
Email.....	15
Student Email Policy.....	16
Acceptable Content of Email Messages.....	16
Student ID/Library Card.....	16
Usage.....	16
Theft, Tampering and Mutilation of Library Materials.....	16
Computer Lab Usage.....	17

Acceptance of Terms of Use	17
Modification of these Terms of Use.....	17
Modification of the College’s Computing Services	17
General Guidelines.....	17
Privacy.....	17
Illegal Use.....	17
Time Limits.....	18
Hardware and Software	18
Do Not:.....	18
Virus Detection and Removal.....	18
Computer Policy.....	18
Indemnification.....	18
Violation of Policies.....	19
Disclaimer of Warranties	19
Limitations of Liabilities	19
Applicable Law	19
Computers Available to Students	19
The College Library Acceptable Internet Use Policy	19
Internet Use	19
Internet Content Responsibilities	20
Time Limits.....	20
Downloading / Changing Configuration.....	20
STUDENT HOUSING.....	20
RELIGIOUS OBSERVANCES	20
TOBACCO-FREE POLICY	21
SOLICITATION.....	21
STUDENT HEALTH INSURANCE	21
ANNUAL SECURITY REPORT	21
SAFETY PROTOCOL.....	22
THE COLLEGE’S AUP/LOCAL AUTHORITY	22
Introduction	22
Scope of the AUP	22
Prohibited Activities.....	23

General Prohibitions	23
Unlawful Activities	23
Violation of Intellectual Property Rights.....	23
Threatening Material or Content.....	23
Inappropriate Interaction with Minors.....	23
Child Pornography.....	23
Spam/Email/Usenet Abuse	24
Security Violations	25
Constituent Responsibilities	26
AUP Enforcement and Notice	26
COPYRIGHT.....	26
Violation of Policy	27
SUBSTANCE ABUSE POLICY	27
DRUG FREE WORKPLACE.....	27
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	29
Records Maintained.....	29
Student Rights of Access.....	29
Limitations on Access.....	30
Procedures for Obtaining Access.....	30
Student Rights of Challenge.....	30
Make Internal Distribution of Selected Records.....	30
Permit Access by Third Parties.....	30
Retire Unneeded Records.....	31
Right of Hearing	31
Limitation on Challenge	31
Student Rights to Release Information.....	31
Rights Reserved to the College	32
Release Directory Information.....	32
Release of Student Information in Emergency.....	32
Charge for the Cost of Reproduction.....	32
Release of Statistical Information.....	32
Rights Reserved to State and Federal Agencies.....	32
Right to File a Complaint.....	32

Complaint Procedures.....	33
Complaint Requirements	33
STUDENT CODE OF CONDUCT VIOLATIONS & PROCEDURES	33
I. DEFINITIONS.....	33
II. STUDENT CODE AUTHORITY	33
III. PROSCRIBED CONDUCT.....	34
Jurisdiction of the College Student Code of Conduct	34
Infractions / Misconduct.....	34
IV. STUDENT CODE OF CONDUCT VIOLATIONS PROCEDURES.....	38
A) Charges and Student Conduct Hearing Procedures.....	38
B) Sanctions.....	40
C) Temporary, Emergency Course Suspension	41
D) Emergency College Suspension.....	42
E) Appeals.....	42
V. INTERPRETATION AND REVISION.....	43
VI. DEFINITIONS	44
STUDENT RIGHT-TO-KNOW ACT OF 1990.....	45
NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE	45
FINANCIAL AID DEPARTMENT.....	45
SEXUAL ASSAULT POLICY	46
I. Title IX Definition	46
1. Sexual Assault.....	46
2. Dating Violence	46
3. Domestic Violence	47
4. Stalking.....	47
5. Public Indecency	47
6. Voyeurism	47
II. Penalties - Sexual Assault.....	47
A. State of Florida.....	47
B. The College.....	48
III. Student Rights.....	48
IV. Awareness Education.....	49
V. Responses to Reports of Sexual Assault	49

VI. Security	50
Sexual Predator or Sexual Offender on Campus.....	50
HARASSMENT POLICY	50
Introduction	50
Definitions.....	50
Informal and Formal Complaint Procedures.....	52
Confidentiality.....	53
Retaliation/Frivolous Claims	53
Hazing.....	53
DISEASE AWARENESS.....	54
Hepatitis B/Meningitis Awareness.....	54
HIV/AIDS Policy	54
LEGAL BACKGROUND.....	55
PRIVACY AND CONFIDENTIALITY.....	56
GUIDELINES FOR STUDENTS	56
DISABLED AND MENTAL HEALTH SUPPORT SERVICES AND REFERRAL	56
EDUCATION AND INFORMATION.....	56
INTELLECTUAL PROPERTY DEVELOPMENT BY COLLEGE PERSONNEL.....	57
General Statement.....	57
Determination of Rights.....	57
Individual Effort.....	57
College Assisted Individual Effort.....	57
College Initiated and Supported Efforts.....	58
Sponsor Supported Efforts.....	58
Royalty Income	58
Individual Effort.....	58
College Assisted Individual Effort.....	58
College Initiated and Supported Efforts.....	58
Sponsor Supported Efforts.....	58
Student Involvement/Ownership	59
Student-Related Publications	59
OVERVIEW OF ENROLLMENT SERVICES, REGISTRATION AND STUDENT SERVICES.....	59
Nondiscrimination toward Students and Applicants for Admission.....	60

Entry Assessment for Non-Native Speakers of English	60
Substitute Admission and Graduation Requirements for Students with Disabilities Policy.....	61
Restrictions	61
Compliance with Accreditation Standards.....	61
Grievance	61
Procedures	61
Substitute Admission and Graduation Requirements for Students with Disabilities Procedure	61
Definitions and Explanations	62
Hearing Impairment.....	62
Visual Impairment.....	62
Specific Learning Disability.....	62
Orthopedic/Physical Impairment.....	62
Speech/Language Impairment.....	63
Emotional or Behavioral Disability.....	63
Autism Spectrum Disorder.....	63
Traumatic Brain Injury	63
Other	63
Procedure.....	63
OFFICE OF STUDENTS WITH DISABILITIES.....	66
Eligibility.....	67
How to Obtain Services.....	67
Auxiliary Learning Aids.....	67
National Voters Registration Act-Section 7	67
ORIENTATION.....	68
STUDENT ACTIVITIES: STUDENT CLUBS	68
TESTING OVERVIEW	69
Placement Testing.....	69
Exemptions to Placement Testing	69
Workforce Development Testing.....	70
National Testing Program	70
The College-Level Examination Program (CLEP)	70
Postsecondary Education Readiness Test (PERT) Retest Policy.....	71
Credit-By Institutional Examination.....	71

STUDENT FEES AND FINANCIAL AID OVERVIEW	71
Application Fee	71
Appeal of Full Cost of Instruction.....	72
Deferment of Fees for Qualified Veterans.....	72
VA Benefit Recipients and Standards of Academic Progress.....	72
VA Overview.....	72
Student Fees	72
Matriculation and Tuition Fees.....	73
Non-Credit Fees	73
Student Activity Fee	73
Other Student Fees	73
Reimbursement of Charges	73
Refund Policy	73
Refund Request Process	74
Exceptions to Established Refund Policy	74
Student Loans	74
FINANCIAL AID OVERVIEW.....	75
How to Apply.....	75
Financial Aid Standards of Academic Progress	75
Completion Percentage (at least 67%)	75
GPA (at least 2.0)	76
Maximum Timeframe	76
Notification of SAP Status	76
Financial Aid Suspension.....	76
Appeal Process.....	76
Financial Aid Warning	77
How Eligibility Is Determined.....	77
Military Assistance	77
Veterans Education.....	77
Military Tuition Assistance.....	77
Special Notice for Financial Aid Applicants.....	77
Return of the Title IV Funds	78
Reasons for Scholarship or Grant Repayment.....	78

Grants.....	79
Federal Pell Grant	79
Federal Supplemental Educational Opportunity Grant (FSEOG)	79
Florida Student Assistance Grant (FSAG).....	79
Scholarship Programs	79
Board of Trustees Scholarships.....	79
Florida Keys Educational Foundation Scholarships.....	79
Florida Bright Futures Scholarship Program	80
Other Scholarships	80
Work Program.....	80
Federal Work Study Program (FWS)	80
Internships	80
OVERVIEW STUDENT ADVISING.....	81
Advising Online and Florida Shines.....	81
Student Advocate.....	81
Tutoring.....	81
Career Planning Services.....	82
Articulation Agreements.....	82
Academic Recognition.....	82
President’s List	82
Dean’s List	82
College-Level Competencies	83
Academic Amnesty.....	83
Procedure.....	83
Academic Integrity.....	84
Class Attendance.....	84
Classroom Activity and Grades	84
Classroom Etiquette.....	85
Florida Administrative Code (FAC).6A-10.030	85
Online Learning at the College.....	86
Student Load	86
Classification of Students.....	86
Completing More Than One Degree or Certificate Program While Attending the College.....	87

Withdrawal Grade Procedure	87
Repeating a Course	88
Standard Grading Scale	88
The College’s Standard Grading Scale.....	88
How to Figure your Grade Point Average	89
How You Receive Your Final Grades	89
Academic Probation and Suspension.....	90
Penalties (FS 1006.61).....	90
Student Services Appeals.....	90
Student Complaint	91
Student Discrimination	91
Sexual Harassment Grievance.....	91
Definition of Credit Hour	92
Course Substitutions	92
Prerequisite and Course Sequence	93
How to Apply for Graduation.....	93
DEGREES AND CERTIFICATES	93
Bachelor of Applied Science in Supervision and Management	93
(B.A.S.-S.M.)	93
Bachelor of Science in Nursing (B.S.N.).....	93
Bachelor of Science in Marine Resource Management (B.S.-M.R.M)	94
Associate in Arts Degree (A.A.)	94
Associate in Science Degree (A.S.)	94
Associate in Applied Science Degree (A.A.S.)	94
College Credit Certificate	95
Applied Technology Diploma (ATD).....	95
Career and Technical Certificate (CTC)	95
ADDITIONAL INFORMATION	95
Florida Residency Appeals	95
How to Change Your Address	95
How to Obtain a Copy of Your Academic Record (Transcript).....	95

STUDENT HANDBOOK 20-21

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. This edition of the Student Handbook supersedes all others and applies to both new students and students already matriculated.

In addition to this Student Handbook, the College also publishes an Annual Catalog that can be found on the website www.cfk.edu. The College 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. Should there be any conflict between this Student Handbook and the College policy, policy takes precedence.

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.

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

INTRODUCTION

Upon enrollment, students agree to follow all College Policies. A student’s period of enrollment begins at the point of matriculation to the College and ends upon graduation from the College. 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.

MISSION AND VISION

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 each and every one of our students through campus enhancement and/or development of programs and services, expansion of student success services, institutional and programmatic diversity, organized effective communication and cultivation of scholarship and program funding.

Accountability: Community and Environmental - Promote a culture of shared community and environmental responsibility by actively collaborating with our community to conduct needs assessment, use evidence-based decision making strategies, identify and adopt technology and processes to improve operational and strategic outcomes for the college and the community.

Agility: Institutional and Individual - Encourage and reward maximization of existing financial, technological, academic, and human resource processes through revitalization of existing processes, innovation for future achievement and effective communication of both.

Achievement: Students and Stakeholders - Meet or exceed the Florida College System benchmarks for student retention, completion, job placement and starting salaries while improving college readiness and closing skill gaps by purposefully aligning education with job competencies. Continue to invest, strengthen and enrich the professional “tool box” of our dynamic faculty and staff.

ACCREDITATION

The College of the Florida Keys is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of The College of the Florida Keys may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).

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 Equity Officer, Kathleen Daniel. Office A-130, Human Resources, 5901 College Road, Key West Florida 33040, 305-809-3248 or to the Office for Civil Rights of the U.S. Department of Education.

NOTICE OF NON-DISCRIMINATION

The College does not discriminate on the basis of race, color, national origin, ethnicity, age, sex, marital status, military status, genetic information, sexual orientation, religion, pregnancy, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies:

Equity Officer: Kathleen Daniel, Director, Human Resources
305-809-3248 or kathleen.daniel@cfk.edu

Title IX Coordinator: Naomi Walsh, Assistant to the Vice President of Advancement
305-809-3198 or naomi.walsh@cfk.edu

Disability Services: Katie Norland, Director of Student Success Services
305-809-3181 or katie.norland@cfk.edu

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

SATELLITE LOCATIONS

In addition to the Key West Campus, the College also has two centers: The Middle Keys Center in Marathon and the Upper Keys Center in Tavernier. The Centers offer students the opportunity to complete coursework toward an Associate in Arts or Associate in Science degree without traveling to the main campus. Student services such as admission, enrollment, and academic advising are also available. Students can also take non-credit continuing education classes for workforce training or personal enrichment.

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, Sec. 3-7, 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. The College acknowledges the right of persons with disabilities to utilize service animals as appropriate. Dogs certified to assist persons with disabilities are exempt from the College's animal prohibition. Service dog owners are responsible for the grooming, sanitation, and control of their animal. When the use of a certified service animal poses a documented danger or health hazard to others, the service animal will not be used and the College's Equity Officer and/or Coordinator for Office of Students with Disabilities will mediate. Provisions will be made, as necessary, to ensure the needs previously met by the use of a certified service animal are accommodated.

In the event that an animal is deemed necessary for instructional purposes, the responsible instructor must have prior written approval from his/her appropriate dean, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals which are needed for documented instructional purposes shall be kept in a healthy condition in appropriate cages and tanks, which are kept clean. [SREF Sec. 5.5(1) (g) 6(h)] June 1999.

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 faculty.

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 notices not approved, 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.

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 and visitors. Parking in areas not designated as parking space will result in a parking ticket. Please take note that ten (10) m.p.h. is the maximum speed permitted on campus.

The College also offers a special bicycle, scooter and motorcycle parking area adjacent to the student parking lot. For student safety, the College will remove bicycles parked in any area that is not specifically designated for bicycles.

Parking spaces located close to the main building are reserved for disabled students. Although disabled students may obtain special parking permits for the use of these designated spaces by contacting their physician. Unauthorized vehicles parked in disabled or handicapped spaces will be towed at the owner's risk and expense.

CAMPUS CAFE (FOOD SERVICES)

Food service is available weekdays in the Campus Café, located in the Ron Saunders Student Center. Hot and cold sandwiches, specials, salads, soups, desserts, and breakfast foods are available to the College Community from an outside vendor leasing the food operations area.

FOLLETT BOOKSTORE

The Follett Bookstore is located in the Ron Saunders Student Center and sells textbooks, supplies and other items for students, faculty and staff. Students can also purchase textbooks on [the College website](#). Additional information can be obtained by phoning the bookstore at 305-809-3241.

LIBRARY & LEARNING RESOURCES CENTER

Overview

The mission of the Library /Learning Resources Center is to provide library materials, services, and instruction to all customers (students, faculty, staff and the community) in an academically engaging environment that supports the curriculum and mission of the College.

The library is located at the Key West Campus on the second floor of building A. Library collections and resources are also available at our Middle Keys and Upper Keys Centers and accessible 24 hours a day, 7 days a week for all distance learners via [our website](#).

The library is committed to providing an atmosphere that promotes learning, research, and intellectual freedom, encourages access to knowledge, challenges censorship, and allows sharing of information. Our professionally trained staff is committed to fulfilling the needs of our customers in a relaxed, comfortable, and friendly atmosphere. Library cards are available to all students, faculty, staff and Monroe County residents free of charge. We support the educational and cultural needs of the College

Community via a rich collection of resources, workshops, and programs. The library contains over 35,000 books, eResources, periodicals, and audiovisual materials. Our readily accessible resources and innovative services and instruction help meet the scholarly, work force preparation and personal growth needs of all customers.

The online catalog, databases and other services are available on our [library's webpage](#) accessible 24 hours a day, 7 days a week. Students are provided with subscription based full text scholarly journals and newspapers, eBooks, and multimedia materials accessible with a library card.

Services provided include:

- Interlibrary Loan
- Library Art Gallery
- Library Instruction
- Research help
- Computers available to students

Interlibrary Loan

If you cannot find something you want, we can track it down for you. We can borrow things from the Florida Library Information Network (FLN) and the Florida Distance Learning Library Initiative (DLLI), as well as Florida's 28 state colleges. Materials are delivered via daily courier, fax, or email to the College for loan to our borrowers. Items requested by our Middle Keys and Upper Keys Centers students are delivered to the appropriate center.

College Library Art Gallery

The College's Library Art Gallery displays art that enriches student's classroom learning. The ever-changing displays add character to our library and give our customers just 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. Orientation sessions are available face-to-face, which are scheduled at the beginning of each semester, or the sessions can be viewed anytime from our website or on our distance learning platform, Canvas. Information literacy instruction is also included as part of all ENC1101 course and other subject course. Individual sessions are available upon request. Workshops are also available.

Research Help

Stop by the library or contact our librarians through the website to get help with your research papers. We can track down articles to make your paper stronger, talk through your ideas and help you format your citations. You can also call 305-809-3194 or [email](#) us.

Internet Use

Email

The College issues student email addresses to all active students.

Student Email Policy

- Email is considered an official method for communicating with the College's students. This policy establishes the College's expectations that faculty and other staff may routinely communicate important information to students using the established College email system.
- All students enrolled at the College are provided an official College student email account. Students are expected to check their college-issued email account on a frequent basis to remain informed of course related communications. It is recommended that students check email accounts daily. Students are responsible for the consequences of not reading course-related email communications in a timely fashion.
- All use of email will be consistent with other college policies, as previously stated, and as stated in the College's Student Handbook.

Acceptable Content of Email Messages

The College does not edit or censor the contents of user's 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.

Student ID/Library Card

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 head shot photo image of the student is taken and then printed and presented to the student. The initial Card is issued without charge.

Usage

This Card serves as proof of status with the College and also provides access to college resources such as Library facilities and services, computer labs, and the tutoring centers. Students may also use the Card to receive discounts from local businesses and establishments that participate in the College's student discount program.

Theft, Tampering and Mutilation of Library Materials

According to Florida Statutes, 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(1e)). 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.

The library uses a security system which detects the removal of materials which have not been or cannot be checked out. Unauthorized removal of library materials is viewed as attempted theft and can result in disciplinary action. The library reserves the right to search items that activate the security alarm. 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.

Computer Lab Usage

Acceptance of Terms of Use

The College provides computer usage free of charge to the College's faculty and staff, and currently enrolled students (referred to as "User") under these Terms of Use. By utilizing the College's computing facilities and services, user is indicating agreement to be bound by these Terms of Use.

Modification of these Terms of Use

The College may modify these Terms of Use at any time at its sole discretion. The College will provide users with reasonable notice of any such changes and continued use of the College's computer facilities will be conditioned upon each user's affirmative acceptance of any such changes.

Modification of the College's Computing Services

The College may modify or discontinue computing services with or without notice to any user, with liability to any User or any third party.

General Guidelines

Students must provide a jump or thumb drive for storage or email documents to themselves while using our computer services.

No student work is to be saved or stored on the computer hard disk even temporarily. Any work left on the hard disk can and will be deleted.

No food, candy, or drinks will be permitted in any computer facility or classroom. Absolutely NO exceptions will be permitted.

The computer should not be turned on or off. Ask for assistance if needed.

Privacy

Although it is the College's policy to respect the privacy of users, use of our computing facilities is not private, and may be reviewed by system administrators as part of normal operations. The College implies no privacy or secrecy for those using our computing services.

Illegal Use

The College's computer facility and network may be used only for lawful purposes. Transmission, distribution, or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitations, material protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat or violates export control law.

Time Limits

Time limits can and will be set to assure the greatest access for the greatest number of customers. Time limits will be posted and will be enforced when the demand exceeds the supply of workstations available. We have the right to change these time limits to allow the greatest access to the greatest number of customers. Wireless access is available in the library to those with laptops.

Hardware and Software

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.

Installing any software onto these systems is not permitted.

Please do not bang, hit, move, connect, or disconnect any hardware items. For assistance, ask the person on duty.

Computers are to be used for schoolwork only.

Please use only the software needed for your course and on which you have had training. Do not explore other software on these systems or on the Local Area Network.

Do Not:

- (a) delete any software programs, files, or directories/folders on these systems
- (b) reconfigure any software programs installed on these systems
- (c) create your own directories or folders
- (d) change any Windows desktop settings
- (e) attempt to fix problems on your own. Ask for help at the front desk.

Virus Detection and Removal

All the College's computing facility computers have virus-checking software.

Computer Policy

Indemnification

User agrees to indemnify and hold each of the College, their parents, subsidiaries, affiliates, officers, and employees, harmless from any claim or demand, including reasonable attorney's fees, made by any third party due to or arising out of User's use of the College's computing facility, the violation of these Terms of Use by User, or the infringement by User or any other user of User's account, of any intellectual property or other right of any persons or entity.

Violation of Policies

Violation of these Terms of Use may result in temporary or permanent loss of access to any or all of the College's computing facilities with other disciplinary actions as appropriate.

Disclaimer of Warranties

(a) User expressly agrees that use of the College's computing facilities is provided on an "as is" and "as available" basis. The College makes no warranty that the College's computing facilities will meet User's requirements or that the computing facilities services will be uninterrupted, timely, secure, or error free.

(b) User understands and agrees that any material and/or data downloaded or otherwise obtained through the use of the College's computing facilities is at User's own discretion and risk and that User will be solely responsible for any damage to User's computer system or loss of data that results from the download of such materials and/or data.

(c) The College makes no warranty regarding any goods or services purchased or obtained through the College's computing facilities or any transaction entered through the Internet.

(d) No advice or information, whether oral or written, obtained by User from the College or through the College's computing facility shall create any warranty not expressly made herein.

Limitations of Liabilities

The College shall not be liable for any direct, indirect, incidental, special, or consequential damages, resulting from the use or the inability to use the College's computing facilities.

Applicable Law

These Terms of Use shall be governed by and construed in accordance with the laws of the state of Florida, without giving effect to its conflict of the law's provisional authority.

The information contained in this section has its basis in Public Law 93.380. This is further enhanced however, by Florida State Board of Education Administrative Rule 6A-14.51 and The College's Board of Trustees Rule 7.600. Copies of these rules are maintained on the College's website.

Computers Available to Students

The library has two computer labs. The computers are available for student, faculty, and staff. Printing is available at \$.015 per sheet for black and white. Computer users are encouraged to use a jump or thumb drive to save their work.

Please contact the library at, 305-809-3196 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.

The College Library Acceptable Internet Use Policy

Internet Use

Library internet access is intended primarily as an informational resource to support the educational and research needs of our college students, faculty, and staff. Access is granted to support cultural, social

and community services programs of the College. The College's students, faculty and staff retain priority for computer use. Community use of the computers for short-term academic purposes is available based on availability as determined by library staff. The College's Library internet use is NOT allowed for commercial or illegal purposes. Wireless access is available in the library to those with laptops.

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 our customers to explore. The primary gateway to recommended sites is through the College's library website. However, providing a link in no way means we are responsible for the content of those sites. Because the internet has no governing body, there may be material that is offensive to some customers. It is the customer's responsibility to monitor use. Sites containing nudity, obscenity, or graphic violence are not considered appropriate due to public terminal display. Accessing such sites may result in the revocation of computer privileges.

Customers must comply with U.S. Copyright Laws.

Time Limits

Time limits can and will be set to assure the greatest access for the greatest number of customers. Time limits will be posted and will be enforced when demand exceeds the supply of the workstations available. We have the right to change these time limits to allow the greatest access to the greatest number of customers.

Downloading / Changing Configuration

Customers are not permitted to make permanent changes to browser configuration, such as default email address. If a customer does any of the above without permission from a library staff member, we have the right to deny further access. Documents should be saved to a jump or thumb drive or emailed. Documents saved to the desktop of the library computers will not be available after the computers are restarted.

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 campus residency, visit [the housing website](#).

RELIGIOUS OBSERVANCES

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

he/she has been unreasonably denied an educational benefit due to his/her religious belief, or practice, that student should follow the complaint procedure set forth in Rule No. 7.520.

TOBACCO-FREE POLICY

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

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 is also prohibited in all vehicles owned, leased, or operated by the College. There is no smoking allowed at the Middle Keys or Upper Keys Centers (Board Rule 4.420).

SOLICITATION

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 Vice President for Academic Affairs or the President (Board Rule 7.210).

STUDENT HEALTH INSURANCE

Although student health insurance is not available through the College, one or more private insurance companies do provide health insurance coverage for students at special rates. For more information about these companies contact the main campus.

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 Human Resources at 305-809-3118, Office A-130, 5901 College Road, Key West, FL 33040.

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. For all major life-threatening emergencies, please call 911 (from campus phones please dial 9-911) and Campus Security.

Individuals are encouraged to file an incident report on [the College website](#).

Please see the Director of Purchasing and Plant Operations for additional information, policies, and procedures concerning security at the College.

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 of Trustees Rule 7.600. Copies of the College's Board Rules 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 use of the Internet, email transmission and text messaging and preserving for all of its Constituents 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, Constituent(s) agrees to comply with this AUP and to remain responsible for its uses. The College reserves the right to change or modify the terms of the AUP at any time, effective when posted on the College's web site. Constituent'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's services that provide (or include) access to the Internet, including hosting services (software applications and hardware), or are provided over the Internet or 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/Email/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 College's branded website or from a website that contains the College's 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, 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 the College's provided web hosting, the College reserves the right to decline to provide such services if the content is determined by the College 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. Suspected violations of this prohibition may be reported to [the College's IT Help Desk](#). The College will report any discovered violation of this prohibition to the National Center for Missing and Exploited Children and 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 email services, constitutes a violation of this AUP. Spam/Email or Usenet abuse is prohibited using IP Services. Examples of Spam/Email 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 Constituent 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

Constituents 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 email 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 hi-jacking
- 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 Constituent's account to stay logged on while Constituent 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

Constituent Responsibilities

Constituents remain solely and fully responsible for the content of any material posted, hosted, downloaded/ uploaded, created, accessed, or transmitted using the IP Services. The College has no responsibility for any material created on the College's network or accessible using IP Services, including content provided on third-party websites linked to the College's 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 the College of the content(s) of such sites.

Constituents 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

Constituent's failure to observe the guidelines set forth in this AUP may result in the College taking actions spanning from a warning to a suspension or termination of Constituent's IP Services. When feasible, the College may provide Constituent with a notice of an AUP violation via email or otherwise allowing the Constituent 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 Constituent'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 the College's Constituents

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's network and its constituents.

COPYRIGHT

All students at the College are expected to have a basic understanding of copyright law and 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 the 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.

Contact the library at 305-809-3194 or see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. An exhaustive list of web sites from which you may legally obtain copyrighted material is published by EDUCASE.

Violation of Policy

Students in violation of established procedures and requirements 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.

SUBSTANCE ABUSE POLICY

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.

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.

DRUG FREE WORKPLACE

COLLEGE BOARD RULE

Subject: Drug-Free Workplace/College
Authority: F.S. 440.101, 440.102, 1001.64(18)
Amended: 3/28/1977, 5/20/93, 2/26/02

Number: 5.643
Approved Date: 2/26/02

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.

- 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 of the College.
- 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 of 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, or delivering, or possession of controlled substances within 1000 feet of a school is a felony in the first or second degree.

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 student unless she/he waives this right.

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 Services within one week after the close of registration each term.

The College’s Associate Dean 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.

Records Maintained

The College maintains records on students as listed. However, not all of these records may be kept on each student: admissions records, course registrations, grades and transcripts, directory information, text data, correspondence, academic records, financial aid records, and Veterans Administration records. The Associate Dean of Enrollment Management is the official record keeper for the institution with the following exception: Financial Aid records are maintained by the Financial Aid Officer; placement scores and educational plans are maintained by the Director of Advising Services, and disciplinary records are maintained by the Office of Advancement. Individuals employed by the College, who can demonstrate a “need to know,” may be granted access to student records by the Associate Dean of Enrollment Management, the Vice President of Academic Affairs, or the President.

Student Rights of Access

A student or former student has these rights of access to the individual records:

- the right to be provided a list of the types of education records which are maintained by the institution
- the right to inspect and review the content of these records
- the right to obtain copies of these records at own expense
- the right to receive explanation on and challenge the content of these records and to have errors corrected
- the right to obtain copies of educational records and to make them available to third parties

Limitations on Access

The federal law and regulations permit the College to deny access to these records:

- any financial records of parents which have been furnished to the College, confidential letters and statements of recommendation placed in student files prior to January 1, 1975, if not used for purposes other than those for which they were specifically intended
- records made by supervisory, administrative, and educational and personnel employed by the College, which are in the sole possession of the maker thereof, and which are not accessible or revealed to any other person except a substitute
- data or information relating to another student
- student employment records within and without the College, to include follow-up evaluations by employers

Procedures for Obtaining Access

Requests to examine the student's educational file maintained at the College will be submitted by the student, in writing, to the individual responsible for maintaining the record. On receipt of the request, the responsible official of the College will arrange to comply at as early a date as possible, but not to exceed 30 days of the request. The record will be examined by the student in the presence of the person responsible for maintaining the records, or a designated representative. This college official will not permit removal of material from the file. Student requests for copies of the material will, however, be honored subject to the provisions below.

Student Rights of Challenge

A student has the right to challenge the content of education records to insure that the record is not inaccurate, misleading, or otherwise in violation of privacy or other rights and to be given an opportunity for the correction or deletion of any such data or to insert into the records a written explanation concerning the content of the records.

Make Internal Distribution of Selected Records

The College reserves the right for college officials and instructors to use information from student records internally for legitimate educational purposes.

Permit Access by Third Parties

The College may provide information to other educational institutions upon the written request/consent of the student, and subject to the opportunity for a hearing by the student to challenge the content of

records being transferred. A copy of this material will be furnished the student upon written request and at student expense for the reproduction. By law, educational records are open for legitimate use to specified officials of the federal government and of the State Government where the desired information is specifically required to be reported or disclosed pursuant to State Statute. Student information may also be available on proper identification and authorization to organizations conducting studies for educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, providing the information will be destroyed when no longer needed. Student data will be made available to accrediting organizations in carrying out their accrediting functions. The College is also required to make information available in compliance with judicial order or pursuant to any lawfully issued subpoenas in advance of compliance by the College.

Retire Unneeded Records

The College reserves the right for its officials to consolidate student records and to destroy records in conformance with the Florida Public Records Act 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.

Right of Hearing

Every effort will be made to resolve disagreements on content through informal meetings and discussions. In the event informal methods do not resolve a problem, a student is entitled to an opportunity for a formal hearing. This hearing will be scheduled within ten days of written request by either the College or the student and shall be conducted by an impartial committee appointed by the President in each instance. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised. A written summary of the issue and appropriate recommendation shall be forwarded to the President within five days following the termination of the hearing. The President shall render a written decision within ten days after receiving the recommendation of the committee. Records will then be corrected or expunged as the President directs and the student will be informed accordingly. A copy of the committee report and action by the President will be placed in the student's file.

Limitation on Challenge

All materials contained in the student educational record, with the limitation of #3 above, are subject to challenge except upon the basis in which instructor grades were awarded. However, improper recording of grades is subject to challenge.

Student Rights to Release Information

A student may request release of all or any part of his education records to specific persons, agencies, or institutions. Request will be in writing, be signed and dated by the student, and shall include specific identification of the records to be released, and the names of the parties to whom such records will be released. A copy of the records released, in accordance with such a request, shall be provided the student if desired. All reproduction and mailing expenses involved in this provision will be met by the student.

Rights Reserved to the College

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

Release Directory Information

Directory information is defined as the name of the student. Students who do not wish the dissemination of "directory information" without prior consent must sign a statement at the Office of Enrollment Services within one week after the close of registration each term.

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 persons. This information will be released only in emergency 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 his/her 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.

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 institution 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.

Florida Keys Community 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 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. Complaint 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 CODE OF CONDUCT VIOLATIONS & PROCEDURES

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 property and equipment of the College.

Each student, by registration, assumes the responsibility to become familiar with and to 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. (Board Policy 7.510)

I. DEFINITIONS

All definitions of terms used herein can be found in the Definitions section at the end of the Student Code of Conduct.

II. STUDENT CODE AUTHORITY

- a) The Conduct Officer shall develop procedures for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Hearings.
- b) The Conduct Officer, or designee, shall have original jurisdiction over all cases involving an alleged violation of the Student Code of Conduct or other nonacademic policy established by the District Board of Trustees.
- c) The Equity Officer, or designee, shall have original jurisdiction over all cases involving alleged violations of discrimination or harassment.
- d) The Conduct Officer and/or Equity Officer, or designee, shall be authorized to investigate and to hear each matter and to determine sanctions as appropriate.

- e) Decisions made by the Conduct Officer and/or Equity Officer, shall be final, pending the appeal process set forth in Section IV. E.

III. PROSCRIBED CONDUCT

Jurisdiction of the College Student Code of Conduct

The College Student Code of Conduct is in effect on college premises, on property owned by the College and at functions sponsored by or participated in by the College regardless of the locations.

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 which 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 his/her conduct from the time of application for admission 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. 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.

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 IV:

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 his/her 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.

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.

Arson: Intentionally setting or attempting to set a fire.

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.

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: Providing false, misleading, or invalid statements, 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 which 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.

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

Gross Insubordination or Open Defiance: Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order.

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: Any action or situation that recklessly or intentionally humiliates, intimidates, demeans and/or endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. This includes active or passive participation in such acts as *when a person solicits others to commit or is actively involved in the planning of hazing.*

Inciting, Leading or Participating in a Major Student Disorder: The willful act of inciting, leading or participating in a disruption or disturbance which 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 his or her 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 is also prohibited in all vehicles owned, leased, or operated by the College. There is no smoking allowed at the Middle Keys or Upper Keys Centers (Board Rule 4.420).

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

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

Trespassing: Entering upon or remaining on any property, a 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 or symbol or signature of another person of 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: Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.

On occasion, situations may arise not specifically covered by college regulations or the Code, but which are harmful to the welfare of the College Community or are obstructive to the orderly processes of the College. In these incidents, interpretation will be made by a representative of the College and appropriate action will be taken.

IV. STUDENT CODE OF CONDUCT VIOLATIONS 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 Assistant VP of Advancement and/or Equity Officer shall decide whether to conduct a preliminary investigation to determine if the alleged complaint has merit and charges should be brought against the student. The Assistant VP of Advancement and/or Equity Officer may choose to act as or designate a Student Conduct Officer (SCO), to conduct the preliminary investigation.

The Conduct Officer and/or Equity Officer 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 Accused Student in written form as soon as possible after the College's preliminary review of the event takes place, normally within five (5) work days. 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, he or she may first attempt to resolve the Student Code of Conduct infractions and/or misconduct by holding an Administrative Conference wherein mediation and/or conflict resolution may be used to arrive at mutual consent of the parties involved. Both the Accused and Complainant must participate in the conference. If the outcome of the Administrative Conference is acceptable to the SCO and both parties, then such disposition shall be communicated in writing to all parties within a reasonable period of time (typically 5 working days) and shall be final, and there shall be no subsequent proceedings. A copy of the documentation detailing the outcome of this stage shall be recorded in Maxient.

If the charges are not admitted to and/or cannot be disposed of by an Administrative Conference, then the SCO will hold a hearing as described below. If the student accepts responsibility for violating the Student Code of Conduct during the Administrative Conference, but sanctions are not agreed to, the subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s). A copy of the documentation detailing

the outcome of this stage shall be provided to the Associate Dean of Enrollment Management and/or Equity Officer.

3. Hearings: Hearings shall be conducted by the SCO according to the following guidelines:
 - a. Hearings normally shall be conducted in private unless the Accused Student requests that it be public and the Complainant and the Conduct Officer and/or Equity Officer agree.
 - b. If, in the opinion of the SCO, the infraction could reasonably result in either suspension, expulsion or other serious sanction, the SCO may select, form, and chair an Ad Hoc Student Conduct Committee – typically within 10 working days of the complaint or infraction. The committee shall include up to a total of three (3) representative College Community members (employees and students). The role of the committee members is to act in an advisory capacity to the SCO who has sole responsibility and authority to determine whether or not 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.
 - c. The Complainant, Accused Student 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 SCO.
 - d. In hearings involving more than one Accused Student, the SCO, at his or her discretion, may permit the hearings concerning each student to be conducted either separately or jointly.
 - e. The Complainant and the Accused Student 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 Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearing before the SCO. 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.
 - f. The Complainant, the Accused Student and the SCO 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 Accused Student at least three (3) work days prior to the hearing. Witnesses will provide information to and answer questions from the SCO. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the SCO with such questions directed to the SCO, 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 SCO.

- g. The Complainant and Accused Student each have 20 minutes to present their information; this time frame also includes witness presentations on their behalf.
- h. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the SCO at his/her discretion.
- i. All procedural questions are subject to the final decision of the SCO.
- j. After the portion of the hearing concludes in which all pertinent information has been received, the SCO shall determine whether the Accused Student is responsible for or is not responsible for violating each section of the Student Code which the student is charged with violating.
- k. The SCO's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code of Conduct.
- l. The SCO will notify the Accused Student in writing via the student's college-issued email address on the student's record within 5 working days of the determination.
- m. 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 SCO (not including deliberations). Deliberations shall not be recorded. The original record shall be the property of the College. The Accused and Complainant may request and receive a single copy. No participant in any hearing shall be permitted to make their own separate recording.

If an Accused Student, with notice, does not appear before the SCO, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

The SCO may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, 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, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Vice President of Advancement or Equity Officer to be appropriate.

B) Sanctions

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

- Reprimand
- 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
- Educational requirements
- Probation
- Suspension
- Expulsion
- Revocation of Admission and/or Degree

More than one of the sanctions listed above may be imposed for any single violation. 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 Associate Dean 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 Organization, the records of the process and of 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 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 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 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 Associate Dean of Enrollment Management, 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 Associate Dean of Enrollment Management do not approve the student to return to class, then the SCO shall appropriately charge 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 as a result of the outcome of the hearing the SCO grants permission for the student to return. If as a result of the SCO's sanction, the student is not permitted to return, then the Associate Dean 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 his/her 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 his/her designee, may impose an Emergency College Suspension prior to a hearing and during the investigation. (Board Policy 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 Vice President of Advancement 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 may be appealed by the Respondent(s) or Complainant(s) to the Vice President of Advancement or Equity Officer within five (5) workdays of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Advancement.

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, 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 upheld by the Vice President of Academic Affairs, the matter shall be returned to the SCO or Equity Officer for re-opening 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/Equity Officer/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 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 or the Associate Dean of Enrollment Management, Vice President of Advancement, Equity Officer and/or 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 Associate Dean of Enrollment Management's, Equity Officer's, 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.

V. INTERPRETATION AND REVISION

- a. Any question of interpretation or application of the Student Code of Conduct shall be referred to the SCO for a final determination.
- b. The Student Code of Conduct shall be reviewed every three (3) years under the direction of the Associate Dean of Enrollment Management beginning in 2017.

VI. 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 which could ultimately lead to suspension, expulsion, or other serious sanction.

"**Administrative Conference**" refers to a meeting held by the SCO with the Accused and Complainant. The SCO may employ mediation and/or conflict resolution to arrive at an outcome that is acceptable to both parties including the SCO.

"**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**" includes 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 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 Associate Dean of Enrollment Management.

"**Organization**" means any number of persons who have complied with the formal requirements for college registration or recognition.

"**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 fulltime 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 Equity Officer 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.

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

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 State Board of Community Colleges (SBCC) has assumed responsibility for the compilation and dissemination of this data. Individuals interested in this data should contact the SBCC, 1314 Florida Education Center, 325 W. Gaines Street, Tallahassee, Florida, 32399-0440, (904)488-9763.

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with FL Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security Number (SSN). The College collects and uses your SSN only for the following purposes in performance of the College's duties and responsibilities. To protect your identity, the College will secure your SSN from unauthorized access, never release your SSN to unauthorized parties, and assign you a unique student/employee identification number. This unique ID number is used for all associated employment and educational purposes at the College.

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSN's to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College, but the IRS is then authorized to fine the student in the amount of \$50.00.

In addition to the federal reporting requirements, the public-school system in Florida uses SSN's as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All SSN's are protected by federal regulations Family Educational Rights and Privacy Act (FERPA) and are NEVER released to unauthorized parties.

FINANCIAL AID DEPARTMENT

The US Department of Education's Free Application for Federal Student Aid (FAFSA) requires all applicants to report their SSN to be used for all federal financial aid programs as a student identifier for processing and reporting.

In addition to its use by USDOE as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study Program (See Human Resource's purposes below), and is required on all loan applications for use by the lender/servicer/guarantor.

The College requests a student's SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes. If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant, Florida Work Experience, or Bright Futures the State of Florida Department of Education will require the use of the SSN on their grant/ scholarship disbursement website and for reporting purposes. The College's Office of Financial Aid will never release SSN to an unauthorized party.

SEXUAL ASSAULT POLICY

It is the policy of the College to create and maintain a climate where students may pursue personal, social, cultural, and interpersonal growth without fear of sexual exploitation, assault, or discrimination. Cases involving violation of this policy will be submitted to the Title IX Coordinator and handled in a confidential manner (Board Rule 4.310).

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 assault, dating violence, domestic violence and stalking as the Clery Act defines these crimes

1. Sexual Assault

Under Florida Law, sexual battery is defined as follows: "Oral, and or vaginal penetration by union with a sexual organ of another or the anal or vaginal penetration by another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose." Section 794.011 Florida Statutes.

2. 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.

3. 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.

4. 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.

5. 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.

6. Voyeurism

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

II. Penalties - Sexual Assault

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 statute, 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 assault, 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 an 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.

1. Students

The right of due process is assured all students by College Rules and Procedures. At the College, a Student Conduct Officer 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, Student Conduct Officer and/or Equity Officer 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.

2. 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.

3. 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 bases of procedural deficiencies, newly discovered evidence or bias or conflict of interest affected 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 assault policy and procedure will be included in the Student Handbook (Student Code of Conduct) which will be discussed at orientation and made available on the College's website.

V. Responses to Reports of Sexual Assault

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 will be reviewed by the Safety and Security Committee on an annual basis 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

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

COLLEGE BOARD RULE

Subject: Harassment Number: 5.540

Authority: F.S. 1001.64(18), 1000.05, Chapter 760

Approved Date: 02/26/02

Amended: 10/24/1994, 04/25/2000, 02/26/02, 9/30/09, 01/28/13

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 campus 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.

Definitions

The types of harassment are defined below:

- A. College Community is defined as all students, college employees, contractors, volunteers, and visitors.
- B. 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 of 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.
- C. Stalking is defined as the willful, malicious, and repeated following or harassing of another person. Stalking may be a criminal offense.
- D. 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 his/her race or color.
- E. 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.
- F. 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.

- G. 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.
- H. 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.

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 contact the Director of Human Resources/Equity Officer. As an alternate point of contact, the 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. Informal complaints, whether oral or in writing, should be directed to the Director of Human Resources/Equity Officer or the Vice President, Academic Affairs, as an alternate point of contact. The accused will be informed about the nature of the informal complaint and will have an opportunity to respond.
4. If informal resolution fails to resolve the matter to the complainant's satisfaction, the complainant may file a formal complaint, with the Director of Human Resources/Equity Officer with the Vice President, Academic Affairs as an alternate point of contact. Formal complaint must be documented in writing within twenty (20) calendar days of the incident or event giving rise to the complaint.
5. The Director of Human Resources/Equity Officer 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 Director of Human Resources/Equity Officer has the discretion to determine whether the situation warrants a meeting, either with the complainant and the alleged offender 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 accuser and the accused within 15 business days of the formal complaint. If the process requires further investigation, a written notice will be sent to the accuser and accused within fifteen (15) business days of the complaint notifying both parties of an extension of up to five (5) additional business days.

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.

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.

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 means 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 "College Organization." Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual, including any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity as described above upon which the initiation or admission into or affiliation with a College Organization is directly or indirectly conditioned shall be presumed to be a "forced" activity with the willingness of an individual to participate in such activity notwithstanding.

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 7.520. 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 College Organization, as an organization or through any person associated with a College 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 Student Conduct Officer 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).

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 establishes 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 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 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 in spite of 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 physical disabling conditions will be provided with reasonable accommodations.

DISABLED AND MENTAL HEALTH SUPPORT SERVICES AND REFERRAL

The Coordinator for the Office of Students with Disabilities and/or the Equity Officer shall provide referrals to local support services to HIV-positive students and/or employees. The local health care network includes:

AH Monroe - 305-296-6196

Helpline Crisis Line Inc. - 305-296-4357

Care Center for Mental Health - 305-292-6843

Guidance Clinic of the Middle Keys (24 hours) - 305-434-9000

Guidance Clinic of the Upper Keys - 305-853-3284

Health Care Center - 305-292-6885

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. The Student Handbook is available in the administrative offices of the Key West Campus and Upper and Middle Keys Centers. Student and employee education/information events will 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 BY COLLEGE PERSONNEL

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.

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 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.

Student-Related Publications

Publications available include:

- The Student Handbook which contains information on all aspects of student life, academic regulations, various college procedures, and policies.
- College publications, web-based publications, which contain important dates, upcoming college events, club news, and other helpful information.
- The Student Activities Handbook which contains information about club participation and procedures for conducting student activities.
- The College Catalog which contains academic degree requirements and course descriptions.

These publications are located online at our [College website](#).

OVERVIEW OF ENROLLMENT SERVICES, REGISTRATION AND STUDENT SERVICES

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 Services 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 or program director prior to registering to secure an approval signature on their course request forms. Middle and Upper Keys residents may contact their local center for information and assistance. Registration is available online for returning students or for students that have an application for admission on file.

Enrollment Services maintains student records. Students may access forms that include instructions to update student records through [the College website](#). The completed forms enable Enrollment Services 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

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 Equity Officer 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 Equity Officer 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 Equity Officer. Notice of the Equity Officer 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 Equity Officer:

Kathleen Daniel
 Director of Human Resources
 5901 College Road
 Key West, Florida 33040
 305-809-3501
 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

Eligibility for Substitutions: Any person who has a disability as defined in FAC 6A-10.041 shall be eligible for reasonable substitution for any requirement for admission to the College, admission into a program of study, or for graduation. Documentation must be provided to show that the person's failure to meet the requirement is directly related to the disability, and that this failure to meet the requirement does not constitute a fundamental alteration to the College or the nature of the specific program. For purposes of this policy, the categories of disability shall be defined in the manner set forth in State Board of Education Rules.

Restrictions

The College will attempt to provide reasonable substitutions within the terms and intent of this policy. Factors such as accreditation standards, licensure or certification requirements, the significance of particular requirements to the program, availability of alternative means of achieving the purpose of the requirement are important considerations in the determination whether reasonable substitutions are available or whether a substitution would constitute a fundamental alteration in the nature of a program. For example, some programs establish external affiliations with organizations, such as hospitals or marinas, to provide important specialized training; in some instances, reasonable substitutions for such requirements may not be available. The granting of a substitution may not be construed as a representation that the substitution will meet requirements of any testing, licensure, or certifying organization.

Articulation with Other State Institutions: the College shall accept all substitutions previously granted by other state postsecondary institutions as they may relate to admission to the College, admission to a program of study, or graduation.

Compliance with Accreditation Standards

No substitution, which would constitute a violation of any requirement by an accrediting organization, shall be granted or accepted pursuant to this policy.

Grievance

Any student who is aggrieved by an administrative decision related to this policy may pursue a complaint through the Vice President of Advancement.

Procedures

The President or the President's designee shall establish procedures to implement this policy.

Substitute Admission and Graduation Requirements for Students with Disabilities Procedure

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 State Board of Education Rule 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 except those students who have been documented as having an intellectual 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.

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 SBE Rule 6A-10.041:

Hearing Impairment

A hearing loss of thirty (30) decibels or greater, pure tone average of 500, 1000, 2000 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, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological process. Such disorders do not include learning problems, which are due primarily to visual, hearing, or motor handicaps, to mental retardation, to emotional disturbances, or to an environmental deprivation.

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.

Other

Any disability not identified in paragraphs (1)(a) through (h)- of Rule 6A-10.041, except those students who have been documented as having an intellectual disability, deemed by a disability professional to make completion of the requirement impossible.

Procedure

The 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.

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 Office of Students with Disabilities 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 the Office of Students with Disabilities 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 the Office of Students with Disabilities 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 the Office of Students with Disabilities.
2. The Coordinator for the Office of Students with Disabilities, 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 Vice President of Academic Affairs within five (5) days of meeting.
4. The 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 the Office of Students with Disabilities notifies the student within five (5) days of receiving the Provost's determination
6. If the request is denied, the student may file an appeal within ten (10) days of receiving the determination to the Associate Dean of Enrollment Management.

C. Reasonable substitutions for criteria for graduation.

1. The student shall present appropriate documentation of disability to the Coordinator for the Office of Students with Disabilities.
2. The Coordinator for the Office of Students with Disabilities, or designee, shall convene a Graduation Review Committee to meet within fifteen (15) working days of receipt of the student's request.

3. Graduation Review Committee recommends reasonable substitution(s) for criteria for graduation from the institution to the Vice President of Academic Affairs within five (5) days of meeting.

4. The 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 Coordinator for the Office of Students with Disabilities notifies the student within five (5) days of receiving the Provost's determination

6. If the request is denied, the student may file an appeal within ten (10) days of receiving the determination to the Associate Dean of Enrollment Management.

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

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.

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, the student would be eligible for an exemption from those college preparatory courses in accordance with SBE 6A-10.041, 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 Associate Dean of Enrollment Management.

B. The Associate Dean of Enrollment Management shall initiate the Student Complaint Procedure.

VI. Substitutions provided by other institutions.

A. In accordance with State Board of Education Rule 6A-10.041(3), F.A.C., the College will accept all substitutions previously granted by a state post-secondary institution. The student must notify the Coordinator for the Office of Students with Disabilities and the Associate Dean 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 the Office of Students with Disabilities will initiate a substitution form and forward it to the Provost for approval. The Vice President of Academic Affairs will forward the approved form to the Office of Enrollment Services for input into the database. Once the substitution is included in the database, the Office of Enrollment Services will notify the Coordinator for the Office of Students with Disabilities, who will notify the student. A record of the granting of substitute requirements will be kept at the Office of Students with Disabilities and at the Office of Enrollment Services.

C. In compliance with state statute, the Office of Enrollment Services and the Office of Students with Disabilities 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 the Office of Students with Disabilities 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).

OFFICE OF STUDENTS WITH DISABILITIES

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 Office of Students with Disabilities assists students with disabilities in all aspects of college life to ensure their educational experience is successful. Procedures for reasonable accommodations related to a student's disability are located in the Academic Affairs Division's Office of Students with Disabilities.

Eligibility

Students who have a documented disability are eligible for services. A disability is classified as a physical or mental impairment that substantially limits one or more of an individual's major life activities. These may include visual, hearing, or speech impairment, other physical conditions, including cerebral palsy, epilepsy, cancer, heart disease, diabetes, HIV-related illness and various chronic diseases. Other disabilities may include learning disabilities, mental or psychological disorders, and substance abuse disorders.

How to Obtain Services

The Office of Students with Disabilities facilitates accommodations with faculty and staff and serves as an information resource to promote awareness and knowledge of disabilities. The student is responsible for self-identifying with the Office of Students with Disabilities. This voluntary declaration is independent from the admissions process itself. Once contact has been made with the Office of Students with Disabilities, the student is required to provide current (within the last three years) documentation from professionals who make such diagnoses. Students are required to secure appropriate disability testing and documentation on their own. All disability records are treated as confidential and secured.

Once verification of the disability and completion of the Application for Accommodations and Services is received, appropriate requested services can begin. For example, a student may ask for and receive extra time on tests or note-takers/tutoring services. Students requiring special assistance and/or support services should contact the Office for of Students with Disabilities 30 days before the term begins or as soon as possible thereafter. Accommodations designed to meet a student's individual learning needs do not reduce their responsibility for meeting the same academic standards, conduct codes, and course requirements as those required of all students at the College. For additional information, contact The Office of Students with Disabilities located on the Key West Campus. Students can make appointments by calling 305-809-3181.

Auxiliary Learning Aids

The Auxiliary Learning Aids Program is designed to provide eligible students enrolled in credit courses with the necessary equipment and/or staff so he/she can have full access to all programs, services, and activities. Auxiliary learning aids may consist of adaptive devices and equipment such as:

- enlargers
- tape recorders
- computers
- assistive listening systems
- modified or extended test taking
- assistance by persons such as tutors, interpreters, readers and note takers

National Voters Registration Act-Section 7

The Office of Students with Disabilities 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 the Office of Students with Disabilities for further information by calling 305-809-3181.

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](#).

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 MyStudentBody Essentials Course
- You will be familiarized with the College's website

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.

- Bone Island Athletic Club
- Book Club
- Coral Conservation Club
- Creative Writing Club
- International Student Club
- LGBTQIA – This Is Me
- Mud Pi
- NSNA – National Student Nursing Association
- OutKast for Christ
- Phi Theta Kappa Honor Society
- Scuba Club

- Sigma Alpha Pi
- Student Government Association
- Special Olympics College Club
- United States Aquaculture Society

TESTING OVERVIEW

The Office of Community Engagement and Testing schedules and administers placement tests and other assessment batteries to students at all levels. Advisors, instructors, and community agencies may refer students and provide discussion of test results.

Placement Testing

All new degree-seeking students and returning students who change to degree-seeking status, must take an approved placement exam before registering for courses. The test includes mathematics, reading and English language skills. Non-degree seeking students are subject to placement test requirements if they wish to enroll in communication/humanities or mathematics course, 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 must enroll in developmental courses in the 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, although included in satisfactory academic progress (SAP) calculations, they are not included in GPA calculations.

Students who can provide official ACT, SAT or Florida Placement Test 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.

Test administrations are offered twice a month with more frequent administrations scheduled prior to the beginning of each semester. Testing is available at the Key West Campus and Upper Keys Center.

Florida Statutes require that a student provide proficiency determined by the institution at the close of each college prep course. To proceed into college credit course work in the subject area, a student must successfully complete college developmental coursework.

Exemptions to Placement Testing

Students entering degree programs, taking degree-credit courses, or any level of English, math, or reading courses are required to take a placement test before registering. ACT, SAT, Accuplacer Classic and PERT are accepted. Exemptions to the placement test requirement can be found in Florida Statute 1008.30(4)(a), which states a student who entered 9th 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 who do not qualify for exemption under F.S. 1008.30 and who provide ACT, SAT, PERT or Accuplacer Classic scores (two years current) below the scores required to enter college level courses must enroll in developmental courses, with the exemption of those students who meet the criteria of Florida Statute 1008.30. These courses include reading comprehension, communication skills, basic math, and introduction to algebra. Enrollment in the developmental program is based on placement scores. Grades earned in developmental courses will not count toward graduation nor will they be calculated into the grade point average; however, they are calculated in the satisfactory progress average for financial aid purposes. Students are permitted to enroll in developmental instruction concurrently with credit instruction in courses for which they are qualified.

Workforce Development Testing

The College's Key West Campus is an approved test site for administering PearsonVue workforce certifications. For registration and information, please contact the Office of Community Engagement and Testing at 305-809-3185. The Test for Essential Academic Skills (TEAS) and Criminal Justice Basic Abilities Test (CJBAT) can be administered at Key West and Upper Keys Centers. For registration or information concerning these exams, contact the Office of Community Engagement and Testing at 305-809-3185.

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's). Information and registration bulletins are available through the Office of Community Engagement and Testing.

The College-Level Examination Program (CLEP)

CLEP (College-Level Examination Program) is a national program of credit by examination. CLEP enables students who have reached a college level of education outside the classroom to demonstrate their achievement through testing and have the results used for college credit.

A maximum of forty-five (45) semester hours may be earned through the general and subject exams of CLEP. Credits earned through CLEP do not satisfy the College's residency requirement. To earn credit, a score at or above the fiftieth percentile level is required. Credit is earned after the Registrar has evaluated the official score report and specifies the course for which credit is being offered. Students receive credit for courses, not letter grades, and the earned credits are not computed in grade-point averages. CLEP registration and information should be completed through [the CollegeBoard website](#). For further questions, contact the Office of Community Engagement and Testing at 305-809-3185 - Key West Campus.

Postsecondary Education Readiness Test (PERT) 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.

- It is recommended that a student wait for at least 45 days to elapse before retaking the PERT.
- 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.

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

Credit-By Institutional Examination

A student may challenge the content of certain college and vocational 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 or DANTES examination is available. Students should be aware that the College's institutional exams may not be offered for certain courses due to the nature of the course content.

To be eligible to take an institutional exam, the student must:

- be currently enrolled in a credit course other than that being
- challenged or have completed prior credit course work at the College
- not have taken an institutional exam for the course at any previous time
- not previously have taken the course at the College or through transfer credit
- obtain permission from the appropriate instructor and pay a predetermined institutional exam fee at the Business Office

A student who successfully completes an institutional exam with a score of 80% or higher (75% or higher for the NLN exam) will be awarded credit for the course. Students may not attempt Credit by Institutional Exam more than once in the same course.

Credit earned through an institutional exam cannot be used to satisfy the College's residency requirement. For additional information contact the Office of Community Engagement and Testing at Key West Campus or the Center Directors at the Middle or Upper Keys Centers.

STUDENT FEES AND FINANCIAL AID OVERVIEW

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.

Appeal of Full Cost of Instruction

Students who fail or withdraw from a course two times due to extenuating circumstances and wish to re-enroll in the course may appeal the full cost of instruction (Non-Florida Resident Fees) through the Student Services Appeal Committee. An exception may be granted only once for each course.

Deferment of Fees for Qualified Veterans

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 34 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 the receipt of benefits. This is 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. The deferment shall be given on the first day of registration for the first term of enrollment. If a veteran fails to pay deferred fees by the due date, he/she will be withdrawn from courses and will still owe the full amount of fees. Full repayment is due whether or not the veteran receives VA benefits. No deferment shall be granted to an eligible person who has received advanced or prepaid educational benefits from the Veterans Administration. The certification of enrollment is transmitted to the VA after the last day to drop/add courses.

VA Benefit Recipients and Standards of Academic Progress

The College's Standards of Academic Progress apply to students using veterans' educational benefits. Academic probation status must be reported to the VA by the School Certifying Official. Academic suspension must also be reported and will result in the student becoming ineligible to receive further VA educational benefits while in suspension status.

VA Overview

Our 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 College. Connect to "other college resources including faculty, advising, financial aid, and scholarships." Check our active links and resources by visiting [our College website](#).

Academic advising is available through the Student Advisement & Engagement Office. Veterans with disabilities may also be assisted by the Office of Students with Disabilities.

Services provided and policies are listed below:

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

Student Fees

Matriculation and Tuition Fees

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

Non-Credit Fees

For fees concerning post-secondary adult vocational, continuing workforce education, lifelong learning, and recreation and leisure, please contact the Office of Community Engagement and Workforce at 305-809-3185.

Student Activity Fee

10% of the matriculation 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.

- General Application processing fee \$30.00
- Bachelor's Degrees Application processing fee \$30.00
- Credit or exemption by examination, per semester hour \$20.00
- Credit by institutional exam (Nursing) per semester hour \$ 7.00
- Graduation fee \$25.00¹
- Transcript fee varies depending upon the type of transcript requested, Electronic or hardcopy (please see section on transcripts).
- PERT Re-test Fee \$10
- Expediting Transcripts fee \$35.00
- Return Check fee \$25.00
- Reissuance of Refund Check fee \$10.00

¹Graduation fee must be paid when applying for graduation and does not include the cost of cap and gown.

Reimbursement of Charges

Students that are deemed eligible after the normal registration period and have paid for their classes using self-payments or some other means will be reimbursed for their educational expenses up to the amount of the award or self-payments within two weeks after financial aid is disbursed onto the student account for the term. Eligible reimbursements outside the normal registration period will be processed periodically throughout the semester.

Refund Policy

Refunds of 100% for credit courses and lab fees will be made until the close of business on the last day of late registration as listed in the catalog (the date coincides with the last day to drop courses). Thereafter, no refund of fees is authorized unless specifically approved by the Associate Dean of Enrollment Management (Board Rule 7.320).

Students whose registration is canceled by official college action will be entitled to a full refund of tuition and laboratory fees.

- *Refunds for college credit courses that do not follow the academic calendar:*
Students must withdraw prior to the second course meeting to be eligible for a full refund.
- *Refunds for college credit courses that have four (4) or fewer meetings:*
Student must withdraw prior to the first course meeting to be eligible for a full refund.
- *Refunds for non-credit courses consisting of three (3) or fewer course meetings:*
Students must withdraw before the first course meeting to be eligible to receive a 100% refund
- *Refunds for non-credit courses consisting of more than three (s) course meetings:*
Students must withdraw before the second course meeting to be eligible to receive a full refund.

Refund Request Process

An official Registration form must be completed by the student requesting a refund and submitted to the Office of Enrollment Services. Request for refund of matriculation, tuition, and laboratory fees not permitted under college policy will be referred to the Student Services Appeals Committee.

Exceptions to Established Refund Policy

Fees may be refunded when a student drops a course due to any of the following circumstances deemed to be beyond the control of the student no more than 120 days from the end of the term in which the course was offered:

- illness or accident of the student of such severity or duration, as documented by a licensed physician, that it would preclude a student from being able to complete current semester courses
- death of the student, or death of an immediate family member of a student (parent, spouse, child, or sibling) that prohibits the student's ability to complete current semester courses
- involuntary call to active military duty that would preclude the student from being able to complete the current semester courses
- documented administrative error by the College
- other emergency circumstances or extraordinary situations that may be approved by the Student Services Appeals Committee.

Student Loans

All students of the College who meet all eligibility requirements may participate in the Direct Lending Program. There are three categories of loans: Subsidized Direct loans, Unsubsidized Direct loans, and the Parent PLUS Loan for Undergraduate Dependent Students. All applicants must complete the Free Application for Federal Student Aid (FAFSA). The Parent PLUS Loan for Undergraduate Dependent Students also requires an additional parent application be completed on the [U.S. Department of Education website for student aid and student loans](#).

FINANCIAL AID OVERVIEW

The College prides itself on its personal approach to helping students and their families plan to meet the costs of attending college. With assistance from the Financial Aid Office, students can explore a variety of financial aid resources including institutional, state, federal, and other public and private agencies.

All students interested in financial aid must complete the Free Application for Federal Student Aid (FAFSA) found at the [U.S. Department of Education Federal Student Aid website](https://www.fafsa.ed.gov). Students are encouraged to apply as early as possible to avoid missing important deadlines and funding opportunities. Financial Aid staff is available to help with this process.

How to Apply

Students applying for any type of financial assistance are required to file the Free Application for Federal Student Aid (FAFSA). This application is available on October 1 for the next academic year and can be completed at the U.S. Department of Education Federal Student Aid website, www.fafsa.ed.gov. When completing the FAFSA be sure to include our Federal school code – 001485 in the School Selection section.

Completed FAFSAs are submitted directly to the Federal processing agency, which processes the application and then forwards the information to the College, Florida Department of Education and to you in the form of a Student Aid Report.

Determination of eligibility for all forms of financial aid offered at the College is made from this application. All students with Florida residency who are filing for FAFSA are also encouraged to complete the Florida Financial Aid Application at: www.floridastudentfinancialaid.org. The College will consider applications for financial aid at any time prior to June 30 of the applicable academic year, but priority is given to all applicants submitted by the financial aid priority deadline for each term.

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 achieving a specified degree or certificate as established by Federal, State, and Institutional policies and regulations. Satisfactory Academic Progress (SAP) is measured at admission, re-admission and at the end of each semester based on term and cumulative student performance. Transfer students must list all postsecondary (after high school) institutions attended on their admissions application and must have official transcripts from all those institutions sent to the College Enrollment Office. A student's transferred coursework will be held to the same Satisfactory Academic Progress standards as coursework at the College. Below are the three criteria used each term to determine financial aid status.

Completion Percentage (at least 67%)

A student's completion percentage is calculated by dividing the total number of credit hours a student passes by the total number of credit hours attempted. Students receiving financial aid are required to maintain at least a 67% completion percentage on a term and cumulative basis to remain eligible to receive financial aid. Remedial courses do count in the calculation.

GPA (at least 2.0)

Financial aid recipients must earn/maintain a minimum cumulative and term grade point average (GPA) of at least 2.0. A student's term GPA for SAP purposes is based on remedial and college-level coursework completed during that term. The cumulative GPA for SAP purposes considers grades earned for all periods of enrollment even if the student did not receive financial aid. Noncredit 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 the school's published program length. This is referred to as maximum time frame. For example, majors requiring 60 hours will be allowed to receive financial aid for up to 90 attempted hours ($60 \times 1.5 = 90$). The total number of credits required for completion varies by program. All attempted hours used for the qualitative measure are used for maximum time frame. Once a determination is made that it is not possible 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 students are allowed up to 30 credit hours of remedial study. Please be aware that the maximum time frame calculation includes all prior coursework regardless of the student's receipt of financial aid.

Notification of SAP Status

Students are sent notification of their SAP status to their college-issued email address. However, it is the responsibility of the student to monitor their satisfactory academic progress. The absence of an email notification of SAP status is NOT grounds to dispute financial aid eligibility.

Financial Aid Suspension

Should a student fail to meet the requirements for reinstatement under Financial Aid Warning or make a 0.0 GPA for the term, they will immediately enter into Financial Aid Suspension. At this point, all federal, state, and institutional funding, including all student loan programs will cease for all the subsequent terms of enrollment. To be removed from Financial Aid Suspension, the student must attend at his or her own expense until once again meeting all satisfactory academic progress standards, or complete a Satisfactory Academic Progress Appeal and that appeal must be approved by the Financial Aid Office.

Appeal Process

Should the student feel that there are unusual circumstances related to his/her failure to meet the satisfactory progress standards, he or she may appeal to the Office of Financial Aid using a [Satisfactory Academic Progress Appeal form](#).

A student may be granted a total of three Satisfactory Academic Progress appeals during his/her educational career at the College. Students who are not satisfied with the decision of the Financial Aid Office have the right to appeal the decision with the Financial Aid Director. Students have until the published deadline date put forth by the financial aid office each term to file a SAP appeal request and submit the required supporting documentation of extenuating circumstances. All audited course work (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.

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. (The student is still eligible for financial aid during this one-term Warning period.) 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.

How Eligibility Is Determined

After your FAFSA application is processed and the information is received, the College determines your aid eligibility based on your Expected Family Contribution (EFC) 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 transfer work to the Office of Enrollment Services 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. No financial aid can be paid until this process is complete.

Only courses that count toward your eligible degree(s) or certificates will be paid for by financial aid.

All audited course work (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.

Military Assistance

Veterans Education

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.

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.

Special Notice for Financial Aid Applicants

Return of the Title IV Funds

The following rule applies only to those students who withdraw from courses. If you are a recipient of Title IV Federal Financial Aid funds (excluding Federal College Work Study) and are considering withdrawing from courses prior to completing more than 60% of the term, your eligibility for aid will be recalculated based on the percent of the term completed. This may result in your having to return a portion or all the aid that you have received. In addition, if you STOP attending all your courses prior to completing more than 60% of the term, and/or if your transcript reflects unsuccessful completion of all courses, this will be considered an unofficial withdrawal. Your 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 your financial aid eligibility will be calculated using this later date.

Contact the Financial Aid Office immediately to learn how your withdrawal or lack of attendance could impact your 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 Unsubsidized Direct Loans
- Federal Subsidized Direct Loans
- Federal PLUS Loans
- Federal Pell Grants
- Federal SEOG Grants
- Federal Work Study

Reasons for Scholarship or Grant Repayment

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

- You register for courses and you do not attend one or all your course(s), and/or you do not drop your course(s) during add/drop. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.
- You register for a course and change from credit to audit. You will be required to repay any grants and/ or scholarships you received due to reduced eligibility.
- You register for courses and drop all your courses during add/drop, but you purchased books and/ or supplies using a scholarship or grant and you did not return them to the bookstore. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.
- You receive a grant or scholarship that required full-time attendance and you have a course cancelled, you never attend a course, or you change from credit to audit and your credit hours are less than 12. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.
- You completely withdraw prior to completing 60 percent of a term and you received federal aid. Students approved for financial aid must register for all courses that they intend to take for the term prior to the date that aid is disbursed to students. Students that fail to register by the disbursement date will not receive financial aid for the course(s) that are registered late.

Grants

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 Expected Family Contribution (EFC) from the student's processed FAFSA (Free Application for Federal Student Aid). The annual award amount is determined by the EFC and enrollment hours. Students may receive funding only for courses that are required for the program(s) of study and a maximum of 30 credit hours of required college-preparatory coursework. Students must be enrolled in an eligible degree or certificate program.

The final Pell grant award will be determined by the number of hours attended on the financial aid census date each term. Should a student reduce the number of enrolled credit hours, he/she 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 Expected Family Contribution (EFC) of zero who apply for financial aid early. Students must enroll for a minimum of six credit hours to qualify. FSEOG is awarded later in the term. 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 A.A. or A.S. degree program, qualify 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, after the close of the regular drop/add period 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.

Scholarship Programs

Board of Trustees Scholarships

This scholarship is offered to the senior class of 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.

Florida Keys Educational Foundation Scholarships

The College's Foundation was established to support the College's students, programs, and services. The Foundation is dedicated to providing scholarships to the College's students from funds raised through the support of private donors and public agencies. A variety of scholarship opportunities is offered to students each school year. Awards may be based on financial need, grade point average, leadership,

character, and service. For more information regarding the application process and deadlines please visit our [College 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 Financial Aid Office and the Business Office.

Work Program

Federal Work Study Program (FWS)

The Federal Work Study Program is for students with established financial need. As a work study employee, you may work a maximum of 20 hours per week and earn at least minimum wage. Actual job placement is dependent upon your 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 you must be enrolled for a minimum of six credits per term. Students must request participation in the Federal Work Study Program through an application available on the College's website.

Internships

The intent of the College Internship Program is to encourage experiential learning as a complimentary 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.

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 in 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 program's department chair to determine if they meet the necessary requirements to be eligible to participate as an intern.

Benefits of the program:

- acquire valuable experience in field of study
- improve self-confidence and responsibility
- ability to network with professionals in career field
- develop interpersonal skills and knowledge
- earn money for educational expenses

*Minimum Student Requirements

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

- Has obtained approval from the department chair
- Has completed appropriate paperwork and/or enrolled in appropriate course

*Certain programs have additional requirements

OVERVIEW STUDENT ADVISING

The College provides a staff of professional advisors committed to helping all students achieve their academic and occupational goals. Services provided by the staff include orientation to college, advice on program requirements, and educational planning. All new students must meet with an academic advisor or program director prior to his or her first term at the College to develop and review the program's requirements and prepare for registration.

Services provided and policies are listed below:

- Career Planning Services
- Registration and Course Planning
- Student Advocate
- Advising Online
- Orientation

Advising Online and Florida Shines

Florida Shines (www.floridashines.org/) is Florida's official college advising and Web resource for planning your higher education 2+2 articulation experience. You will find information on Florida's universities and colleges and their programs. You can explore careers, choose your major, utilize the college transfer process, and maintain your personal higher education portfolio.

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 the Student Advising department of the Administrative Building.

Students may make an appointment with the Ombudsman by calling Advising Services at 305-809-3196 or email advising.services@cfk.edu.

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, white boards, and other amenities.

Students can practice power point presentations, rehearse speeches, and edit essays. Computer assistance is available, as well as support for students accessing the online tutoring system "Smart Thinking". "Smart Thinking" is offered free of charge and allows students to connect with an online tutor 24/7.

Career Planning Services

The choice of a career field is an important and difficult decision an individual must make. Career decisions should be based on a thorough knowledge of one's interests, skills, labor market information, and training programs. Students can assess and identify their interests, and match those interests with occupations in Florida, through Florida's My Career Shines at www.floridashines.org. We are available to help students achieve self-direction in career decision-making and planning. For assistance in identifying and achieving career and educational goals, contact Advising Services at 305-809-3196 or email advising.services@cfk.edu.

Articulation Agreements

As a College student, you have options as to where you would like to continue your academic career. The State of Florida has an articulation agreement between the Florida College System institutions and the twelve state universities (6A-10.024). This agreement states that any student who graduates with an A.A. degree will be accepted into one of the twelve state universities. However, the articulation agreement does not guarantee that a student will be immediately accepted into the major of his/her choice within that university. In addition, the agreement guarantees acceptance into one of the state universities, but not necessarily the student's first choice.

In addition to the agreement within the State University System, the College is partnering with many other institutions to expand student options for seamless transition. Articulation agreements are designed for students to transfer into a particular public or private university as a junior to complete a four-year bachelor's degree in a specific major.

For a full list of current articulation agreements please refer to the College's website.

Academic Recognition

The College recognizes those students who have achieved academic excellence during their course of study. Degree seeking students are eligible for the fall and spring terms for the following distinctions:

President's List

A certificate from the College President will be sent to students who earn 12 or more credit hours with a GPA of 3.80 to 4.00.

Dean's List

A certificate from the College Dean of Student Affairs will be sent to students who earn 12 or more credit hours with a GPA of 3.50 to 4.00.

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
- Global, Cultural, Environmental Awareness

Academic Amnesty

Academic Amnesty allows you to request that all your college coursework (CFK and transfer) that is at least ten (10) calendar years old be excluded from your CFK GPA calculations.

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. The petition for Academic Amnesty is available only from the Advising Department.

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've 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. 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.

Class Attendance

Students are expected to attend all their scheduled courses. The College reserves the right at any time to address individual cases of non-attendance. 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 sustaining the reason for an absence may be requested.

In the event a particular course has a waiting list, a student may be withdrawn 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 exception 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 his/her 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 his/her 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.

Florida Administrative Code (FAC).6A-10.030

6A-10.030: Other Assessment Procedures for College-Level Communication and Computation Skills

(1) In addition to assessments that may be adopted by the State Board of Education or Board of Governors to measure student achievement in college-level communication and computation skills, other assessment requirements shall be met by successful completion of coursework in English and mathematics. For the purposes of this rule, a grade of C or higher shall be considered successful completion.

(2) Prior to receipt of an Associate in Arts degree from a public Florida College System institution or university or prior to entry into the upper division of a public university or college, a student shall successfully complete the following:

(a) Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section.

(b) Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section.

(c) Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction pursuant to rule 6A-10.024, F.A.C., and students awarded college credit based on their demonstration of mathematics skills at the level of college algebra or higher through one (1) or more of the acceleration mechanisms in rule 6A-10.024, F.A.C., shall be considered to have satisfied the requirements in subsection 6A-10.030(2), F.A.C., to the extent of the college credit awarded.

(3) Exemptions and Waivers. Any public Florida College System institution or university desiring to exempt its students from the requirements of subsection 6A-10.030(2), F.A.C., shall submit an alternative plan to the Department of Education. Upon approval of the plan by the Department, the plan shall be submitted to the State Board of Education or the Board of Governors as appropriate. Upon approval by the State Board of Education or the Board of Governors, said plan shall be deemed effective in lieu of the requirements of subsection 6A-10.030(2), F.A.C.

Online Learning at the College

Distance Learning is defined as courses where students and instructors are separated by location and/or time for 80% or more of the traditional course contact time.

Hybrid courses use the same resources as Distance Learning courses. The difference is the number of course contact hours between the students and the instructor. Hybrid courses cannot use these resources to replace class contact time more than 79% and not less than 50%.

Technology enhanced courses use the same resources but must have traditional course contact time of at least 51%. At the College, Distance Learning courses, hybrid courses and technology-enhanced courses are supported by the Coordinator of Instructional Technology at 305-809-3245.

Student Load

The normal semester credit load for full-time students is 12 to 16 hours.

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.

A **full-time student** is registered for at least 12 semester hours for credit in either of Terms I or II or III.

A **part-time student** is registered for fewer than 12 semester hours for credit in either of Terms I or II or III.

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.

Completing More Than One Degree or Certificate Program While Attending the College

It is possible to complete program requirements for two different programs within a degree category or to complete two separate degree requirements. In order to receive dual degrees or certificates, you must complete the course requirements for both programs and earn 15 semester hours of credit beyond the requirements of the first degree.

Withdrawal Grade Procedure

A student must meet with their professor to obtain authorization to withdraw from a course by the 70% point in the semester to avoid academic penalty.

If you choose to withdraw, please keep the following in mind:

- A course withdrawal is not an automatic process, you must complete an official Drop/Withdrawal form and have the form signed by your professor. The completed and authorized form must be submitted to the Enrollment Services Office.
- If you withdraw from a course after the 100% refund date, it counts as an attempt and a “W” will remain on your transcript.
- You may withdraw with a grade of “W” up to the withdrawal date. Withdrawals after that date would be considered only through the petition process. Check with your Academic Advisor for more information.
- Withdrawals are not official until processed at the Enrollment Services Office. Get a copy of your schedule to confirm this transaction.
- Withdrawal deadlines are published in the official College Calendar.
- Dropping a course may jeopardize your financial aid, veteran benefits, Lagoon Landing residency or participation in student activities – check with your instructor before withdrawing.

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 course with professor authorization on or before the last day to receive a refund will receive a 100% refund. (Refer to the College Calendar for appropriate date).

Students who do not officially withdraw with professor authorization will be assigned a letter grade by the instructor. The last day to officially withdraw is listed on the College Calendar as well as the printed term schedule. Students are reminded that instructors are not permitted to change the academic status

of a student, i.e., award a grade of W (withdraw)" or "X (audit)" on the final roster. It is the student's responsibility to meet with their professor to obtain authorization to withdraw or change his/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 for more information.

Repeating a Course

The Grade Forgiveness Policy permits two attempts at improving a failing grade (D or F). Only the last grade earned in a repeated course will be computed into the 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. Upon the third attempt, the student will be assessed full cost of instruction (Non-Florida Resident Fees) for the course. 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. Students may not repeat a course to improve grade point average after the awarding of a degree. 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 of "C."

If you find that you need to repeat a course, here are the rules:

- You will be required to pay the full cost of instruction for a course you are repeating for a third or fourth time. The repeat surcharge may be petitioned.
- You cannot withdraw from a credit course if you're attempting it for the third or fourth time.
- A fourth and final attempt may be granted due to major extenuating circumstances. You must petition for approval to take a course for the fourth time. Get the petition form from the academic advisor on your campus.
- You may not repeat a course for which you have earned a grade of C or higher. However, some courses in the arts and in music are designated as repeatable. Ask your academic advisor for more information.

Standard Grading Scale

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%. A 76% or below is a D.

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. Each letter grade has a grade point value as follows:

Letter grades, transcript symbols, and quality points to indicate the quality of work of each student are used as follows:

Grade	Quality Indicated	Value Used in GPA
A	Excellent	4 grade points per semester hour
B	Good	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Poor	1 grade point per semester hour
F	Failure	0 grade points per semester hour
FN	Failure for Non-Attendance	0 grade points per semester hour
I	Incomplete	No grade points per semester hour
W*	Withdrew from Course	No grade points per semester hour
X	Audit	No grade points per semester hour
N**	No Grade	Applicable to college preparatory courses
NR	Not Reported by Instructor	Grade not reported by instructor

To receive a grade of “W,” students must withdraw officially through the Enrollment Services Office by executing the appropriate form prior to the announced deadline (see academic calendar). Student must complete the Withdraw Form and forward it to their instructor for completion. The instructor and the student must both sign the Withdraw Form. The completed form is emailed to the Enrollment Services Office (admissions@cfk.edu) by the instructor, for data entry by the Enrollment Services Office. Students who do not officially withdraw will be assigned a grade by the 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.

Academic Probation and Suspension

To maintain satisfactory academic progress at the College, students, including dual enrollment 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.

The purpose of probation and suspension is to identify students who have had academic difficulties in order to provide them with additional assistance toward achieving success in their college work. Students on probation or suspension will be required to obtain an academic advisor's or program director/ advisor's approval before registering for courses for the following semester due to an academic hold placed on probation/suspension students. Individual problems will be identified and solutions will be sought in an attempt to help students improve their academic status. Students, including dual enrollment students, will be removed from academic probation or suspension when their cumulative grade point average becomes 2.0 or greater.

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 2 years.

Any student of the College who believes that a college policy or procedure has been violated or applied to them incorrectly or unfairly has the right to grieve the matter and seek resolution through the following four categories of procedures:

Student Services Appeals

All student-initiated requests for changes to student records:

- academic amnesty
- administrative refund/administrative withdrawal
- third attempt tuition appeal
- request for course retake with a grade of C or better
- request for reinstatement and waiver for reinstatement fee
- reinstatement due to college administrative error
- grade appeal
- financial aid suspension
- residence life administrative appeals

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, and 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. **Student Complaint can be submitted using the incident form on [the College 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 Equity Officer and the Student Complaint Procedures.

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

Equity Officer

Kathleen Daniel, Director of Human Resources
305-809-3248 or kathleen.daniel@cfk.edu
Human Resources, 5901 College Road, Key West, FL 33040

Title IX Coordinator

Naomi Walsh, Assistant to Vice President of Advancement
305-809-3198 or naomi.walsh@cfk.edu
Office of Advancement, 5901 College Road, Key West, FL 33040

Disability Services

Katie Norland, Director of Student Success Services
305-809-3181 or katie.norland@cfk.edu
Student Affairs, 5901 College Road, Key West, FL 33040

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.

Definition of Credit Hour

The United States Department of Education as well as the College's regional 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.

- a. Lower division college credit is assigned to college credit courses offered to freshmen and sophomores (1,000 and 2,000 level courses).
- b. 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.

Course Substitutions

In some instances, students may have successfully completed comparable course work at another regionally accredited institution. As a result, a course substitution may be viable. In other instances, a catalog curriculum modification may be required to address issues involving discontinued courses or courses that are not offered during the semester the student will be graduating. Application for a course substitution must be submitted no later than two days prior to the first day of classes in the appropriate term. The student may request a course substitution through an academic advisor or program 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 require the written request of the student's academic advisor or program advisor. The advisor will forward the request to the appropriate college personnel. Students will receive a copy of the course substitution for their personal records.

In the case of disability, a written request by the student is submitted to the Office for Students with Disabilities.

Prerequisite and Course Sequence

Students should observe the planned prerequisites stated in the College Catalog when scheduling courses. Program advisors are available to assist the student in course planning to ensure they meet degree or certificate program requirements. Students are urged to plan their schedule with an advisor each term to avoid unnecessary courses or scheduling errors.

How to Apply for Graduation

If you plan 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. You must meet all of your financial obligations to the College, including a nonrefundable \$25.00 graduation fee. Additionally, all admission requirements must be met.

Two formal graduation 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 Term III and wish to participate in the May ceremony, you must apply for graduation before the Term II deadline.

DEGREES AND CERTIFICATES

Bachelor of Applied Science in Supervision and Management

(B.A.S.-S.M.)

The Bachelor of Applied Science in Supervision and Management Degree is designed for graduates who have completed an Associate in Arts (A.A.) or Associate in Science (A.S.) degree. The B.A.S.–S.M. program includes coursework and field experience in supervision and management settings to enable students to integrate theory with practice. Graduates will acquire specialized skills in management, finance, marketing, human resources, and leadership. The B.A.S.–S.M. program will prepare individuals to develop, plan, manage, and supervise in a variety of workforce settings needed nationwide.

Bachelor of Science in Nursing (B.S.N.)

The Bachelor of Science in Nursing Degree is designed for nurses who have completed an Associate in Science in Nursing (A.S.N.) degree and are currently licensed as a registered nurse. The R.N.-B.S.N. program includes coursework and field experience in supervision, community health and nursing

practice. The program will prepare nurses to pursue opportunities that require a B.S.N. as well as prepare students to pursue advanced practice degree. Students must maintain a clear and active nursing license throughout the program. Students may be required to complete background check, drug screening and health screening prior to enrolling in NUR 4636L and NUR 4827L.

Bachelor of Science in Marine Resource Management (B.S.-M.R.M)

The Bachelor of Science in Marine Resource Management (B.S.-M.R.M.) degree is designed for graduates who have completed an Associate in Arts (A.A.) or Associate in Science (A.S.) degree. The B.S.-M.R.M. program includes coursework and field experience in marine resource management settings to enable students to integrate theory with practice. Graduates will acquire specialized skills in restoration and conservation biology/ecology, extensive practical skills in both remote and in situ data collection techniques and technology, a basic-level competence in GIS software applications, and an understanding of best management practices and policies for both biological and submerged cultural resources. Students will have exposure to marine resource management fieldwork and will demonstrate their acquired skills during the required four-credit capstone internship experience. Completion of this degree will provide an applied science-based education with professional experience for entry into a variety of careers within the field of marine resource management.

Associate in Arts Degree (A.A.)

The Associate in Arts degree is a transfer degree that provides a course of study equivalent to those offered to freshman and sophomore students in the lower division of Florida's state universities. The degree includes thirty-six (36) credit hours of general education which parallels the university requirements and twenty-four (24) credit hours of electives in preparation for a major area of study. Students are encouraged to adopt a transfer plan to better prepare for transfer into a selected major or institution.

Associate in Arts graduates are guaranteed certain rights under the statewide articulation agreement (Rule 6A-10.024). The articulation agreement governs the transfer of students from Florida public colleges into the State University System. The agreement addresses GENERAL ADMISSION to the State University System and PROGRAM ADMISSION to selected programs at a university.

Associate in Science Degree (A.S.)

The Associate in Science degree is a transfer degree. It is a sixty (60) plus college credit degree intended to prepare students for immediate employment in a specific occupational area and prepares students to transfer into a baccalaureate program. The degree requires the completion of at least fifteen (15) to eighteen (18) credit hours of transferable general education courses, as well as transferable technical courses. The general education courses will transfer and apply toward the thirty-six (36) hours required for the baccalaureate degree in the Florida College System and Florida State University System.

Associate in Applied Science Degree (A.A.S.)

The Associate in Applied Science degree is a college-level technical degree. Graduates are prepared for immediate entry into the workforce and have the communications, problem solving, and academic skills necessary to successfully compete in the job market and advance in the workforce. The Associate in Applied Science degree provides the same career preparation as the Associate in Science degree but is

not designed as a college transfer program. The degree may transfer to some universities under special articulation agreements between the College and the university.

College Credit Certificate

A college credit certificate is a program of study of less than sixty (60) credits of college-level technical courses that prepares students with the opportunity for immediate employment in a specific occupational field. It generally does not require the completion of general education courses. The certificate may be part of an Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree.

Applied Technology Diploma (ATD)

The ATD consists of a course of study that is part of an Associate in Science (A.S.) or an Associate in Applied Science (A.A.S.) degree, is less than sixty (60) credit hours, is approximately fifty (50) percent of the technical component (non-general education), and leads to employment in a specific occupation. An ATD program may consist of either technical credit or college credit.

Career and Technical Certificate (CTC)

A Career and Technical Certificate is a program of study consisting of clock hour courses to prepare for entry into employment. The certificate program is typically one year or less. The program focuses on providing students with the specific skills for immediate job entry. A certificate is awarded upon completion of all career and technical program courses and demonstration of attainment or predetermined and specified performance requirements.

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 Services 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.

How to Change Your Address

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

How to Obtain a Copy of Your Academic Record (Transcript)

Unofficial Transcript: Unofficial transcripts are only available to students via self-service from the Student Self Service System on the College's website. 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 include the college seal and the signature of the registrar. The College's transcripts are printed on security paper that includes tests for authenticity. If they are provided by mailed, transcripts arrive in sealed envelopes.

Official transcripts can be order online at the National Student Clearinghouse (NSCH) website: <https://tsorder.studentclearinghouse.org/school/ficocode/00148500>. Payment must accompany each transcript order: transcripts cannot be order by telephone, fax or email. Student's may request to have the official transcript emailed to the recipient (electronically), by mailed or held for pickup at the Key West campus.

The total cost of a transcript varies and is determined by several factors:

- Fee the school charges for the transcript itself
- Surcharge for expediting transcript delivery (e.g., electronic delivery, overnight delivery, rush processing, etc.)
- Quantity of transcripts ordered

The costs will be presented once you have entered all of your data but before you enter your payment method and finalize the transaction.