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Florida National University does not discriminate on the basis of age, color, handicap, national or ethnic origin, race or sex in the administration of its educational, admission or registration policies, scholarships, loan programs, employment practices, or any University administered program.
This Faculty Handbook is presented to the faculty of Florida National University as a guide to the general educational philosophy of the University and as a source book for the university policies and procedures affecting instruction, with a sampler of the various forms that may be of interest to the instructor at the University.

Florida National University has as its target population the traditional American student as well as the Hispanic immigrant student. It is not necessary that the instructor know Spanish but, of course, it can be helpful. All classes must be conducted in English, though Spanish may be used for clarification purposes.

Florida National University is concerned that its instructors have adequate academic backgrounds and utilize student-oriented procedures and methodologies. Whatever educational theoretical tenets the instructor subscribes to is part of academic freedom—within the bounds, of course, of the Statement of Purpose of the University.

The instructor at Florida National University must begin instructional activities by studying and understanding the institutional mission statement given below.

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**The purpose of Florida National University is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The college realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The College strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.**

**Florida National University strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student the attainment of a quality college education according to the students’ personal goals, and the advancement of modern technology.**

**Furthermore, Florida National University provides educational and cultural programs intended to enrich the community it serves.**

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Given the statement of purpose of an institution, the effective instructor will always ensure that her or his teaching methods are in accord with the following: i) the University's purpose as delineated in the Institutional Statement of Purpose, and ii) the purposes of the program and course with which the instructor is involved.

At Florida National University, then, the instructor is going to build offerings which shall:

1. Satisfy and allow for the individual differences and needs of students
2. Pass on to students those principles and suggestions that will start building the student’s insight of their role in their chosen field
3. Promote correct technical and professional standards
4. Endeavor to be consistent in grading and always keep their students alert to the methods and techniques being used in evaluation of the student’s competencies in the field of studies
5. Keep in mind the lasting effects of one’s teaching
An Educational Philosophy

As stated in the *University Catalog*:

Florida National University devotes itself to the cause of education, aware that: (1) preparing individuals for personal and professional success is laying the basis for stable and prosperous societies; (2) there is much to gain from the impetus, creativity, and sheer desire to belong in the many new arrivals who are a vital part of the rapid growth of Southern Florida. Florida National University would like to be a part of this process of incorporation of so many diverse elements into the many opportunities this prosperous nation has to offer; as well as to receive the enrichment which these diverse elements bring to the American milieu in order to continue the unique position the United States has amongst the nations of the world.

In presenting this *Faculty Handbook*, Florida National University wishes to also present an educational philosophy that will lead the institution and its members to the highest levels of academic and educational excellence.

In today’s business world, technological procedural changes occur at an ever-increasing rate. Florida National University is engaged in a continual process of reviewing, assessing, and revising its courses and programs in order to keep pace with improvements in technology and the changing needs of business and industry.

Florida National University’s career, professional, and business training is designed to prepare students with the entry-level skills and knowledge necessary to secure initial employment in a rapidly changing environment—education and training upon which students can develop a successful and financially rewarding career.

One might say that this Philosophy commits the University to labor educationally; ever with an awareness of the needs of students and their employers; and offering a reasonably timely response to the ever-changing influences upon those needs.

The Instructor at Florida National University

The backbone and most essential element of any university is the faculty that, along with students and administration, makes up the collegium that is a university. Without a dedicated, scholarly faculty, a university is merely a collection of buildings.

When bringing new faculty on staff, Florida National University desires that they be FIRSTLY, excellent instructors. In saying this, the University is implying several things:

1. The University expects its teaching instructors to be people of dedication to their discipline. This dedication is shown in many ways:
   A. The instructor must, of course, KNOW his field.
   B. The instructor must be active in his discipline.
   C. The instructor should be a member of the professional organizations of his discipline.
   D. The instructor must attend those professional seminars, conferences, conventions, etc. offered by the professional organizations to which he belongs in order to upgrade his professional skills.

2. That the instructor be a master of the teaching discipline. That is, the instructor must:
   A. Have a deep interest in the welfare and intellectual progress of his students;
   B. Be cognizant of the environment and proper ambiance of the classroom, as far as he is able;
   C. Have a real understanding and love of the teaching act;
   D. Understand and put into practice the proper techniques and methodologies necessary to instill in his students the matter of the course;
   E. Be constantly alert to the need to develop one’s teaching abilities and capabilities in the latest educative techniques and methodologies through in-service training, academic lectures,
seminars, conferences, etc.;

F. Pursue the research necessary to keep his classes and students up-to-date, but never allow research and publication to supersede the teaching act.

3. That the instructor feels encouraged to publish and disseminate those research results which will be of benefit to fellow academics, as research is of much greater value if published.

   A. The instructor should consider research and inquiry into his particular discipline and into education in general as of great importance.
   B. The instructor should consider publication of research results as enriching to himself and the academic world.
   C. The instructor should consider the working with other members of the faculty in common projects and studies as the crowning denouement of his own research and educative efforts.

**The Office of Academic Affairs and the Instructor**

The Office of Academic Affairs is under the direction of the Vice President for Academic Affairs. It oversees the planning and administration of the instructional programs of the University. The Office of Academic Affairs leads in the overall academic planning and direction of the University. Thus, matters concerning faculty, curriculum and development of undergraduate degree, diploma, and certificate programs are under the purview of this office. To fulfill the above, this office supervises academic support and sponsors research and faculty training.

The VP of Academic Affairs acts as liaison to the FNU Board of Governors in academic matters. Instructors should feel free to communicate with this office at any time. The office has an open door policy toward all members of the University, administrators, faculty and students. An appointment is not required.

**The Office of the Division Head and the Instructor**

The Division Heads oversee and guide the Division and its Departments. They supervise the faculty and provide academic and administrative support. They provide orientation to new faculty members and guide them through their first teaching assignment. The Division Heads develop and oversee all new programs in the Division in conjunction with its faculty. They facilitate the interaction of the Division’s units in the various campuses and collaborate with the Department Heads in the planning of the schedules and student advising.

**The Campus Dean and the Instructor**

The campus dean is “Everyman” at Florida National University. He is the center of the administrative activity of the University. In larger universities, instructors (let alone students) never see or, in some cases, have never heard of the dean. That is not true at Florida National University. The campus dean is the instructor’s colleague, mentor, and oracle to visit. Instructors come to feel close to and comfortable with the campus deans. That doesn’t mean that the instructor and dean always agree or even come close to it, but it does mean that, having aired their differences, they put differences aside and continue on in their work with the dean leading the way. Thus, instructors at FNU have come to rely heavily upon their campus deans for guidance, advice, counseling and support.
The Faculty Senate of Florida National University routinely meets on paid faculty workdays (See “Conditions of Service”).

CONSTITUTION OF THE FACULTY SENATE OF FLORIDA NATIONAL UNIVERSITY

PREAMBLE
To fulfill its mission effectively, Florida National University needs a mechanism for meaningful and continuing cooperation between the faculty of Florida National University and the administrative offices of the University. In order to foster mutual trust and respect and to produce cooperative efforts that enhance the stature of the University and its programs, formal and systematic lines of communication are needed to insure full discussion of important matters and adequate acknowledgment of concerns and positions from one constituency to another.

Final authority for implementing the policies of the University resides with the University President. It is a basic premise of this document, however, that the faculty has the right and the obligation to participate fully and actively in the determination of those policies that pertain to academic matters and faculty welfare. The Faculty Senate herein constituted provides, therefore, for meaningful and formal participation by the faculty in matters of University governance that are related to its right and proper concerns.

ARTICLE I: NAME
The name of this organization shall be the Faculty Senate of Florida National University.

ARTICLE II: PURPOSES AND FUNCTION
The purposes and functions of the Faculty Senate of Florida National University shall be as follows:

A. To serve as the primary vehicle of faculty participation in the affairs of the University;
B. To serve as one of the forums for the determination and the expression of the representative opinion of the university faculty;
C. To serve as the means by which the faculty achieves reciprocal communication with all segments of the University (administration, faculty, students, and staff), as an advisory body, concerning University problems, goals, programs and policies;
D. To serve as a setting for the initiation, formulation, discussion and implementation of academic and related policies affecting more than one department or other academic unit;
E. To make recommendations to the administration of the University on matters of institutional policy and procedure in areas of primary concern to the faculty.

The Faculty Senate shall expect to receive prompt notice of impending actions or decisions of the President, or of other administrative offices, which could result in changes in University policy about which the faculty could be expected to have reasonable concern. The Senate shall discuss such actions or decisions and make recommendations thereon before these are put into effect. Similarly, the Senate shall expect to receive prompt notice of actions taken by the President to implement the Senate’s recommendations and explanations by the President concerning recommendations not so implemented.

ARTICLE III: MEMBERSHIP
The Faculty Senate shall consist of the entire faculty of Florida National University. All full-time and adjunct members of the faculty shall be eligible for membership in the Senate. The University faculty, as defined for eligibility purposes, consists of instructors whose duties are teaching, library services, or academic department administration.
ARTICLE IV: OFFICERS

The officers of the Faculty Senate shall include a president, a vice-president, and a secretary-treasurer, to be elected from members of the Senate.

A. Term of office: The term of office for an elected officer of the Senate shall be one year.

B. Elections:

1. Elections of officers shall be held once a year by secret ballot on the third in-service of the year, with the term of office beginning the following June;
2. Elections shall be conducted and supervised by the Committee on Faculty Elections, chosen ad hoc by the faculty;
3. Any faculty member, library service, or academic department administrator can participate in the election process;
4. Eligible to office will be only those members whose primary duty is teaching, i.e., only instructors and exclusive of deans and librarians.

ARTICLE V: AMENDMENT PROCEDURE

A. Initiation: This Constitution may be altered by a procedure to be initiated in either of the following ways.

1. A petition signed by half (1/2) of the Faculty members of the University.
2. A proposal supported by two-thirds (2/3) of the Faculty Senate members.

B. Ratification: Any amendments shall be adopted and ratified in the following manner.

1. An amendment must receive a favorable vote by a majority of the members of the Faculty Senate in an official Senate meeting to be held no later than one month after the initial procedure has been completed.
2. The proposed amendment will be distributed to the faculty for review and evaluation before the ratification meeting.

Academic Freedom and Florida National University

If instructors are not free to do research, to teach and publish the results, and if students are not free to learn through lecture, lab experiment, and research, the advancement of knowledge does not take place, and not just the individual or institution suffers, but the whole of society. Academic freedom must always be a societal concern.

FNU recognizes its obligations to society in general, and to its students and faculty in particular, to safeguard the principles of academic freedom. It does this through the recognition of the:

1. Right of the instructor to teach the matter within the field(s) of expertise, and the right of the student to pursue learning in that (those) field(s).
2. Right of the instructor to pursue research in the further study and enhancement of the knowledge he or she possesses of her or his field of endeavor; and of the student to study and research those same fields of endeavor.
3. Right of the instructor to publish the results of his or her research without hindrance nor disapprobation of the University; and the right of the student to read and pursue studies in all such and other published materials.
4. Right of the faculty member to pursue the advanced studies and research necessary for the instructor to keep up with, advance in, and progress through her/his field of expertise.
5. University’s obligation to provide the facilities and resources necessary to the instructor and student to carry out their missions of research, instruction and learning.
The University expects its staff, in its teachings, to adhere to the democratic principles as manifested in the Constitution of the United States, the constitutions of the individual States, as well as to the various interpretations of these instruments by the Federal and State Courts and Congressional and Legislative bodies. This, of course, in no way precludes the liberty to discuss and debate the value, relevance, and other aspects of the decisions of these bodies and documents.

In regard to the above, the University expects its instructors not to use the classroom to propagate personal religious, gender, political, racial, national or ethnic views and biases. The instructor is free to teach, and the student is free to study the substance of a given discipline and to examine all pertinent data, to question assumptions, and to be guided by the evidence of scholarly research in their pursuit of truth.

Academic Freedom: Grievance Policy

Florida National University firmly abides by its commitment to fostering a rich, diverse, and open exchange of ideas. Faculty and students are free to engage in discussions regarding personal opinions without fear of repercussions. In order to promote a healthy and stimulating learning environment, faculty members are encouraged to engage in discussions that challenge students to think critically and analytically. Lectures and classroom debates should be an open forum whereby students’ personal convictions are challenged, thus, instilling in them the ability to create and deliver arguments that are premised in fact instead of conviction. Students too are encouraged to challenge the views of faculty and their peers, again, with the underlying purpose of developing the critical thinking skills that will prove to be essential in any career-path chosen by the student. Despite Florida National’s University’s commitment to academic freedom, there may be instances where either faculty or students may feel that this right was infringed upon. Should this occur, the Policy Regarding Infringements upon Academic Freedom, Grade Disputes, and Grievances will be implemented:

Policy Regarding Infringements upon Academic Freedom, Grade Disputes, Grievances:

1) All allegations regarding infringements upon academic freedom, or other grievances are to remain confidential between the person filing the grievance / dispute and those persons identified in the chain of command. The chain of command cannot be broken, except for consultation and advice if needed. Even then, the rules of confidentiality apply to everyone. These rules of confidentiality must be strictly enforced to ensure reliability in the process and to remove any fear of retaliation against the person filing the grievance / dispute, or retaliation against the person being accused before a thorough investigation is conducted.

2) All grievances / disputes are to remain confidential, and only to be discussed among members falling within the chain of command. Guidance and advice can be sought from other members within the Florida National University community; those individuals are bound to confidentiality as well.

3) The chain of command for reporting grievances is:
   a. Faculty members report to Department Heads
   b. Department Heads report to Division Heads
   c. Division Heads report to the Vice president of Academic Affairs
   d. The Vice President of Academic Affairs reports to the Grievance Representative (Faculty Senate President) for a neutral arbitration after all other avenues have been exhausted

4) Initial Investigation: Alleged infringements or grievances are reported using the “Grievance Report” to the next in command; if the next in command is the person whose actions are being questioned, then that person is bypassed, and the Grievance Report is submitted to the next in command (with the exceptions of grade disputes, that must always be reported first to the instructor).

5) The Grievance Report must be submitted within ten business days of the alleged incident, or within ten business days of becoming aware of the infringement. Grievance Reports that do not meet these deadlines are considered waived and non-actionable.

6) Upon receiving the Grievance Report, all necessary steps will be taken to investigate the allegations set forth. A summary of the findings will be outlined in response to the Grievance Report.
7) Grievance Reports will be investigated and responded to within 20 business days of its filing.
8) Grievance Reports will be answered with a summary of findings and recommendations.
9) **Appeal:** If these findings and recommendations are unsatisfactory, then an Appeal is submitted to the next in command, along with the findings of the Initial Investigation. Either party can submit an Appeal. The Appeal must be filed within five business days of receiving the results of the Initial Investigation. The Appeal will be investigated, including the findings of the Initial Investigation, including any other evidence that may be relevant. A decision will be provided within 20 business days of the Appeal being submitted.
10) **Grievance Representative:** If the appellate decision is unsatisfactory, either party can submit a written request to the Grievance Representative within five business days of the Appeal. The Grievance Representative will review all of the evidence and findings of the Initial Investigation and Appeal. The Grievance Representative will submit a Final Resolution with findings and recommendations. This decision is final and not subject to further review.

**Copyright Infringement Policy**

In compliance with the 18 USC 2319, Criminal Copyright Infringement, 17 USC 101, the No Electronic Theft (“Net”) Act and the Digital Millennium Copyright Act’s provisions relating to educational institutions, Florida National University encourages its students, faculty and staff to educate themselves on the principles of copyright and to respect the rights of copyright owned by others.

Individuals using computers and networks (the “account holder”), library, and other academic resources at Florida National University (the “University”) are responsible for complying with copyright laws and the University’s policies and procedures regarding the use of copyrighted materials.

Compliance with federal copyright law is expected of all students, faculty and staff at Florida National University. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner’s permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the university's networks or other computer resources may create liability for the university as well as the computer user. Accordingly, repeat infringers will have their computer account and other access privileges terminated by Florida National University.

For more information on Florida National University’s Copyright Infringement Policy, you may go to our website under Consumer Information. The policy is available there in its entirety.

**Professional Security as Relating to Academic Freedom**

1. The University provides the faculty with service agreements clearly describing the terms and conditions of their employment.
2. The policies regarding employment are established by the Board of Governors.
3. The faculty member must download a copy of the Faculty Handbook from the FNU Website which clearly details the policies established by the Board of Governors.
4. The University has not established tenure or condition of tenure.
5. All initial Instructor appointments at FNU are probationary.

Procedures for the protection of academic freedom and for performance reviews are set forth in this Handbook, “Criteria for Selection of Faculty Members.”

**University Policies and Professional Ethics**

**Instructor’s Code of Ethics**

The following Code of Ethics is deemed appropriate to the Faculty of Florida National University. The Code is divided into two sections:

- Principles of Ethics for the Instructor, and
- Principles of Ethics Regarding the Education of the Student.

**Section One: Principles of Ethics for the Instructor**

I. The instructor will always endeavor to be a person of integral worth and consequence.

First and foremost, the true educator is a person who regards his integral worth to be of the most paramount importance. He attempts to live the life he would teach his students to live. Like any great general, he would never ask “the troops” to do anything that he would not do himself. On the other hand, like a true parent, he would say, in all honesty, “Don’t do as I do, but do as I say”. It is indeed a simplism to question the logic of such an attitude, as such a pronouncement is merely an honest recognition of human imperfection and the need to constantly develop ourselves.

As we all know, **integrity** is not a sometime thing. One either has it or one doesn’t. It isn’t something that one can put on and take off with a change of scenery or mood. It is the basic fiber of character itself, developed over years of logical and reasonable introspection, retrospection and self-development. Integrity, of course, is the basis of ethics.

There are many ways that an instructor can be a fraud (and, most of the time, an unwitting fraud). The instructor can perpetrate fraud upon his students by:

1. Not having a genuine knowledge of how to educate the student: Many instructors know all the mechanics of presentation, methodology, etc., but really have no understanding of the emotional, intellectual, psychological essence of a professional educator. They can hold forth in the classroom in a very clever and seemingly erudite manner, but have no real understanding or concern for the STUDENT and his absorption of the matter presented.

2. Not having the emotional, intellectual, and psychological equipment necessary to be a successful educator. On the other hand, many would-be professional educators have all the emotional and instinctive characteristics of a great educator, but have never really acquired that factual background necessary to keep them from being the frauds they often don’t even know that they are. They are not experts in their field.

3. Not having the discretion to not “rush in where angels fear to tread.” These types of instructors have not the slightest hesitancy to take upon themselves tasks that no true professional would ever assume. Teaching does not just involve the appurtenances of being a teacher; it also involves the personality, emotional build, and intellectual character of the instructor. Unfortunately, these types of instructors see only the exterior of being an educator: writing syllabi, presenting matter, giving tests, awarding marks, etc.; however, they have neither depth of understanding nor purpose of enlightenment in what they do. They seem not to understand the effects of their teaching--nor of the results of the ideals, ideas, mores and customs that they embrace. They seem not to understand that they are educating the “total” student.

II. The instructor will have a comprehensive background in his field and will have a habit of study in the updating and augmentation of the knowledge of his field.

No earthly, and perhaps no heavenly, science has achieved that state of perfection in which there is no advancement or growth possible. The true instructor will be constantly researching and exploring in his field to further enrich himself and thus his students.
III. The instructor will present to his students objective truth as objective truth, and label opinion
and conjecture as such.

Objective truth is a goal devoutly to be striven for, if never absolutely attained. Students are inclined
(and should be) to be respectful of the words and concepts of their instructors. However, that respect
will soon dissipate if the instructor is not truly well versed in his field and honest in his
presentation. Respect, as we all know, is not a quality which can be demanded; it is an element
which must be earned.

The competent instructor will be honest in his presentation. He knows his field, but is not at all
intimidated by the student question to which he has to answer, “I don’t know, but I’ll look it up”.
That type of honesty will quickly gain the respect of the student.

IV. The integral instructor prepares his classes both remotely and proximately.

Regardless of how long one has been standing before classes and how thoroughly knowledgeable he
is of his field, the skilled instructor always prepares his classes and never walks into the lecture hall
unprepared.

Section Two: Principles of Ethics Regarding the Education of the Student

These are the principles of ethics in reference to the education of the student:

1. The FNU instructor studies those classroom procedures which are needed to aid the student in the
understanding of the matter to be presented.

2. The FNU instructor involves the student in the class, offering those inducements and incentives
which he knows from his own and other instructors’ experience to be successful in the integration of
the student into the matter and the class.

3. The FNU instructor is precise in his research and in the presentation of that research, giving credit
where credit is due, and teaching his students the same research behavior.

4. The FNU instructor is clear, precise, and just in his assignments and grading of same.

5. The FNU instructor is objective and consistent in the awarding of grades and merit.

6. The FNU instructor is alert to the dangers to the future lives of students who fall into habits of
plagiarism, cheating, etc. and attempts to the best of his ability to cull such practices from his
classroom and from the lives of his students.

PARKING DECAL

For the safety and security of faculty, students, and staff, all motorized vehicles are required to have an
FNU parking decal affixed to the vehicle’s lower right/left back window. Faculty, staff, and students who
have been issued a parking decal - but due to an emergency are unable to use the vehicle with the permit -
must obtain a temporary parking pass from the Student Services office. Use of these passes is limited to a
range of several days up to one week and documentation may be required.

IDENTIFICATION CARD

Students, faculty and staff are issued a picture identification card. This identification card must be worn at
all times. If you are not wearing an identification card, you will not be allowed on the premises and will be
asked to go home on your own time and return to work wearing your I.D. card.

Criteria for Selection of Faculty Members

Florida National University uses the following norms in selecting members for full-time, as well as adjunct,
appointment to its Faculty:

I. The candidate must be knowledgeable of the mission of the University and must positively accept and
agree to participate in the fulfillment of that mission.

II. The applicant must demonstrate proficiency in oral and written communication in English by means
of an oral evaluation and a written assignment (Essay on his/her Philosophy of Education). All courses at FNU MUST be taught in English.

III. The applicant seeking full-time status must attest to the fact that her or his major employment is with the University.

IV. The member’s employment must be based upon a service agreement for full-time or adjunct employees.

V. Any member teaching in the areas of Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics must have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a masters degree, or hold the minimum of a masters degree with a major in the teaching discipline. Outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas, following SACS-COC criteria.

VI. Each full-time and adjunct faculty member teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in university transfer, or in the continuation of students in senior institutions, must possess appropriate academic preparation or academic preparation coupled with work experience. The prospective member teaching in professional, occupational and technical areas must possess, at a minimum, academic credentials at the level at which the faculty member is teaching (SACS-COC criterion).

VII. In exceptional cases, the candidate possessing (fully demonstrated and documented) outstanding professional experience and demonstrated contributions to the teaching discipline may present these in lieu of formal academic preparation for transfer and non-transfer courses in these areas (COC criterion).

VIII. Applicants seeking to teach non-degree diploma or certificate occupational courses should have some university or specialized training, but with an emphasis on competence in the fields in which they teach.

IX. Applicants must have special competence in the fields in which they wish to teach.

X. Applicants for the teaching of imaging (Radiography, Ultrasound, and Respiratory) and in the nursing programs must have a state or national license, in addition to meeting requirement VII.

XI. Candidates who teach computation and communication skills in non-degree occupational programs must have a bachelor’s degree in the teaching discipline, or associate’s degree, and demonstrated competencies in the teaching discipline (years of experience, certifications, or licenses).

XII. Those seeking to teach adult basic education courses below the collegiate level must have a bachelor’s degree plus those attributes or experiences which help them relate to the particular needs of the adults they teach.

XIII. Faculty members who teach in developmental programs must hold a bachelor’s degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in remedial education.

XIV. Those applicants seeking adjunct teaching positions must adhere to the above and must be accessible to the students.

XV. Official transcripts must be presented for all and every degree obtained, whether domestic or foreign. Applicants submitting degrees and transcripts from foreign universities must submit an original evaluation of those transcripts by a nationally recognized evaluation institution. If these documents are in a language other than English, the applicant must also submit a translation of these documents from the same nationally recognized evaluation institution. Florida National University reserves the right to accept or reject any or all of these translations and evaluations.

The University understands that “the selection, development and retention of competent faculty at all academic levels are of major importance to the educational quality of an institution.” The number of full-time faculty members of Florida National University is adequate to the providing of effective teaching, advising and scholarly or creative activity, as well as appropriate to participate in curriculum development, policy making, and institutional planning and governance.
Florida National University is committed to a policy and a practice of deciding all matters relating to employment, including compensation, and promotion, on the basis of qualification and merit. Florida National University is an equal opportunity employer. Florida National University does not discriminate on the basis of age, color, handicap, national or ethnic origin, race or sex in the administration of its educational, admission or registration policies, scholarships, loan programs, employment practices, or any University administered program.

The University accepts applications and resumes at any time. These are kept on file and interviews may occur if a position is open. The University has the policy of filling vacancies from within the faculty if at all possible.

The University has on file for each member of the faculty documentation of professional and work experience, technical and performance competency, transcripts of credits, documentation of credentials, records of publications, certifications and other qualifications.

**Florida National University Policies and the Instructor**

**Procedure for Selection of the Faculty**

In the selection process, the following steps will be observed:

1. A search committee will be convened consisting of at least 3 of the following members (division head for the relevant division, a campus or assistant dean, the Vice-President of Academic Affairs, the University Registrar, and the Director of Assessment and Research). The committee will conduct the first immediate interview with the candidate.

2. Once a potential candidate is interviewed, he/she will be called for a final interview with the campus dean; any selection of a candidate will take place in consultation between the search committee and campus dean.

3. The prospective instructor will submit copies of academic credentials (These may be photocopies; however, presentation of official transcripts is required before actual term of employment begins).

4. The documentation package for the candidate is submitted to the Vice President for Academic Affairs, along with the drug test completion receipt, who—in consultation with the appropriate division head—identifies the candidate’s areas of eligibility for teaching, signs off on the documentation package and remits it to the Office of the President.

5. **The Office of the V. P. for Academic Affairs will hold custody of the documentation,** distributing photocopies to the offices of the campus dean, the controller, and President.

6. Once all routinely required employment forms are completed, the new faculty then signs a service agreement with the pertaining Campus Dean, the head of the appropriate division will issue the instructor copies of the extant course syllabus, Faculty Handbook, University Catalog, and refer the instructor to the University Library for the required instructor’s manual and pertinent course resources.

**Policy on Assignments and Seniority**

The Division Heads prepare the schedules and assigns the faculty at each campus. Florida National Appointments are made by verifying the possession of the appropriate academic preparation for the teaching assignment.

It is the policy of Florida National University to assign full-time faculty with the following in mind:

- When accepting a position at Florida National University, the instructor understands that he may be assigned a position at any of the campuses of the University.
- FNU reserves the right to assign faculty to any teaching position within the specialty area of the instructor.
- If a class, or assignment, or teaching position is eliminated for any reason and a full-time instructor will therefore lose teaching time, decisions will be made on the basis of seniority.
• Seniority will be cumulative and the individual campuses considered for what they are in fact, alternate sites for one university. This means that an instructor, who has taught, for example, for two years at Hialeah, one at the South Campus, and one at the Training Center, has four years of seniority.

• An instructor who has lost an assignment at his/her home campus and has seniority is entitled to a similar assignment at another campus.

• In a situation in which an instructor is reassigned, as in the previous paragraph, the instructor with the least seniority in the same department, regardless of campus, shall lose the hours, classes, or assignment.

This policy in no way shall apply to a particular area of specialization within a department. For example, an instructor whose specialty is Mandarin Chinese cannot be “bumped” from that class by a specialist in Spanish.

**Faculty Orientation**

Once hired and prior to being assigned the first teaching assignment, each division head holds an orientation. This orientation is for the purpose of acquainting the new instructors with Florida National University’s instructional policies and procedures, reports due to the Registrar, forms to be used and their timing, and other relevant documents. The new instructor also receives a copy of the syllabus, with instructions concerning the writing of his or her own syllabus.

**The Faculty Orientation Program features:**

I. The necessity and keeping of accurate records for the different reports submitted throughout the semester: The person in charge of the orientation points out the need of a faculty member to keep accurate records in order to report whether a student is attending class and for reporting a student’s academic progress. Each instructor is accountable for turning ALL reports in on time.

II. The necessity of submitting to the Registrar’s all reports, in an accurate and timely manner including progress reports and final course grades.

III. The grading scale and its use.

IV. The Division Head explains the methods of developing and the necessity for developing a good learning climate in the classroom.

V. The instructors are acquainted with the various methods and techniques of classroom motivation: questioning techniques, techniques of involvement, clock hours, contact hours, faculty and student ID cards, medical uniforms, etc.

**Faculty Mentoring Program**

The purpose of this program is to provide support services and assistance to new faculty as they embark on their new assignments at Florida National University. This program is not meant to be a substitute for the existing faculty orientation.

**Goals of the program:**

A. Help new faculty members to:
   • Learn about FNU, the support and resources available.
   • Adjust to the new work environment and become active members of the university.
   • Address questions, concerns, and special needs.
   • Gain insight about teaching and career development

B. Encourage department/division head and/or experienced faculty to:
   • Share their knowledge and experience with new faculty
   • Assist new faculty to adjust quickly to the campus and address their unique needs, concerns, or questions
   • Help shape the careers of new faculty and make them a part of the institution.
Responsibilities of New Faculty:

- Develop the time to the mentoring relationship and interacting with the mentor often.
- Making use of the opportunities provided by the mentor.
- Keeping the mentor informed of academic progress, difficulties, and concerns,
- Exchanging ideas and experiences with the mentor.
- Seeking help and support when needed.

**Faculty Compensation**

Salaries at FNU are based on a salary scale further negotiated between the President, the campus dean, and the faculty member. Salary scales are based on formal education and experience in the field as well as teaching experience. A performance review is conducted each year. This review takes place at least once a year.

The University contributes to a 401K-retirement plan for those full-time faculty members who choose to participate.

**Salary Review**

In determining initial salaries and increases, the following factors are considered:

1. Formal Education
2. Prior teaching experience.
3. Prior working experience in the field in which teaching is done.
4. Contribution to the improvement of the University curriculum, and instructional methods.
5. Professional conduct in all relations with students, faculty, and staff.
6. Teaching related effectiveness, retention rates, student's evaluations, classroom observations.
7. Participation in professional organizations, and advanced education.
8. Participation in University activities and functions.
9. Years of service at Florida National University.

Despite the results of a position review, no positions or salary increases are guaranteed on an annual basis. Enrollment and business climate may dictate elimination of a position or salary freeze, regardless of the faculty member’s status in regard to the above criteria.

**Performance Review**

Salary increases shall be based on periodic review and evaluation. In addition to the areas of evaluation which have been specifically set forth, the review will examine:

1. Knowledge of the subject matter;
2. Classroom performance;
3. Ability to work productively with fellow employees;
4. Assumption of faculty responsibility;
5. Attendance and punctuality;
6. Professional enrichment studies.

**Policy Concerning Teaching Loads**

1. The Faculty of Florida National University individually contract with the University in regard to individual teaching loads. To be considered a full-time faculty, an instructor must teach a minimum of at least 12 credits per semester. Full-time faculties are entitled to benefits. However, if at any time the status changes from full-time to adjunct, the instructor will no longer be entitled to any benefits.

2. Division heads and selected faculty members are to be available for academic advisement with a number of assigned students. Each advisor will post advisement hours on the designated floor and with the Director of Student Services each term (in addition to posting it in the classroom or office to be used)—in order to keep the students informed of his/her availability. The University sets aside two hours per week of paid time for student advisement. Of course, instructors are counseled to be available for their students at all times, and urges, but does not require, instructors to give their students a phone number or email address where the instructor may be reached.
3. All full-time faculty members are expected to serve on at least one of the University’s permanent committees. The individual member may ask for and will be assigned to a particular committee until that committee is staffed, or as long as other committees are not in need of members. Adjunct members are most welcome to serve on these committees, also.

4. Full-time faculty members are expected to serve with student organizations. They may serve with the student governments, other student organizations, or program, departmental, or course-related student activities. Instructors are encouraged, most strongly, to develop student organizations or activities relevant to their courses or programs.

5. All faculty members are urged to attend all student and University activities as the presence of the faculty encourages the students and indicates a concern for their and the University’s welfare.

6. All full-time faculties are expected to attend graduation exercises, and adjunct faculty is encouraged to do so.

7. Full-time faculty working part-time/adjunct at another institution must disclose this information to the VP of Academics Affairs or the appropriate Campus Dean. Approval must be received before the FT faculty is hired elsewhere.

**Provisions for Nursing Faculty Supervision of students at clinical sites**

The nursing faculty must comply with the programs and the institution’s procedures as described below:

For clinical instruction, these policies include the following:

1. It is the responsibility of the faculty member (instructor) to select the clinical experience and generate student assignments. Assignments should be made to provide each student with varied experiences related to concurrent theory and the maximum opportunity to practice clinical skills and develop competencies.

2. It is the responsibility of the faculty to complete the clinical skills competency checklist to record the students mastery and completion of the clinical skills.

3. It is the responsibility of the faculty to record student attendance.

4. No more than twelve students may be assigned to an instructor for supervision in providing direct care to clients for any one clinical instruction period.

5. Each student providing direct care to clients in a health care facility must be under the direct supervision of an instructor. The instructor may supervise students on no more than two units during each instructional period.

6. The instructor is responsible to provide students with effective guidance and supervision in clinical learning, and students participating in invasive or complex nursing activities must be directly supervised by the instructor or clinical preceptor.

7. The instructor must be physically present within the facility while students are engaged in providing direct care to clients. If the instructor must leave the facility during an instructional period, the program director must be notified and either a replacement instructor must be in place before the instructor leaves or the students must be removed from providing direct patient care until the replacement instructor arrives.

8. In a hospital setting, indirect supervision may occur only if there is direct supervision by an assigned clinical preceptor, the instructor is available by telephone, and such arrangement is approved by the clinical facility and the program director. See preceptor guidelines A.

9. For community-based clinical experiences that involve student participation in invasive or complex nursing activities, students must be directly supervised by a program faculty member or clinical preceptor and such arrangement must be approved by the community-based clinical facility and the program director.

10. For community-based clinical experiences that do not involve student participation in invasive or complex nursing activities, indirect supervision may occur only when the instructor is available to the student by telephone.

11. The instructor shall be immediately available by telephone to students engaged in observational experiences or assigned to family-community health experiences.

12. Each student’s clinical experience will be evaluated by the instructor.
Guidelines for the Use of a Preceptor

a. Preceptors may be utilized during NUR 3000 Advanced Nursing across the Lifespan.
b. Preceptorships are set up in collaboration with the clinical facility and must be approved by the program director.
c. Only registered nurses may serve as preceptors for professional nursing students.
d. The student may not practice unless the single designated preceptor is available.
e. The preceptor may have two assigned students for any preceptorship but a student may not have multiple preceptors.
f. The instructor retains the responsibility for the supervision of the student during the preceptorship and must be available to the student. With the approval of the program director, the instructor may be available to the student by telephone or beeper rather than on site.
g. The faculty student ratio may be up to 1:18 with the approval of the program director.
h. The student’s preceptorship experiences shall be evaluated by the faculty in collaboration with the preceptor.

Policy Concerning Graduation Ceremonies
Graduation from the university is a very important milestone in the life of the student, his family, the instructor and the University. It is a day of celebration and honor to all concerned and should be reverenced as such. It is a day full of tradition and history, in which the student joins that long line of academics stretching back two thousand years and beyond, to the days of ancient Rome and Greece. The robes worn by students, faculty and administrators, are themselves evidence of the student’s new standing amongst that noble and ancient elite group of scholars and academics. Therefore, Florida National University strongly urges all full-time instructors to participate, in cap and gown, in these truly time-honored ceremonies.

Policy Concerning Field Trips and Guest Lecturers
Instructors are encouraged to use field trips and guest lecturers to enhance the value of their classes. Guest experts and visits to sites in the fields taught at Florida National University can often greatly enlarge and enrich the classroom experience of the students.

Instructors MUST always make the campus dean aware of prior visits by requesting, filling out and returning to the dean or registrar the forms to this effect. (See Appendix)

Policy on Faculty Governance
The Division Head is the immediate supervisor of the instructor. However, the doors of all the university administrators are open to any member of the faculty at any time. The Faculty Senate acts as a liaison between the faculty and the university administrators. All members of the faculty are expected to take an active interest in the Faculty Senate and its endeavors.

Policy Concerning Visitors on Campus
Unless accompanied by a member of the administrative staff, no visitors are allowed in the classrooms. Under no circumstances are students to bring children into the classrooms.

It is ABSOLUTELY PROHIBITED to admit non-students, visitors, children or other unauthorized people into the Dental Laboratories due to the nature of the work being done in these premises. It is recommended that only in unusual circumstances should visitors be allowed in any university lab.

When bringing in professionals to address classes, the instructor should meet the visitor at the lobby, secure a visitor’s pass, and escort him or her to the classroom.

Policy on Release of Student Record Information
Any information regarding a student (addresses, phone numbers, etc.) must be directed to the Office of the Registrar. No one is allowed to give out any information concerning any student to ANYONE requesting it. This includes those professing to be from a government agency.
WRITTEN PERMISSION FOR THE DISSEMINATION OF STUDENT INFORMATION MUST BE OBTAINED FROM THE STUDENT PRIOR TO SUCH DISPERSALS, EXCEPTING TO THOSE ENTITIES HAVING A LEGAL RIGHT TO SUCH INFORMATION; AND EVEN THEN, IF POSSIBLE, THE STUDENT SHOULD BE INFORMED OF THE REQUEST, ITS SOURCE, AND THE INFORMATION DISSEMINATED.

Policy on Relations with other Employees and Students

It is expected that members of our University conduct themselves with dignity and propriety in their relationships with other employees and students to assure that their professional relationship and the reputation of the University are not impaired. Any violation of this policy that, in the judgment of the administration, impairs the operation or reputation of the University will subject the violator, after due process, to dismissal.

Locating Employees

A record maintained in the Campus Deans’ office contains the home address and telephone number of each member of our staff. To keep this record up-to-date, it is the employee’s responsibility to report any changes promptly. Confidential faculty information may only be released upon the expressed authorization by the individual faculty member.

During working hours, all personnel should make sure that the office knows at all times where he or she can be reached. When leaving the University, staff members are expected to notify the proper person of their destination and probable time of return to campus. Persons assigned an out-of-town engagement should advise the office promptly on any changes in location, hotel address and probable date of return, so they can be reached quickly in an emergency.

Policy on Personal Phone Calls

Florida National University realizes the necessity for employees to be able to receive phone calls from time to time. At the same time, our switchboard must remain uncluttered for business and student contacts. When a personal call comes in, we will attempt to reach our employee if an emergency is indicated. Instructors shall be aware that classes will not be interrupted for non-emergency phone calls. No cellular phones will be allowed to be used in the classroom during instructional time. Faculty and staff members may not charge personal long distance telephone calls to the University. Violations of this rule can lead to dismissal.

Policy on Protection of Personal Property

The safeguarding of personal effects in the office or while on assignment is the responsibility of the individual. The University carries no insurance on, and can accept no responsibility for, loss of personal effects, including cash.

Policy on Faculty Meetings

Each instructor is required to attend scheduled meetings of the faculty under the direction of the Vice President of Academic Affairs, Division Heads, and/or Department Heads. Important matters concerning the University, its programs, courses, policies and procedures are discussed at these meetings and each faculty member’s input is needed.

Policy on Faculty Participation in University Activities

A university is only as good as its faculty and its faculty is only as good as is its interest in the university. No university can function well with “dead wood” on its staff. Therefore, each faculty member is expected to participate in the University committees and, especially, in accreditation activities. Each faculty member is expected to serve actively on an accreditation committee in the interests of the University’s on-going Self Studies. In addition, faculty members should attempt to participate in student activities in a manner which will show interest in, and lend encouragement to, the student body and its various activities.
**Computer Use Policy /Intellectual Property Rights**

All FNU employees (including, but not limited to faculty members) are required to comply with FNU’s Computer Use Policy at all times. FNU’s Computer Use Policy is attached as Exhibit “A” hereto.

**Proprietary Information**

All Data is considered confidential. All information produced by employees of the University while executing their duties as employees belongs to the University. All Data is considered property of the University.

Deleting, altering, or sharing Data, and/or any confidential, proprietary, or any other computer information while employed by the University, upon and/or after termination, and/or at any other time whatsoever, is strictly prohibited.

Any Computing Resources used while employed by the University must be returned, along with the User’s password, identification code, and any other appropriate information necessary for the University to continue using the respective Computing Resources and information, uninterrupted.

**Policy on Online Learning @FNU**

**Procedures and Guidelines**

1. All current policies that apply to on-campus education apply in the domain of online education.

2. Credit hours granted for courses delivered through online education will be the equivalent to credit hours for the same course delivered traditionally. FNU is responsible for the technological delivery of the courses. Courses must be delivered by reliable methods, and the institution must provide technical, academic, and instructional design support services to faculty and students as appropriate.

3. FNU trains faculty, staff, and students in the use of distance delivery media as appropriate.

4. Decisions to offer courses through online education will reflect both the student’s needs and FNU’s needs.

5. An online student has the responsibility for making the initial contact with the instructor, maintaining weekly correspondence, and/or submitting assigned work on a regular basis to be considered “Active.” Failure to submit work regularly results in a student’s being considered absent.

6. The academic division or department providing online education is responsible for maintaining the same high standards for all courses regardless of delivery method, and for ensuring that online education instruction is comparable in quality and content to the corresponding traditional on-campus instruction.

7. Online Learning courses from the FNU catalog that will be offered online must be approved by the Division Head, Online Learning Director, and Vice-President of Academic Affairs. The Online Learning Campus and the Registrar’s Office will announce which courses will be delivered online each semester.

8. Faculty who teach through online education technologies must have sufficient technical skills to present their subject matter and related material effectively. A faculty member must be approved by the Online Learning Director and Vice-President of Academic Affairs to teach an online education course.

9. Faculty who offer online education must be available to interact individually with their students in person, as well as via e-mail or telephone.

10. Florida National University recognizes that it takes additional time for preparation and delivery of Online Learning courses; therefore, time and half hours of workload are allotted for faculty teaching online.
11. Florida National University owns copyright to online education materials and retains right of use.

12. Appropriate recognition of creative activities related to online education courses is included in the faculty evaluation process.

Textbooks and Supplies

Policy on Issuance of Instructors’ Textbooks
All textbooks are issued free of charge to the instructor at the beginning of the course and must be returned at the end of the course. Textbooks may not be requisitioned and charged to the University. Each instructor must see that she or he receives a desk copy of the textbook in use by requesting such copies from the campus library. Textbooks, tapes, visuals, etc. must be returned to the University upon completion of the course. Paychecks will be withheld until all materials are returned.

Textbook Selection
Textbook selection is a serious matter and should not be treated in a cavalier manner. The frequent changing of textbooks is not a desirable practical nor professional matter. **Instructors wishing to change textbooks are asked to abide by the following procedures:**

A. Once the instructor has selected a textbook, he or she should arrange to have the other instructors teaching that course at the other campuses review the text (remembering always that the University is one entity of three campuses and students must be able to transfer from campus to campus).

B. When the instructors concerned center upon a textbook, that matter should be discussed at departmental meetings.

C. If the departmental meeting indicated departmental agreement, the department head will then inform the appropriate division head, who will in turn report the change to the Curriculum Committee at its next meeting (to determine that it is truly a university text, etc.).

D. If the Curriculum Committee has no objections to the new textbook, the VP for Academic Affairs will receive an updated syllabus for the course.

E. Lastly, textbook selection must be made well in advance of the starting dates. This is necessary in order that approval can be granted and to provide ample time in which to order and have the texts at the campus bookstores by the start date. Textbook changes will normally not become effective until after the annual Faculty Workweek (in August).

Policy on Student Textbooks, Instructional Materials and Equipment
All students are required to purchase all textbooks within the first week of class. Students know before they enter University that they are going to need textbooks and should prepare financially for it. Lack of funds to buy textbooks shows a lack of seriousness about one’s studies and is not acceptable. Instructors may bar students from class after the first week until they possess a textbook or, at the least, refer such students to the campus dean for counseling.

Textbooks need not be, but can be, purchased from the University Bookstore.

Supplies
Office and classroom supplies (markers, clips, etc.) and instructional aids, such as supplies for making your own transparencies, etc., can be ordered through the office supply purchaser.
Audio-Visual Equipment

Each campus library is the custodian of the audiovisual equipment for each campus. These materials may be used by the members of the faculty following the policies and procedures developed by the library.

Duplicating Services

A photocopy machine is available to the instructors. Instructors are asked to request copies to be prepared 24 hours in advance.

Security and Access to University Facilities

The security of the University ultimately lies in the hands of the President, who has delegated this authority to the campus deans.

All campuses are secured with master alarm systems which are activated according to day/night duty schedule.

While each incidence of campus criminal activity is reported to the Office of the President, each dean keeps a record of the criminal activity on the local campus.

Policy Regarding Crime on Campus

As prescribed by Title II of P. L. 101-542, Crime Awareness and campus Security Act of 1990, each college MUST gather, publish and disseminate the following information to all students, employees and applicants of the College, beginning September 1, 1992 and each year thereafter:

A. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution’s response to such reports.

B. A statement of current policies concerning security and access to campus facilities, including campus residence, and security considerations used in the maintenance of campus facilities.

C. A statement of current policies concerning campus law enforcement, including the enforcement authority of security personnel and their working relationship with State and local police agencies.

D. A statement of policies encouraging accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

E. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

F. A description of programs designed to inform students and employees about the prevention of crime; to include statistics concerning the occurrence on campus during the most recent school year, and during the two preceding school years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft.

G. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities.

H. Statistics concerning the following crimes occurring on campus:

1. liquor law violations;
2. drug abuse violations; and,
3. weapons possessions.

I. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws and a statement of policy regarding the possession, use, and sale of
illegal drugs and enforcement of Federal and State drug laws, and a description of any drug or alcohol abuse education programs as required under section 1213 of the Higher Education Act of 1965, as amended.

The institution will be required to submit the information collected under paragraphs (F) and (H) above to the Secretary of Education upon his request in order to allow the Secretary to fulfill the requirement of a report to Congress in 1995 on campus crime statistics.

Title II of P. L. 101-542 also requires the Secretary to amend the Program Participation Agreement (PPA) for the Title IV Programs to contain a new certification that the institution has established a campus security policy and disclosed the information contained in paragraphs (A) through (I) above.

**Reporting of a Crime**

The following are to be used at Florida National University in the reporting and notifying of the commission of a crime or the attempt of the same on the University campuses:

1. Although Florida National University has security personnel at the Hialeah campus, any person witnessing the commission of a crime or the attempt to do so is obligated to report the same to the responsible authorities.

2. The campus dean is the first authority to be notified of the commission or attempted commission of a crime on or near the University campus. The Dean, then, has the obligation to notify the proper authorities while at the same time notifying the Office of the President.

3. Students witnessing crime or other campus disorders should notify, in case of inability to notify the campus dean, the nearest faculty member. This faculty member, in turn, is expected to take upon himself the responsibility of notifying the campus dean.

4. In the case of the incapacity of the Dean’s Office to react, the metro police and the local police are to be notified immediately by anyone witnessing the commission or attempted commission of a crime.

5. The handling of criminal acts is a matter for the professional law enforcement officer and amateurs should not foolhardy injects themselves into the frustrating of a crime, though, at the same time, all are expected to use common sense and aid the victim of a crime, if possible.

**Policy Regarding Drugs and Alcohol on Campus**

Florida National University is a Drug Free Workplace. Standards of conduct clearly prohibit, at a minimum, the unlawful manufacturing, possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

Florida National University reserves the right to terminate, suspend and/or put on probation any student or employee who is under the influence of alcohol or drugs while on the University premises.

The University has a Drug Abuse program that makes use of experts in the field, featuring counseling, seminars, instruction, preventive recommendations, speakers, movies and the appropriate literature. SEE APPENDIX

The FNU Drug Abuse Program follows the guidelines for such programs as required under section 1213 of the Higher Education Act of 1965 and as amended by the Drug Free Schools and Communities Amendments of 1989.

Florida National University supports and abides by the drinking laws of the State of Florida, especially as regards underage drinking. The University supports Federal and State Laws regarding the sale, possession and use of illegal drugs.
Sexual Harassment Policy

Florida National University is committed to providing an environment that is free of sexual harassment. Such behavior is illegal under both state and federal law and will not be tolerated. Sexual harassment includes but is not limited to written, verbal, or physical abuse including commentaries of sexual nature, degrading remarks used to describe an individual’s body, unwelcome propositions, or any physical contact of a sexual nature.

Sexual harassment also includes the threat that sexual compliance or lack thereof will be used as a basis for educational or employment decisions. Sexual harassment of or by any faculty member, administrator, employee, or student is expressly prohibited. Any person found to violate this policy shall be subject to appropriate disciplinary action up to suspension or discharge from the University.

This policy provides the following procedure for reporting complaints of sexual harassment. Any person that feels that he/she has been sexually harassed shall be directed to the Campus Dean or any member of the Administration in order to document the complaint in writing. All complaints will be handled as confidentially as possible. Every harassment complaint will be promptly investigated and resolved and a recommendation will be made as to the appropriate sanctions to be imposed against violators.

Crime Prevention

Faculty, students and staff are all expected to take the common sense tools available to them to thwart and avoid the commission of criminal activity, by using the following rules of prevention:

1. Never leave the keys in a car or the car without security precautions.
2. Never leave visible packages or such in a car, even though it is locked.
3. Purses, coats or personal property should never be left out of the owner’s reach.
4. Books and class/lab materials should never be left in unattended classrooms.
5. Prescription medicines should never leave the possession of the owner.
6. Drug use, possession or sale of drugs on campus should be reported immediately to the campus dean. Anyone who possesses or sells drugs is a menace to themselves and the community.
7. The possession, use or buying or selling of alcoholic beverages should be reported immediately to the Dean’s Office.
8. Unsecured equipment or classrooms should be reported immediately to the maintenance personnel or Dean’s Office.
9. Lost articles should be turned in to the designated offices immediately.

Conditions of Service

Evaluations

Each instructor should expect to be evaluated by the administration at least once a year in order to (a) observe the classroom learning situation; (b) make suggestions for improving instruction (c) ascertain that the curriculum is being followed.

Evaluations are based on eight basic categories: Preparation and planning, knowledge of subject matter, classroom management, assessment techniques, teacher-student relationships, professional responsibility and supportive characteristics.

Tenure

Florida National University does not have tenure.
Curriculum Review / Curriculum Committee

The Curriculum of the University is under constant review and evaluation, according to the Institutional Master Plan of the University. All instructors are urged to participate in Curriculum Development on their campuses and throughout the University.

Any academic proposal must meet the criteria established by the institution. The curricular review takes place whenever deemed necessary, but takes place regularly once a year. FNU’s focus in the curricular review is an assessment of the current and relevant curricular content to determine viability of the program(s).

The university has developed outcome assessment procedures to evaluate the curriculum which primarily uses survey instruments.

Leaves of Absence and Sabbaticals
Leaves of absence and sabbaticals are granted by the University President in writing and permit the full-time faculty member to return to a position equal to or more responsible than the one vacated.

Absence of the Instructor
The instructor must communicate the date of anticipated absence to both the campus dean and his/her Department or Division Head in writing. If an instructor cannot come in on a particular day, the instructor should call the Office of the Dean’s and report the absence. A substitute will be provided by the administration if at all possible. All course outlines for the substitute should be left with the Campus Dean when the absence is known in advance. There should always be plenty of stand-by material ready for the substitute to use in case of an unexpected absence.

Instructors need to fulfill their service agreements. They are not allowed to arrange for vacations, in-services, workshops, or any other unexcused absence during a term. Only emergencies or valid excuses will be honored and proper arrangements, with ample time, need to be made with the department or division heads.

If an instructor should become ill during class, he or she should inform the administration before dismissing the class. The administration will decide whether to continue the class with a substitute or dismiss the class. (Workmen’s Compensation covers all instructors while in the building. All accidents, even those not requiring medical attention, must be reported to the office of the campus dean immediately.)

Vacation
Full-time faculty members will be entitled to a one-week paid vacation upon completion of a full year of employment, two weeks of vacation time with the completion of two years of full employment, and three weeks of vacation upon completion of three years of full employment with the institution. Vacation time may only be taken during the August break and the December break. The campus dean should be notified ahead of time in writing of the intent to use paid vacation time. For additional information, see the University Staff Handbook.

Paid Faculty Holidays
Neither the students nor faculty will attend the following days:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day

Students’ Holidays / Faculty Members’ Workdays
Full-time faculty will be expected to come to school and work an eight-hour day from 8:30am to 5:00pm on all other holidays.

These days are:

- Martin Luther King
- Holy Thursday
- Presidents’ Day
- Columbus Day
- Veteran’s Day
Sick Leave

Full-time faculty with benefits may take sick leave for personal illness as follows:

<table>
<thead>
<tr>
<th>First Five Years of Employment</th>
<th>Up to FIVE (5) Full-Pay Sick Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six Years or More</td>
<td>UP TO TEN (10) FULL-PAY SICK DAYS</td>
</tr>
</tbody>
</table>

Illness within the immediate family (spouse, child, parent, sibling) permits aforesaid faculty to take up to five days for any one illness.

In case of absence from work for any reason, faculty members are expected to notify the campus dean no later than one half-hour before the opening of the office on the first day of absence and are expected to subsequently keep the office advised of their condition and anticipated date of return to work.

(Full details of the sick leave policy are published in the Staff Handbook.)

FNU Employee Scholarship

All personnel who have one year of full-time employment completed may enroll themselves, their spouse, and/or children in Florida National University and receive an FNU Employee Scholarship. Any person enrolled under this plan must pay the following:

1. Textbooks and Supplies
2. Miscellaneous fees normally charged (CPR seminars, HOBET, etc.)
3. Graduation Fees

Any person desiring to enroll under this plan should apply for admission in the normal manner.

It should be understood that said person may enroll in the course of program only if there is an available opening after all tuition paying students have been accepted. Specific programs, due to their nature, are not eligible for the employee scholarship. These programs are: Practical Nursing and Respiratory Therapy.

Seminars for specific medical programs are also not eligible for the employee scholarship. Only one employee scholarship will be awarded for any program which enrolls students in clusters (ex. AutoCAD).

The individual must meet the prevailing admission requirements and will be subject to all prevailing academic policies. Student will be enrolled as a Transient until the entire program requirements are completed; at that point the enrollment will then be changed to the specific program title from which the student will graduate.

Any person who was receiving the FNU scholarship and ceases to be employed by FNU will lose the scholarship and will have to pay the regular fees from then on.

In order to receive an employee scholarship, the prospective student cannot be active in the program.

Professional Growth and Development

As stated in Criteria for Accreditation (Commission on Colleges, Southern Association of Colleges and Schools): “The general tone and policies of an institution MUST make it clear that individual faculty members are to take the initiative in promoting their own growth as teachers, scholars and, especially in professional and occupational fields, practitioners.” In agreement with this, the University will promote and sustain any effort on the part of its faculty members to attain higher levels of expertise and of effectiveness in the classrooms. These ways can include any of the components described in this section.

The Faculty Portfolio

These are the items that FNU demands be present in the institution’s individual faculty member’s file. Copies of these documents should be kept in each faculty member’s personal portfolio. For the record, the
transcript must be an original received directly from the sending institution.

1. Faculty file checklist
2. A copy of all Diploma/Degrees earned (all of them)
3. Vita or resume (preferably both, the resume being a synopsis of the Vita)
4. Transcripts (The faculty member must have the collegiate institution forward transcripts directly to the University; the Portfolio may have “student” copies.)
5. An employment application to FNU including the Philosophy of Education
6. New Employee Form
7. Professional Growth Documentation (workshops, seminars, other certificates, etc.)
8. I-9 (Employment Eligibility Verification Form)
9. New Employee Form
10. W-4 Tax With-Holding Slip
11. State Board Licenses if applicable.
12. Drug-Free Workplace Program Receipt
13. Health and Safety Guidelines Acknowledgement Form

Faculty Leaves of Absence for Study and Research
The teaching professional should strive to grow in skills and knowledge throughout their careers. FNU urges faculty members to do this through the use of leaves of absence for study and research, additional graduate work in the discipline, and attendance at professional meetings such as in-service training.

Off-Campus In-Service Training
Faculty are given the opportunity to attend off-campus workshops, seminars, etc., for which they are reimbursed by the University, upon prior approval by the Vice President of Academic Affairs.

In-House In-Service Training
The University holds for its faculty approximately five in-house in-service training sessions a year. These sessions feature speakers, panels, etc., and concern methodologies, course content, curricula, program structure, classroom activities, classroom environment, etc. Attendance at the in-house in-service training sessions is obligatory. For the convenience of the members of the faculty active in their businesses or professions, these in-service training sessions are held on the following National Holidays for which the members are paid their usual salary.

<table>
<thead>
<tr>
<th>Month</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Martin Luther King, Jr.</td>
</tr>
<tr>
<td>March</td>
<td>Holy Thursday</td>
</tr>
<tr>
<td>February</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>October</td>
<td>Columbus Day</td>
</tr>
<tr>
<td>November</td>
<td>Veterans’ Day</td>
</tr>
</tbody>
</table>

Educational Reimbursement
All personnel are encouraged to continue their university education. Only full-time, currently employed, employees who have been employed at Florida National University for one year or more are eligible for subsidy. The advanced study subsidy will be granted for study concurrent with employment only. Reimbursement will be made on the basis of academic achievement. The following illustrates the reimbursement in relation to grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A or B</td>
<td>75%</td>
</tr>
<tr>
<td>C</td>
<td>50%</td>
</tr>
<tr>
<td>D or below</td>
<td>0%</td>
</tr>
</tbody>
</table>
These considerations apply to this benefit:

1. Reimbursement will be for tuition only. Fees, books, and room and board will not be reimbursed.
2. Reimbursement will be made only after the individual submits evidence of satisfactory completion of the course.
3. Reimbursement will be made only in the cases where prior approval of the course of study has been authorized by the President. The course of study must relate directly to the individual’s current position or to a position for which the individual is preparing.
4. Reimbursement will be made for both graduate and undergraduate study.
5. The individual must seek all available forms of financial aid. Reimbursement will be based on the applicable percentage of the net cost after deducting financial aid.
6. Courses graded on a Pass/Fail basis will be considered as a B grade if a P grade is received.
7. Reimbursement will not be made for credits received for “life experience.”
8. A maximum of one thousand ($1,000) dollars will be reimbursed during a calendar year, unless otherwise negotiated with the President of the University.
9. An employee must have at least one year of service with the university prior to the institution incurring any tuition expenses.

Faculty Participation in Collegiate Life

Professional Growth and Development involves also participation in:

- University ad-hoc committees and university standing committees
- Annual revision of academic programs and requisition of instructional materials;
- Textbook adoption initiatives, bearing in mind the University procedures for textbook change:
  1. Campus faculty meetings
  2. Evaluation of examination copies
  3. Resources and materials for the University library
- Membership in professional organizations

The Student and the Instructor

The Instructor as Leader

The educator is one of the most important leaders a student has. Day in and day out, consciously and subconsciously, the student is influenced by his instructors, so that in many ways they are the framers of his life. Therefore, if he, as an educator, is to aid and not hinder the student, he must consciously be a leader.

With the above in mind, the University submits, below, several principles of leadership for the direction of its faculty:

I. Know Oneself.

   If an educator does not understand himself he is not very apt to understand others. We mirror ourselves in others. In general, the good we see in others is the good we possess. Therefore, those qualities which we CONSISTENTLY find in others are generally the qualities we possess ourselves. There is an Aristotelian ethic which says, “We cannot know what we, in some way, do not already possess.”

II. Develop Mental Strength.

   To become a true leader one must develop the strength to see one’s self and one’s actions as they truly are and not delude oneself—and, act realistically.

III. Be a Listener.

   Learn to listen. It is an art. It must be cultivated. We must learn to listen and in our response show that we listened. The timeworn leader has heard the same story over and over and has, consequently, a tendency to jump in before the speaker has ended.

IV. Give Credit Where Credit is Due.

   It’s the petty and insecure person who must always be taking the credit for others’ works. Yes, one may
be “the boss”, but being “boss” does not necessarily connote being a leader. In fact, in this case, it would seem to indicate quite the opposite. It would seem to demonstrate quite succinctly that that person is no leader.

In addition, his pettiness is misplaced, for a good leader is not one who necessarily has all of the great answers himself, but one who has the ability to gather around him those who have good answers.

V. Acknowledge One’s Mistakes.

Mistakes are steps to success. We must always remember that mistakes are lessons to be learned. Learn them. Acknowledge mistakes and move on. Who has time to grieve over and hang on to the memory of mistakes? Certainly no one who has aspirations of being a leader.

VI. Be Positive With Your Students.

Any fool can destroy by adverse criticism. Don’t be like the parent who is afraid to praise the child because he’s afraid the child is better than he is. One mustn’t be so self revelatory of one’s selfish nature as to be like a instructor who once informed his students that he never gave “A’s because that would indicate that they knew as much as he did.

VII. Be Decisive.

Think a matter through before you make pronouncements, and then you won’t have to go back and confuse everyone by changing things.

VIII. Don’t be Jealous of Your Fellow Instructors.

“Jealousy is a worm which eats the life out of little people”, someone once wrote. Don’t belittle people. Jealousy and pettiness in an instructor has and will destroy institutions.

IX. Speak Up.

You are paid to care for the interests of your charges. Don’t let them down. Yell and scream and beat on desks, if necessary; but when you see the institution is headed the wrong way, SAY SO! Loud and clear. That doesn’t mean you are right, nor if right, that anything can be done about it. (Some things just aren’t soluble in this mostly imperfect world.)

X. Keep a Saving Sense of Humor.

For goodness sakes, the world isn’t going to end tomorrow! Read a Balzac novel and discover that the complaints he had about French society in 1843 are still the complaints we hear today, and people have been predicting the end of the world since it began. We’re still here. Let’s not take ourselves so seriously!

XI. Smile.

We have no idea what this student in front of us is going through in his personal or family life. Your smile may be the thing he or she looks forward to each day.

Your smile may be what keeps this student happy in school and thus, staying in school. Your smile may be the beacon which leads him into life.

A student was once asked why he stayed in college, when he really hated it. His reply was that Dr. So-and-So was always smiling and cheerful and that he (the student) was afraid to leave for fear he “was missing something”. That instructor’s smile was the foundation of that young person’s future life.
XII. Demonstrate a Modicum of Common Sense.

One of the pitfalls of being an academic is the danger of “fads”. Someone is always coming up with some new gimmick to make learning “easier”, “more fun”, “more challenging”, more something or other.

*BEWARE!* Change for change sake and always being in with the “new”, is generally a sign of immaturity. Ecclesiastes said it several thousands of years ago: “There is nothing new under the Sun.” It’s pretty generally true.

**Policy on Use of the Student Faculty Evaluation Surveys**

The faculty members are to be evaluated by their students. Each instructor should expect evaluation by students at least once each semester. This evaluation may be conducted by the office of Research and Assessment, office of the Vice President of Academic Affairs, and/or Division Heads. The evaluator is to enter the classroom, asks the instructor to step out, and distribute the survey forms explaining to the students the purpose of the survey.

The students are to fill out the survey while the evaluator is in the classroom and no discussion should be allowed amongst the students during the evaluation session.

When completed, the student surveys will be collected and forwarded to the Office of Planning and Evaluation. The Office of Planning and Evaluation will tabulate and summarize the survey. The surveys, with the summary, will be forwarded to the appropriate division head. The division head will then analyze the survey results with the faculty member, and will discuss the need of “actions to be taken,” if appropriate. The department head should participate in the meeting.

**Student Progress**

**ACADEMIC YEAR**

The FNU academic year is defined as two semesters. The length of an academic semester is four months. Each semester has two mini-semesters of two months each. The FNU rolling admission schedule makes it possible to have six different start dates and six different completion dates in one calendar year. There is a two-week break in August, and a two-week break at the Christmas/New Year season.

**Academic Advisement**

Upon entering FNU, each freshman is assigned a faculty advisor. In addition, each of the offices listed below provides advisement in its field of responsibility to all students as appropriate. These offices are:

- The Academic Advising Office
- The Director of Student Services
- The Campus Dean
- The Registrar’s Office
- The Financial Aid Officer
- The Admissions Office

**Class Schedules**

Most courses are scheduled as either three or four-hour sessions, held Monday through Friday, anytime from 8:30am - 10:00pm. Some courses are offered on Saturdays and clinical practices are offered 7 days a week, (scheduling based on program requirements and site availability). FNU also offers internet-based distance-learning courses.

In order to access your class schedule, you must set up an account on the FNU student portal. Instructions are available on the FNU website. A user name and password is required. You will also be able to use the FNU Portal to access other pertinent information.
Changes to your class schedule can be made during the ADD/DROP period (first week of the semester). Any changes to your schedule must be approved by your Department/Division Head and a Cancel/Add form must be filled out and turned in to the Registrar’s Office. The Cancel/Add form is available at the Registrar’s Office of each Campus and on the FNU website. Online Learning students must submit the completed form to the Registrar’s Office via either e-mail (kcabrera@mm.FNU.edu or nrizo@mm.FNU.edu) or fax at (305) 362 0595, Attention: Registrar’s Office. Additional questions to the Online Learning Campus can be emailed to slomena@mm.FNU.edu.

Class schedule changes are subject to class load and availability. The student must check the FNU student portal to ensure that changes are accepted.

If a student is active beyond the midpoint of a semester, the institution will automatically assign classes for the following semester. It is the student’s responsibility to withdraw, cancel, or change any courses assigned to him/her during the ADD/DROP period. Changes made after the ADD/DROP period will usually incur additional fees.

**Classification of Students or Status**

*Students are classified in various ways:*

**A. By class load:**
1. Full-time (12 credit hours minimum per semester)*
2. Three Quarter time (9 credit hours minimum per semester)
3. Half time (6 credit hours minimum per semester)
4. Less than halftime (less than 5 credit hours per semester)

**B. By credits earned:**
1. Freshman (1 to 30 credits)
2. Sophomore (31 and above)
3. Junior (61 and above)
4. Senior (91 and above)

**C. By program of study:**
1. Baccalaureate or Associate Degree students
2. Diploma students
3. Certificate students
4. Early Admission
5. Transient students (courses for transference to other institutions)
6. Non-degree seeking students

* * Students receiving full financial aid cannot carry less than six credit hours per mini-semester. Students carrying less or more than the required minimum number of credits may receive financial aid proportionally.

**Transient and Non-Degree-Seeking Student Admission**

A student who is in good standing at another college or university may be admitted to Florida National University as a transient student. Transient students should consult the appropriate Dean or Registrar at the university to which they wish their credits transferred to determine the acceptability of outside credits at their home institution.

Applicants who are taking a course, but are not enrolled in a program, are classified as non-degree-seeking students. At Florida National University these students are limited to thirty credits in this classification, and they are not eligible for financial aid.

**Standard Period of Non-Enrollment**

Students planning to be out of FNU for one term (two months) must submit a written request for a Standard Period of Non-Enrollment to the Registrar’s Office. The SPNE request form is located in the Registrar’s Office or can be downloaded from the FNU website. Online Learning students must submit the completed form to
the Registrar’s Office via either e-mail (kcabrera@mm.FNU.edu or nrizo@mm.fnu.edu) or fax at (305) 362 0595, Attention: Registrar’s Office. Additional questions to the Online Learning Campus can be emailed to slomena@mm.fnu.edu.

SPNE’s are usually approved for one term (two months) per semester. However, during the summer semester, a student can request it for four months (one semester).

A Standard Period of Non-Enrollment must be requested prior to the start of the term or during the first week of classes of the term the student is planning to be away from FNU.

After the ADD/DROP period, no SPNE requests are granted. Students will receive a “W” for that term once that SPNE is approved. If the SPNE is only for one term (two months), the student’s remaining schedule of courses will remain the same.

The request must be authorized by the Campus Registrar and the Financial Aid officer.

Students must report to the Registrar’s Office by the date indicated on the Standard Period of Non-Enrollment form. Students who fail to return to the University by the expected date will be considered to have withdrawn from the school, and the student will therefore be responsible for any balance due.

**Practical Nurse students (for their entire curriculum) and Registered Nurse (during their core courses) are NOT eligible for a Standard Period of Non-Enrollment.**

An SPNE extends a student’s graduation date. Students on SPNE may not be able to maintain their course sequencing.

**Re-Enrollment / Readmission**

Typically, a Re-Enrollment is a student who withdrew and requests enrollment in another program and Readmission is for students who withdrew and desire to return to the same program within five years. In both cases students must satisfy the readmission procedures as follows:

1. The student who withdrew with a *CGPA of 2.0 or better* and a clear balance will resume his/her studies following regular admission procedures.

2. The student *who was terminated because of academic probation or lack of attendance* and has *two consecutive semesters with a GPA under 2.0* can’t be considered for Re-Enrollment or Readmission unless the student requests a waiver of the Satisfactory Academic Progress Policy. The following process will apply:
   
   a) A student who has been dropped or suspended because of inability to maintain a CGPA of 2.0 may reapply to Florida National University after being out of school for a minimum of one term. At that time, the student’s academic records will be evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum time frame of 1.5 time of the normal time frame for completion. If it is not possible for the student to meet both standards, the student will no longer be eligible for Title IV funds.

   b) Additionally, Florida National University may use its discretion in waiving its Satisfactory Academic Progress Policy in cases where students have mitigating circumstances. Students requesting an appeal must submit a written request, with appropriate documentation, to the Vice President of Academic Affairs and the Vice President/Director of Financial Aid. If the appeal is approved, the student will be allowed one additional semester to meet the required standards and will be eligible for Title IV funds.

3. The student who was terminated because of inability to fulfill costs will have to pay the complete balance before classes start.

4. The student who was terminated because of serious violations of FNU rules may not reapply at FNU for admission.
Additionally, Florida National University reserves the right to reject the application request of any student who comes from any other institution where the student has lost — “Good Standing” status.

Students that decide to continue onto a different program once a program has been completed, are not considered re-entry nor re-enrollments.

**Class Load, Credit Hour and Contact Hour Equivalency**

Class load refers to the number of credits a student carries in a semester. For degree and career programs a student may carry a load of 16 credit hours maximum per semester. One credit hour equals 15 clock hours of lecture, 30 clock hours of lab, 45 clock hours of externship, or 100 clock hours of pre-clinical or clinical journal. One contact hour is equivalent to 50 minutes of lecture and a 10-minute break.

Certificate Programs: Since courses within a certificate program are not acceptable for credit toward a degree program within the institution, the conversion formula for certificate programs is as follows: one credit hour equals 30 contact hours of lecture, 30 contact hours of lab, or 30 contact hours of externship.

**GRADE POINT AVERAGE AND SATISFACTORY ACADEMIC PROGRESS**

A student must meet certain minimum standards for satisfactory progress while enrolled at Florida National University.

The satisfactory progress is computed on the basis of the quality points earned by the grades received in a semester (grade point average or GPA). The GPA is calculated as follows: the number of the course credit hours multiplies the quality point value for each grade earned. The sum of these points divided by the number of credit hours attempted (hours from courses with grades A through F) equals the GPA.

The cumulative grade point average, or CGPA ratio, is obtained by calculating the GPA for all courses attempted at Florida National University. Course grades of S, U, I, W, AU, and TC do not count in the overall GPA since they carry no quality points, but count as credits attempted. See the Grading System section for more information (page 41).

**Satisfactory Academic Progress** is a requirement for graduation; it is also necessary in order to maintain eligibility for Title IV financial assistance. Florida National University evaluates Satisfactory Academic Progress every semester. Satisfactory progress requires meeting the following criteria:

### Baccalaureate and Associate Degrees

<table>
<thead>
<tr>
<th>Credits attempt</th>
<th>Probation if CGPA is below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 12.</td>
<td>1.3</td>
</tr>
<tr>
<td>13.- 24</td>
<td>1.5</td>
</tr>
<tr>
<td>25- 36</td>
<td>1.7</td>
</tr>
<tr>
<td>37 - 48</td>
<td>1.8</td>
</tr>
<tr>
<td>49 - 60</td>
<td>2</td>
</tr>
<tr>
<td>60 - above</td>
<td>2</td>
</tr>
</tbody>
</table>

### Diploma Programs

<table>
<thead>
<tr>
<th>Credits attempt</th>
<th>Probation if CGPA is below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 12.</td>
<td>1.3</td>
</tr>
<tr>
<td>13.- 24</td>
<td>1.5</td>
</tr>
<tr>
<td>25- 30</td>
<td>2</td>
</tr>
<tr>
<td>45 - above</td>
<td>2</td>
</tr>
</tbody>
</table>
1. Any student whose cumulative grade point average falls below the indicated index (See table above) will be placed on academic probation for the next semester. While on academic probation, the student remains eligible for financial aid funds. Any student on academic probation who brings up his/her cumulative grade point average to the indicated index at the end of the semester will be removed from academic probation.

Any student who falls below the indicated CGPA at the end of the probation period will be ineligible for financial aid from federal and state funds. Students will re-establish eligibility for financial aid when the cumulative grade point average rises to the indicated index CGPA and they are within the maximum time.

2. Satisfactory completion of the program in a period no greater than 1.5 times the normal time frame for completion. Therefore, a student must pass 66.6% of the credit hours attempted in each academic year. The university defines its academic year as 32 weeks / 24 semester credits. A semester is 16 weeks long and consists of two terms of 8 weeks.

3. A Cumulative Grade Point Average of 2.0 (“C”) or above at graduation.

**A student will be considered for academic termination when the student fails to maintain the required academic standing at the end of the probation period.**

A student who has been suspended may reapply to Florida National University after being out of school for **one term**. At the time, the student’s academic records will be evaluated to determine if it is possible for an acceptable cumulative grade point average (refer to the tables on page___) to be achieved and if the program can be completed within the maximum time frame of 1.5 time of the normal time frame for completion. If it is not possible for the student to meet both standards, the student will no longer be eligible for Title IV funds. Therefore, should funding still be required, alternative financing must be arranged for re-enrollment.

Florida National University may use its discretion in waiving its Satisfactory Academic Progress Policy in cases where students have mitigating circumstances. These include serious illness or injury of the student or serious illness, injury, or death of the student’s immediate family. A student requesting an appeal must submit a written request, with appropriate documentation, to the Vice President of Academic Affairs and Vice President/Director of Financial Aid. If the appeal is approved, the student will be allowed one additional semester to meet the required standards and will be eligible for Title IV funds.

**ATTENDANCE POLICY**

The policy on attendance for university classes will be the responsibility of the professor, and the professor will fully inform students of such policy at the beginning of the semester.

The faculty and staff at Florida National University want you to succeed. Since studies indicate a positive relationship between good attendance and better grades, you are strongly encouraged to attend all classes and arrive on time.

* Individual instructors establish their own class attendance policies. Each instructor’s policy is included in the course syllabus and distributed at the beginning of each semester.
* It is your responsibility to understand and follow these policies and, if possible, to notify instructors in advance when it is necessary to miss a class.
* Any anticipated prolonged absences should be reported to instructors as soon as possible.
* If you stop attending class (as) for any reason, you must consult with your instructor(s) and registrar about possible withdrawal from the class (as).
ATTENDANCE POLICY FOR VA STUDENTS

Instructors will submit VA students’ daily attendance records to the Veterans Affairs Coordinator at least once a month. VA students are required to attend all classes. Excused absences will be granted only for extenuating circumstances, which must be substantiated by entries in the student’s file. Early departures, tardiness, etc., for any portion of an hour will be counted as a full hour of absence.

Educational benefits of VA students who accumulate three days of unexcused absences in any calendar month will be terminated for unsatisfactory attendance.

LEAVE OF ABSENCE

Any student requesting a leave of absence (LOA) from the institution must submit a written request to the Registrar’s Office. The LOA request form is located at the Registrar’s Office of every campus or can be downloaded from the FNU website. Online Learning students must submit the completed form to the Registrar’s Office via either e-mail (kcabrera@mm.fnu.edu or nrizo@mm.fnu.edu) or fax at (305) 362 0595, Attention to: Registrar’s Office. Additional questions to the Online Learning Campus can be emailed to slomena@mm.fnu.edu.

The Leave of Absence must be requested ONLY during the ADD/DROP period. The request needs to be signed and dated by the student and must include the date student expects to return to school. The request must be approved by the campus registrar and a financial aid officer.

Federal regulations allow an approved leave of absence of no more than 180 days. There are no exceptions. Multiple leave of absences can be granted not exceeding 180 days.

An LOA extends the graduation date. Students on LOA will normally not be able to maintain their course sequencing.

A student on leave of absence will not incur additional charges by the school during this period, though monthly payments must continue during the LOA.

If the student does not report back to FNU by the add/drop period of the following semester, the student will be considered to have withdrawn from school as of the first day of the new semester.

The University has thirty days after the last day of an approved leave of absence to process financial assistance refunds to grantors. By official regulation, international students may use a leave of absence (LOA) only after completion of one academic year (8 months).

Academic Grading System and Transcript Code Key

Official grades and their quality points equivalency at FNU are as shown below. The final grade of a course shall be based on various criteria; however, the individual instructor establishes the weight of each assignment for determining the final grade and this information is given in the course syllabus of which every student shall receive a copy.

Grading System

Student grades will be recorded using the system presented below:
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Value</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Achievement</td>
<td>A</td>
<td>(90-100)</td>
</tr>
<tr>
<td>Very Good</td>
<td>B+</td>
<td>(85-89)</td>
</tr>
<tr>
<td>Good</td>
<td>B</td>
<td>(80-84)</td>
</tr>
<tr>
<td>Above Average</td>
<td>C+</td>
<td>(75-79)</td>
</tr>
<tr>
<td>Average</td>
<td>C</td>
<td>(70-74)</td>
</tr>
<tr>
<td>Passing</td>
<td>D</td>
<td>(60-69)</td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>(0-59)</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td>Student did not complete the required class work for reasons accepted by the instructor.</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
<td>Withdraws from course during the add-drop period or takes a leave of absence.</td>
</tr>
<tr>
<td>Withdrawal with Penalty</td>
<td>WP</td>
<td>Withdraws after the add-drop period.</td>
</tr>
<tr>
<td>Audit</td>
<td>AU</td>
<td>No grades, no points.</td>
</tr>
<tr>
<td>Transferred Credit</td>
<td>TC</td>
<td>Credit is granted for equivalent course; external or internal transferability.</td>
</tr>
<tr>
<td>Withdrawal with Failure</td>
<td>WF</td>
<td>Student did not complete the required class work.</td>
</tr>
<tr>
<td>Unsatisfactory Withdrawal</td>
<td>WU</td>
<td>Student did not complete the required class work for remedial courses.</td>
</tr>
</tbody>
</table>

**TRANSCRIPT CODES**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Credit by Examination</th>
<th>Guided Studies</th>
<th>Placement by Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CE</td>
<td>GS</td>
<td>PT</td>
</tr>
<tr>
<td></td>
<td>Subject to Registrar’s authorization.</td>
<td>Subject to Registrar’s authorization.</td>
<td>For the ESL programs.</td>
</tr>
</tbody>
</table>

**Failure (F)**

An “F” is a grade; it counts for the GPA. It alters the completion date of the program; it also increases the student’s financial burden. An “F” may not be erased, but the course can be repeated to improve the GPA. The latest grade for the course prevails. A student may continue to receive federal financial aid for any course failed as long as the student is otherwise eligible.

In the Practical Nursing Program, the lowest acceptable grade is a 75% (C). Anything below is considered failure.

**Incomplete (I)**

Use of this grade is very restricted and only on the basis of extenuating circumstances in the judgment of the instructor. When a student is not able to complete the course requirements within the length of the course for reasons acceptable to the instructor, the instructor may assign an “Incomplete” on terms specified by the instructor. An “I” is valid for only one semester, after this it becomes a “WF.” During the waiting period, an “I” is listed as credit hours attempted, but not completed.

The instructor will prepare a modified final exam or an appropriate assignment and leave it in a sealed envelope with the department head or division head. The department head or division head or an instructor designated by them will proctor and score the exam in accordance with FNU policy. The same will apply to written papers waiting to be graded as part of a final grade.

The instructor may calculate the course average by using “0” for each of the components of the final grade that has not been satisfied. (The course syllabus will list the components of the final grade for that course, or the instructor will otherwise stipulate these.)

**Withdrawals (W, WP, WF, WU)**

Students desiring to withdraw formally from a class may do so within the add-drop period without penalty. A reduction in course load may keep the student from meeting minimum standards for satisfactory progress. Course withdrawals may also jeopardize the student’s financial aid eligibility, VA benefits, and program completion date.

- The ADD/DROP period is the first week of the semester (Term A), ending Friday of that week.
- During this time, you are able to add, change, or cancel classes, by following the procedure established. Classes withdrawn within this period will receive a “W” on the transcript.
Requests to change, add or cancel classes must be made in writing by means of the Cancel/Add form, found on the FNU website or at the Registrar’s Office. Any changes to your schedule must be approved by your Department/Division Head and a Cancel/Add form must be completed, signed, and turned into the Registrar’s Office. Online Learning students must submit the completed form to the Registrar’s Office via either e-mail (kcabrera@mm.fnu.edu or nrizo@mm.fnu.edu) or fax at (305) 362-0595, Attention to: Registrar’s Office.

Additional questions to the Online Learning Campus can be emailed to slomena@mm.fnu.edu.

No schedule changes will be accepted for the semester during Term B unless it is an emergency, and you will be charged for the change. For changes approved after the ADD/DROP period, the student will be charged $50.00 per change.

Students starting in the University in the Term B of the semester, will be granted an ADD/DROP period during the first week of this term.

  o **Late Withdrawal:** Any withdrawal after the Add-drop period incurs full financial obligation. The student will receive a “WP” if the withdrawal is made between the second week of classes up to the mid-term. “WP” does not affect GPA. “WF” is assigned after the midterm, when the student does not complete the course requirements. “WF affects GPA. “WU” is assigned after the midterm, when the student does not complete the course requirements for remedial courses. “WU” does not affect GPA.

  o **WITHDRAWAL FROM THE UNIVERSITY:**

    o In order to officially withdraw from the University, the students must fill out a Withdrawal Form. This form is available at the Registrar’s Office or can be downloaded from the FNU website. It must be completely filled out and submitted to the Registrar’s Office. Online Learning students must submit the completed form to the Registrar’s Office via either e-mail (kcabrera@mm.fnu.edu or nrizo@mm.fnu.edu) or fax at (305) 362-0595, Attention to: Registrar’s Office. Additional questions to the Online Learning Campus can be emailed to slomena@mm.fnu.edu.

    o It is common practice for the student to meet with the Advising Office and his/her career advisor (Department or Division Head) before processing a withdrawal.

    o No withdrawal will be official until the student receives an acknowledgement from the Registrar’s Office. Any withdrawal after the ADD/DROP period is subject to financial implications.

**Audit (AU)**

The student who audits attends a course without expecting credit or formal recognition. The campus dean and the instructor must grant permission and regular tuition must be paid.

**Transferred Credit (TC)**

Credit for external or internal transferability is granted for grades of “C” or better. University courses completed more than five years prior to the date of enrollment at FNU will require validation. A student who wishes to change from one program to another should consult with (a) the Division Head, faculty advisor, or Campus Dean, (b) the registrar, (c) the financial aid advisor in order to become fully aware of the best possible use of credits earned, of allocated monies, of necessary changes in the contract, and of any other possible implication. All courses that can be transferred to the new program, as either part of the required block or as electives, will be reflected in the student’s ledger, in the Student Progress Report, and in the Summary Sheet in the Academic File.

The grade of “D” shall transfer and count toward the baccalaureate in the same as D’s obtained by students from FNU, provided that the student has earned and been awarded an A.A. or A.S. degree. Whether courses with “D” grades in the major satisfy requirements in the major field may be decided by the department or division.
Transferring credits from another institution will be recorded as “credits earned” toward graduation, but not as “credits attempted” since they are not earned on the basis of regular attendance or regular tuition cost.

All transfer of credit must be made effective at the time of registration or within the student’s first semester.

Credit by Examination (CE)

Students may receive credit by examination. The Campus Dean will evaluate each case, and the appropriate academic department will proctor and score the exams. The student will be graded “S” if scoring 70% or better, otherwise “U”. The result of this exam cannot be challenged again. Application forms are available from the Registrar.

Institutional credit by examination will become a part of the student’s permanent record at the conclusion of the mini-semester in which it is awarded; grades will count toward graduation requirements and they will be entered with a CE on the student progress report.

A fee per credit hour will be charged for each examination administered (see Fees in University Catalog). The maximum number of credits earned by examination will be nine (9). Please be advised that the Federal Pell Grant does not cover credit by examination, just credits earned on the basis of regular class attendance. This process will be documented in the Academic Summary Sheet inside the student’s academic file.

Credit by examination may not be used to eliminate an “F” or “I” grade.

Special Individualized Studies (SIS)

Degree-seeking students are allowed to take a maximum of six credits in guided studies, supported by a cumulative grade point average of 3.0 GPA. Please be advised that the Federal Pell Grant only covers credits earned on the basis of regular class attendance. The Campus Dean will give approval for such studies. After this, GS students are under the supervision of the Department Head. The student will maintain weekly contact with this person from whom the student will receive guidelines, instruction, scoring and correction of assignments, and the final grade.

Students may register for no more than one guided study course each semester. Regular tuition charges are applied to guided studies.

ESL Placement by Testing

Upon enrollment, the ESL program uses a placement test for new students, and they are placed in the corresponding level according to their performance (score) on this test. There is no fee for the placement test.

Repeating Courses

Students may repeat courses taken at Florida National University in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student’s transcript. The first attempt will also be shown, but the cumulative grade point average will be computed on the basis of the last attempt only. In the case of repeating a course to improve the GPA, tuition fees will be entirely the student’s responsibility.

In the evaluation of satisfactory progress, in addition to the minimum credits earned and grade point average each time they are taken, repeated courses will be counted as credits attempted. When successfully completed, they will count as credits earned.

A student failing a course may still be eligible for financial aid upon repeating it. The student will seek advice at the Financial Aid office.
Changing a Major or Program

A student who wishes to change from one program to another will be thoroughly advised by (a) the registrar (b) the financial aid officer (c) the campus dean, and (d) the departmental faculties involved for the purpose of making the student fully aware of the best possible use of credits earned, of allocated monies, of necessary changes in the contract, and any other possible implication. All courses taken that can be transferred to the new program, as either required courses or as electives, will be reflected in the student’s ledger, in the Student Progress Report, and in the Summary Sheet in the student's academic file.

Off-Campus Enrollment and Transfer of Credits

Florida National University students who wish to take courses at another university for the purpose of transferring the credits to FNU must obtain prior written approval from the campus dean. Students who have attained a sophomore status (31 credit hours and up) may not transfer credits from a junior college.

Once a student is enrolled as a degree-seeking student at FNU, no more than six credits may be transferred.

Standards of Progress for VA Students

Each student receiving VA educational benefits is expected to complete his program within the number of training hours (semester credit hours) approved by the Bureau of State Approving for Veterans Training, Florida Department of Veterans Affairs. The student also must attain and maintain a minimum grade point average (GPA) of not less than a 2.0 (“C”, 70-79%) each semester.

In addition, the student must meet any skill or technical requirements of his/her particular program. If at any point in time it is determined that a VA student cannot successfully complete the program within the approved number of hours, the student’s VA educational benefits will be terminated for unsatisfactory progress.

A VA student who has not attained and maintained satisfactory progress (2.0 GPA or better) at the end of any mini-semester will be placed on academic probation for the next semester. If the student does not attain and maintain satisfactory progress by the end of the probationary semester, the student’s VA educational benefits will be terminated for unsatisfactory progress.

The VA student may petition FNU to be re-certified for VA educational benefits after one mini-semester has elapsed since termination. FNU then may re-certify the student only if there is a reasonable likelihood the student will be able to attain and maintain satisfactory progress for the remainder of the program.

Syllabus

Instructors will write their own syllabi, modeled after the institutional syllabi. The syllabus will present information on class schedule, number of sessions, holidays, course description (quoted from the FNU Catalog), textbook, course requirements, objectives, course outline, required assignments, class policies, grading system, and exit competencies. Instructors are encouraged to bring in guest lecturers, arrange for field trips, and promote library skills by means of library assignments. The instructor will distribute and discuss the syllabus on the first day of class.

Students should make sure they understand all policies and provisions listed on the course syllabus.

Academic honors and awards

1. **DEAN’S LIST FOR ALL HONOR STUDENTS**: In recognition of academic excellence, selected students are named to the Dean’s List each semester. Students from all baccalaureate and associate degree programs with a GPA of 3.50 to 4.00 in a semester, with a minimum of 9 GPA earning credit hours, are eligible for the Dean’s List. A notation will be made in the Student Progress Report Chart and it will be a permanent part of the student’s transcript. The Dean’s List will be posted upon completion of each semester. Students can pick up their certificate at the Office of Student Services.
A notation will be made in the Student Progress Report Chart and it will be a permanent part of the student’s transcript. The Dean’s List will be posted upon completion of each semester. Students can pick up their certificate at the Office of Student Services.

2. **PRESIDENT’S LIST- FOR HONOR STUDENTS IN CAREER DIPLOMA AND CERTIFICATE PROGRAMS:** Students who achieve a maximum GPA of 4.0 in all semesters in a Diploma or Certificate Program are eligible for the President’s List. A notation will be made in the Student Progress Report Chart and it will be a permanent part of the student’s transcript. The President’s List will be read at the commencement ceremony.

3. **GRADUATING WITH HONORS- FOR HONOR STUDENTS IN THE BACCALAUREATE OR ASSOCIATE DEGREE PROGRAMS:** Graduating with Honors applies to degree students with outstanding academic achievement. The honors are based on a minimum of 60 credits (associate degrees) or 120 credits (for baccalaureate degrees) at Florida National University and a GPA of no less than 3.50. Students receiving honors will be acknowledged during the commencement ceremony. There will be a corresponding notation in their transcripts. These honors are as follows:

<table>
<thead>
<tr>
<th>HONOR</th>
<th>REQUIRED CGPA</th>
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</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.90 – 4.00</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70 – 3.89</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50 – 3.69</td>
</tr>
</tbody>
</table>

**Transcripts**

Requests for original transcripts have to be in writing, using a form that is located in the Registrar’s Office or can be downloaded from the FNU website. The form must be completed and signed by the student and submitted to the Registrar’s Office.

Online Learning students must submit the completed form to the Registrar's Office via either e-mail (kabrera@mm.fnu.edu or nrizo@mm.fnu.edu) or fax at (305) 362 0595, Attention to: Registrar's Office. Additional questions to the Online Learning Campus can be emailed to slomena@mm.fnu.edu.

The Registrar’s Office will furnish the transcript within fifteen days (15) after receipt of the written request.

There will be no charge for the first request; though any request thereafter will incur a charge of $6.00 per request.

The student may request a transcript on an expedited basis, prepared within three (3) working days, for $15.00 per transcript.

**Transferability of FNU credits**

Florida National University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master degrees. However, students entering Florida National University and intending to continue their studies at a senior college or university shall note that the accepting institution has full discretion as to which credits it will accept for transfer.

FNU cannot assure full transferability of credits, nor anticipate which courses other institutions of higher learning will accept.

**Tutorial Programs**

Tutorial programs are offered to all students with deficiencies in particular subjects. Each campus provides a fully equipped resource computer laboratory to enhance and remediate the academic objectives. The Tutorial Program is offered through the campus dean.

**Academic Advisement**

Academic advisement serving an assigned number of students is generally performed by division heads and other selected faculty. Students who desire an interview with their assigned academic advisor can procure their advisor’s schedule each term from the Registrar or from the Office of Student Services.
Instructors, admissions personnel, registrars, campus deans, the Director of Student Services, and the VP for Academic Affairs may also be called upon to advise students concerning academic matters at FNU.

The Monitoring of Student Academic Advisement

1. The students are surveyed concerning their use of and resultant attitudes toward FNU academic advisement.
2. In the survey issued by the Office of Planning and Evaluation, a section concerns itself with the academic advice given by admissions, the registrars’ office, the instructors, the office of the Dean of Student Services, campus deans, and the VP of Academic Affairs.
3. Also, the Student Advisement Design is monitored by the faculty, deans, and upper and middle level administrators, as detailed in the Institutional Effectiveness Master Plan.

Disciplinary Procedures and Responsibilities

Disciplinary responsibility at FNU resides with the following:

1. The instructors, who have the responsibility and authority necessary for good classroom discipline.
2. The campus deans, who are responsible for student discipline on their individual campuses, both in and out of the classroom.
3. The Honor Courts which are convened at the call of the campus deans.
4. The President of the University, who has the ultimate responsibility and authority to receive and finalize all appeals as well as initiate actions through the above offices.

Duties of the Various Judicial Persons and Bodies

1. Instructors:
   a. Have the responsibility and authority to publish disciplinary rules to be observed in their classrooms, generally in their course syllabi, over and above university dicta, subject, of course, to the campus dean’s approval. Any disciplinary action that is taken with the student as it applies to acts of disruptive behavior, plagiarism, or cheating, must be reported to the campus deans and division head. Written documentation will also be required to be placed in the student’s academic folder located in the Registrar’s office.
   b. Have the authority to refuse entrance to tardy students as part of their course requirements as specified on the course syllabus.
   c. Have the authority to refuse early dismissal to students as part of their course requirements as specified on the course syllabus.
   d. Have the responsibility and authority to have disruptive students removed from class.
2. Deans:
   a. Have the responsibility and authority to discipline students referred to them by instructors or other members of the staff for disruptive behavior.
   b. Have the responsibility and authority to remand to instructors cases for further consideration.
   c. Have the responsibility and authority to convene an Honor Court for severe disruptions of University discipline.
   d. Have the responsibility and authority to set aside the decisions of the Honor Court in favor of other solutions.
   e. Have the responsibility and authority to recommend cases to the higher administrative authorities when they feel there are conflicting interests or for advisor decisions.
   f. Have the responsibility and authority to remand cases to the Honor Court for reconsideration.
3. The Honor Court (for each campus):
   a. Has the responsibility and authority to hear disciplinary cases referred to it by the Deans.
   b. Has the responsibility and authority to hear those cases brought by students concerning fellow students’ disciplinary infractions; this with the consent of the Court and the advisement of the Office of the Dean.
4. The President:
   a. Has the responsibility and authority to act as the final judicial authority for all appeals.
   b. Has the responsibility and authority to initiate, through the above, actions concerning disciplinary
matters.
c. Has the responsibility and authority of suspension or dismissal from the University based upon matters brought before him by the above or upon his own authority in extreme cases, with appeals being made to the Board of Governors.

Members of the Student Honor Court

- The Court President, an instructor appointed for a one-year term by the campus dean
- The Court Bailiff, an officer of the campus student government or an appointee of same
- Member of the Court, an instructor chosen by the student
- Member of the Court, a student chosen by the student defendant
- Member of the Court, an instructor appointed by the campus dean

Requesting a Session of the Student Honor Court

A session of the Student Honor Court may be requested by an administrator, faculty member or student at the discretion of the campus dean. At the calling of the session the following procedures will be observed:

1. Requests for the sitting of the Honor Court will be made to the campus dean, who may not be a member of the Court.
2. The campus dean will determine the validity of the calling of the Court in conjunction with the President and the Bailiff of the Court.
3. Upon the decision to call a session of the Honor Court, the campus dean will notify all concerned of the date and time of the sitting of the Court.
4. The Court must sit within a seven class-day span of time.
5. The President will preside over the session.
6. The President of the Court will make decisions concerning court procedure.
7. The person or office bringing the grievance will present his case, witnesses, etc.
8. The aggrieved will present his case, witnesses, etc.
9. The two parties will retire at the end of their presentations.
10. The Court will decide by majority vote the decision to be handed down.
11. The Court will inform the campus dean of their decision.
12. The campus dean will then inform the parties of the action of the decision of the Court.
13. Either party to the suit may appeal the decision to the campus dean.
14. The campus dean’s decision will be final.

Student Grievance and Complaint Policy

It is the policy of Florida National University to listen to any student who may have a grievance or complaint against any faculty, staff, administrator, policy, academic or financial. That student is guaranteed a speedy answer and access to higher authority through the appropriate chain of command until the student fully understands the action taken. For academic and disciplinary matters, the Honor Court, as described above, is available for grievance decisions. For matters concerning plagiarism or cheating, the Hearing Committee as described in the University Catalog, is available for grievance decisions. Any other issues will be resolved in the following manner:

Students who have academic complaints are to follow the procedures as established by Florida National University, which are:

1. The student should address his complaint to the faculty member, staff member, or administrator involved.
2. If the Student is not satisfied, he or she is to address the individual’s superior:
   Faculty member > Department Head > Division Head
   Staff member > Administrative Supervisor
3. If the student follows through the chain of command and is not satisfied, he or she can file a written complaint with the Office of Student Services. The written complaint will be investigated by the Director of Student Services and pursued to conclusion.
4. If the complaint has not been resolved to the student’s satisfaction, he or she is to address the Campus Dean.
For those who request information concerning the methods of contacting the Department of Education, The State Board of Independent Post-secondary Vocational, Technical, Trade and Business Schools, the Southern Association of Colleges and Schools (Commission on Colleges), or the Council on Occupational Education, addresses are furnished in this *Handbook*.

**Library and Resource Center**

The Library of Florida National University exists chiefly to support the curricula offered by the University. It also includes assisting faculty and students in locating library materials, as well as instructing them in the effective use of library resources, which includes Internet access and use of e-mail.

The collection is kept on sites located at each of the campus. A librarian or an assistant librarian is always available to assist students, faculty and staff in the use of the library during scheduled hours. Library hours are scheduled to service day and evening students.

The faculty performs an invaluable service in evaluating the library holdings and in recommending new acquisitions in their areas of expertise. Please make these recommendations to the librarian or to the appropriate department head.

**The Classroom**

**First Day of Class**

This is the day the students look forward to with great expectations. Out of this first meeting with their instructor and classmates, the students should come out assured, in the most positive manner, of the validity of their choice of career and feeling good about the task ahead. Their instructor's personality, or his or her expository skills, sense of purpose, and expertise in the discipline will contribute to their motivation throughout.

This is the day to check with the textbook--- reviewing the table of contents will provide the panorama of the course; studying the syllabus together; inquiring into the students readiness for the course; establishing a schedule of assignments, major exams, class participation and task group, etc.

Inform the students that textbooks, workbooks, supplies and materials for all courses are available in the bookstore. Bookstore hours are posted outside the bookstore. Students are not, however, required to buy their books and supplies at Florida National University bookstore.

**The Classroom Bulletin Board**

Each classroom at Florida National University is equipped with a bulletin board. The instructor of each course taught in that classroom is responsible for posting the syllabus and course outline on the bulletin board.

Instructors using the individual classrooms should use the bulletin boards effectively, posting items and removing them when they are obsolete. Students and student organizations also have usage of the boards and all must learn to accommodate each other. The proper use of a bulletin board can enhance and enlarge the courses being taught in the classroom and can add a pleasant and academic atmosphere to the room where so many students and faculty members spend so much of their lives.

**Classroom Rules**

Students must understand that these are university rules over which the instructors have no jurisdiction. When instructors are insistent and demanding in these matters they are simply obeying the rules of the university. Students are expected to cooperate fully with the instructors (and the University) in these matters.
1. If a student arrives to class 15 or more minutes late, the student should bring to class a late entry slip. Students who leave during the break must be sent to the Dean before they are allowed in class. CONSISTENT TARDINESS MAY BE TRANSLATED INTO ABSENCE AT THE INSTRUCTOR'S DISCRETION.

2. Evening students who regularly arrive late because of their jobs must bring a letter from their supervisor and make arrangements to make up missed work. This absence from part of the class may not be used as an excuse for ignorance of assignments or ignorance of materials covered during that time frame.

3. All students must have a copy of the syllabus at all times.

4. Every student should have the textbook for the course.

5. Instructors may institute particular class requirements, which he may or not consult with the campus dean.

6. Medical students are expected to be in uniform while in attendance.

The Course Syllabus

Each instructor is required to have a course syllabus. The instructor will distribute a copy of the syllabus to the students at the beginning of each course. Students are required to have this syllabus with them when attending class. A copy of the instructor’s syllabus will be turned in to the department head or division head.

The syllabus contains class policies and other information that the student should review in the first week of class. See the Appendix for content of the course syllabus. It is a good idea to read the syllabus with the students on the first day of class. The instructor may subsequently change the syllabus with notification to the students.

Institutional syllabi are available for every course from division heads, the VP for Academic Affairs and at the campus library. Apart from required textbooks, course descriptions and course competencies, these are to be used as models only. Each instructor must submit her or his own syllabus at the beginning of the teaching assignment. Instructors are encouraged to bring in guest lecturers and to arrange for field trips, expositions, etc. These are to be included in the syllabus.

Class Period Length

Each instructor is expected to hold class sessions at the scheduled times. Classes should never begin nor end outside the scheduled times without the knowledge of the campus dean. Instructors must always bear in mind that most students are on some kind of government aid. Various agencies of the government have different rules and regulations for the reception of aid moneys and may demand that the student return any moneys from shortened classes (for example, the Veterans’ Administration). To preserve the students’ rights in these regards, the University demands strict recording of class attendance and strict attention to tardiness.

Field Trips

Instructors taking their classes on field trips must get approval from the Campus Dean. After approval is given by the Dean, the instructor must fill out a FIELD TRIP REQUEST, available at the Registrar’s Office (see Appendix). Failure to do so will automatically cancel the field trip.

Extracurricular Activities

Any extracurricular activities must be cleared with the campus dean at least 3 days before the event. Under no circumstances are these activities to take place without prior approval.
**Student Work**

Students are encouraged to spend a minimum of two hours outside of class in preparation for each hour spent in class. Assignments ought to encourage outside work. The writing of papers and the oral giving of reports is encouraged in all classes. Shoddy work should never be tolerated.

Neither should cheating or plagiarism be tolerated. The student should learn of the importance of intellectual honesty from the beginning. Any work committing plagiarism will not be accepted for completion of class requirements. With the complacency of the original author or not, any work produced by copying someone else’s words or ideas (or test answers) will earn a failing grade.

**Student Rights: It is the right of the student to...**

**IT IS THE RIGHT OF THE STUDENT TO:**

1. Know what services Florida National University offers to all students.
2. Have access, upon written request directed to the proper FNU officials, to a list of the types of records and student-related reports maintained on him or her by the respective offices and departments at FNU.
3. Know the policies and procedures in regard to financial aid, enrollment, registration, and of any changes in his or her program, classes, and grades.
4. Privacy of all records.
5. Challenge record contents through Florida National University’s established appeal processes.
6. Have access to all FNU student service offices and their benefits.
7. Have a safe, healthy and pleasant atmosphere for learning, studying, and research.
8. Participate in any student activities.
9. Know the criteria used in the selection of recipients of financial aid and the method used for calculating need.
10. Be fully informed of FNU refund and repayment policies.

**Student Responsibilities**

**IT IS THE RESPONSIBILITY OF EVERY STUDENT TO:**

1. Adopt a professional manner in attire, speech, inquiry, research, and personal values that will contribute to the goal of preparing the student for a successful, professional future.
2. Acquire his/her own textbooks and other class materials within the first five days of the term.
3. Study, learn, and fulfill in a timely manner the requirements of the courses of study.
4. Maintain awareness of grades, course completions and grade point averages with an eye toward fulfillment of graduation requirements.
5. Know FNU’s transfer of credit policies as delineated in the FNU Catalog.
6. Be knowledgeable with respect to the contents of the FNU Catalog and FNU Student Handbook.
7. Perform the timely and proper completion of all financial forms by the established deadlines and guarantee the accuracy of any information provided in the financial aid application.
8. Notify the Financial Aid Office of any scholarship, grant, or other resources made available from non-university sources while the student is receiving financial aid.
9. Fulfill all financial obligations by the established deadlines including making monthly payments and paying back student loans.
10. Notify the Office of Student Services of any change in address or phone numbers in order to ensure proper communication between the University and the student.
11. Comply with FNU’s Computer Use Policy at all times.

**Cancellation of Classes by the Instructor**

The cancellation of classes must be avoided. If, however, circumstances are such that classes simply cannot be held, the following procedures should be followed:

1. Notify the department or division head and Campus Dean in advance of class cancellation for the engagement of a substitute.
2. If a substitute is not available, please inform your students as early as possible and schedule a make-up session or arrange an out-of-class assignment that has a product you can evaluate.

3. In cases of severe weather, catastrophes or disasters, the University will proceed in the same manner as Miami-Dade Public Schools with respect to school closures.

**Student Participation in University Decision Making**

Student participation in institutional decision making at Florida National University is encouraged and assured through active representation in all aspects of the Collegiate structure and life.

Students’ active participation is assured through the following means:

1. The Student Government
2. Representation at the Board of Governors Meetings
3. Representation on several of the permanent committees of the University. (Such as the University Curriculum Committee, the *University Catalog* Committee, etc.)
4. Through the evaluation of the University and College units
5. Through the right of petition and resolution to ask for changes in all aspects of the University or its programs. (The students participate individually and in groups, through the drawing up and presentation of group resolutions and petitions concerning their particular campus needs.)
6. Through surveys on university effectiveness as part of the yearly cycle of evaluation
7. The students have an anonymous Suggestion Box that they may use to make suggestions.

**Campus Life Policies**

When a student enrolls at Florida National University, the student comes looking for training and education that will enable him or her to enter, advance, and grow in the career or professional world that lies ahead. The University encourages each student to show good judgment and base all human interaction on a code of natural ethics, in the belief that choosing the finest ways of communicating and dealing with others is as much a part of an individual’s success in the professional world as specialized knowledge and skills are.

The following campus rules are meant to help make this ideal a reality and make our campuses healthy, safe, and pleasant learning environments.

**Student Code of Behavior**

- Students will come to class on time, wearing their student ID card, and must remain in their classroom for the entire class session.
- All students will bring textbooks and other materials to class everyday.
- Breaks will be kept within the designated time frame of twenty minutes.
- The student should follow all safety rules. All female and male students with long hair must wear hair bands in the dental Lab.
- Students are expected to be generally in proper attire while they are on FNU grounds; tank tops, shorts or halters are not acceptable attire.
- Guests and visitors, generally, will not sit in the classrooms while instruction is going on, and under no circumstances will children be allowed in the classrooms.
- Eating and drinking are permitted only in the lounge. Smoking is permitted outdoors only.
- No alcohol or drugs are permitted on school grounds. Failure to comply may result in expulsion.
- Allied Health students are required to wear the FNU medical uniform at all times.
- Serious disturbances of order on campus will lead to suspension or possible expulsion.
Respect for personal and university property, and a sense of responsibility about their own security and the security of others, is expected of all students at all times. Serious violations will be presented to the University Honor Court for adjudication.

We expect all students to be of good moral character and to abide by all laws of our city, county, state, and nation.

Students must comply with FNU's Computer Use Policy at all times.

---

**Controlled Substances**

Possession, use, or being under the influence of a controlled substance (i.e. Marijuana, cocaine, alcohol) while on campus property is strictly forbidden and is illegal by state and federal law. Violation of this university policy will be met with disciplinary action up to and including termination.

**Accommodations for Students with Disabilities**

All classrooms and buildings at all campuses are accessible to students with disabilities in accordance with the **Americans with Disability Act of 1990 (ADA)**.

Title III of the Americans with Disability Act of 1990 (ADA) prohibits discrimination on the basis of disability in access to private colleges and universities. Florida National University provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate fully in the programs and activities of the university.

Students who believe they are in need of such accommodations should contact the Office of Student Services. Florida National University maintains strict confidentiality with regards to medical information related to students’ disabilities.

Any complaints or concerns regarding disability accommodations should be presented to the Office of Student Services. Complaints will be handled in accordance with the university’s complaint procedures.
Appendices: University Forms

Following are various forms which the instructor may be expected to encounter in the course of his or her teaching duties.
FLORIDA NATIONAL UNIVERSITY
Office of the President

Release of Responsibility

PROSPECTIVE STUDENT/EMPLOYEE OF FNU:

All Students, as well as Employees, of Florida National University are herewith obligated to inform the University of any disabilities or medical conditions which might lead to special considerations such as the calling of physician, ambulance, special medicines, etc. These conditions or disabilities must be in the student’s or employee’s files with instructions as to what the University or its agents, instructors, etc., should do in case of events arising from these conditions or disabilities.

Although Florida National University makes reasonable efforts to accommodate a person’s disability as long as such accommodation does not create an undue hardship, the University cannot take upon itself the responsibility for problems arising from disabilities or medical conditions, or the consequences thereof. Therefore, each student is asked to sign the following declaration:

**FLORIDA NATIONAL UNIVERSITY will be held harmless for any medical problem or any consequences thereof that I may suffer while being physically on the premises or attending classes at any of the University campuses or Offices. I understand that providing medical services is not the University Responsibility.**

_____________________________                            ___
Student’s Signature                                      Date

_____________________________                            __________________
Employee Signature                                                       Date

This statement is part of the employee's record and the student's file.

REV 2010
FLORIDA NATIONAL UNIVERSITY
Change of Address/Telephone Numbers

Date: ________________________________

Employee Name: ___________________________ S.S.#: _____ / ___ / _____
(Please Print)

Campus: |___|Hialeah |___|South Campus |___| Training Center

New Address: __________________________________________________________

Telephone Number: (_____) ______________________________

Beeper: (_____) _______________________ Cellular: (____) ___________________

**** For Office Use Only ****

Date Posted: ___________________ Initials: ___________________
UNSATISFACTORY PROGRESS
Midterm Report

<table>
<thead>
<tr>
<th>Date:</th>
<th>Course:</th>
</tr>
</thead>
</table>

Student: _______________________________

Instructor: _____________________________  Session: Day ___  Eve ___

As of today, this student is not making satisfactory academic progress. The factors below may indicate areas in need of improvement:

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Punctuality</th>
<th>Attitude in class</th>
<th>Background for this subject</th>
<th>Motivation and effort</th>
</tr>
</thead>
</table>

In order to improve achievement in this course, the student should:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Instructor’s Signature
Student’s Signature
Dean’s Signature
APPROVAL FOR
GRADE OF “INCOMPLETE”

DATE:

STUDENT’S NAME: ________________________________________________

S.S.N. (ID. #): ____________________________________________________________

INSTRUCTOR’S NAME: ______________________________________________________

COURSE CODE & NAME: ______________________________________________________

DUE DATE FOR COMPLETION: ____________________________________________


Course Average to this date: ____________________________

The student is missing _________ % of final average.

<table>
<thead>
<tr>
<th>Assignment(s) Missing</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

SIGNATURE OF INSTRUCTOR GRANTING THE “I”

__________________________________________

REGISTRAR’S SIGNATURE

__________________________________________
FIELD TRIP REQUEST FORM

INSTRUCTORS:

PLEASE FILL IN THIS REQUEST FORM AND TURN IN TO THE CAMPUS DEAN FOR APPROVAL AT LEAST 2 WEEKS BEFORE THE TRIP IS TO TAKE PLACE. UPON RECEIVING APPROVAL, BRING THE ATTACHED FORMS TO THE OFFICE OF STUDENT SERVICES. PLEASE NOTE: FIELD TRIP CAN’T BE SCHEDULED UNTIL THESE FORMS ARE SUBMITTED TO THE OFFICE OF STUDENT SERVICES.

Instructor’s Name: ______________________________________________________________

Group (S) attending field trip: ___________________________________________________

Date of field trip: ______________________________________________________________

Company to be visited: _________________________________________________________

Company’s Address: ___________________________________________________________

Company’s Tel No: _____________________________________________________________

Contact Person: ______________________________________________________________

Educational purpose of trip: ____________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

____________________________________  ____________________

Instructor’s signature                                                                 Date

APPROVED

☐ NOT APPROVED

__________________________________

Dean’s Office
FIELD TRIP RECORD OF ATTENDANCE

Instructor’s name: ____________________________

Class: ___________________________      No. student enrolled: _______________

Date of field trip: ____________________________

Location: ________________________________________________________

Time: ___________________________Session:  □ Day  □ Evening

The students whose signatures appear below are releasing Florida National University of any responsibility during the trip specified above.

1. __________________________________________ 17. ____________________________
2. __________________________________________ 18. ____________________________
3. __________________________________________ 19. ____________________________
4. __________________________________________ 20. ____________________________
5. __________________________________________ 21. ____________________________
6. __________________________________________ 22. ____________________________
7. __________________________________________ 23. ____________________________
8. __________________________________________ 24. ____________________________
9. __________________________________________ 25. ____________________________
10. _________________________________________ 26. ____________________________
11. _________________________________________ 27. ____________________________
12. _________________________________________ 28. ____________________________
13. _________________________________________ 29. ____________________________
14. _________________________________________ 30. ____________________________
15. _________________________________________ 31. ____________________________
16. _________________________________________ 32. ____________________________
FIELD TRIP RECORD OF ATTENDANCE

Date: __________________________  Destination: __________________________

Group: __________________________

Instructor in charge: __________________________

Please print your name:

<table>
<thead>
<tr>
<th>1. __________________________</th>
<th>17. __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. __________________________</td>
<td>18. __________________________</td>
</tr>
<tr>
<td>3. __________________________</td>
<td>19. __________________________</td>
</tr>
<tr>
<td>4. __________________________</td>
<td>20. __________________________</td>
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<tr>
<td>5. __________________________</td>
<td>21. __________________________</td>
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<td>6. __________________________</td>
<td>22. __________________________</td>
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<td>7. __________________________</td>
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<td>8. __________________________</td>
<td>24. __________________________</td>
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<td>9. __________________________</td>
<td>25. __________________________</td>
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<td>10. __________________________</td>
<td>26. __________________________</td>
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<td>11. __________________________</td>
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<td>12. __________________________</td>
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<td>13. __________________________</td>
<td>29. __________________________</td>
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<td>14. __________________________</td>
<td>30. __________________________</td>
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<tr>
<td>15. __________________________</td>
<td>31. __________________________</td>
</tr>
<tr>
<td>16. __________________________</td>
<td>32. __________________________</td>
</tr>
</tbody>
</table>
DOCUMENTATION OF FIELD TRIP

Date: _______________________

Place visited: _____________________________________________________________

Address: ___________________________________________________________________

Zip code: _______________  Phone: ________________________________________

After the field trip please fill out the following questionnaire:

What techniques were used to prepare the class for this trip?
___________________________________________________________________________
___________________________________________________________________________

How would the field trip be evaluated once the class meets again in the classroom?
___________________________________________________________________________
___________________________________________________________________________

Was a thank you letter written to the person or business visited?
___________________________________________________________________________
___________________________________________________________________________

Did the field trip prove to be a profitable experience within the guidelines of the course being studied?
___________________________________________________________________________
___________________________________________________________________________

Instructor’s Signature ____________________________ Signature of Approving Officer ____________________________
SYLLABUS

COURSE NUMBER:
COURSE TITLE:
COURSE CREDITS:
PREREQUISITES:
INSTRUCTOR:
INSTRUCTOR’S EMAIL:

1. Text and Materials: [Required text (Title, edition, author, publishing information, ISBN) and other materials to be used]
2. Course Description: [To be quoted from the University Catalog]
3. Course Objectives: [Describe what areas of knowledge are imparted in the course.]
4. Course Requirements: [Attendance, exams, assignments, labs, etc.]
5. Library Assignments: [At least two planned per term]
6. Field Trips or Guest Speaker: [Optional]
7. Course Outline: [This section will list on a week-by-week basis all assignments, field trips, homework, library assignments, and review sessions for mid-term and final exams.]

   Week I  | Assignments
   Week II | Assignments
   Week III| Assignments
   Week IV | Assignments
   Week V  | Assignments
   Week VI | Assignments
   Week VII| Assignments
   Week VIII| Assignments

8. Class Policies: [Indicate any special policies observed in your class or special equipment or uniform required for class.]
9. Course Competencies: [This section will list the skills the student is expected to acquire via this course.]
10. Grading Criteria: [Describe the method by which the course grade will be assigned. Include a warning concerning cheating or plagiarism.]
11. Grading System: [See University Catalog, “Grading System”]
CLASSROOM OBSERVATION

Date: ________________________________________________

Division: ______________________________________________

Session: ______________________________________________

Course: ______________________________________________

Instructor: ____________________________________________

Please check each item. When an item does not apply, use N/A.

KNOWLEDGE OF SUBJECT AREA:

1. The instructor demonstrates a comprehensive knowledge in the subject area. YES □ NO □ N/A □
2. Material is well organized and in accordance with the course syllabus. YES □ NO □ N/A □
3. Materials used in the course are current and represent the work of recognized authorities in the field. YES □ NO □ N/A □
4. Assignments and course work are chosen to reflect course goals. YES □ NO □ N/A □

Does instructor meet criteria? YES □ NO □ Needs Improvement □

COMMUNICATION SKILLS:

5. Projects voice to be heard easily. YES □ NO □ N/A □
6. Presents examples to clarify points. YES □ NO □ N/A □
7. Listens to questions and comments. YES □ NO □ N/A □

Does instructor meet criteria? YES □ NO □ Needs Improvement □
### CLASSROOM MANAGEMENT:

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Syllabus is posted and distributed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Meets class on time.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10. Manages classroom activities efficiently.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Keeps classroom attractive and well organized.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Does instructor meet criteria?**

- YES
- NO
- Needs Improvement

### ATTITUDE TOWARDS STUDENT:

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Maintains a high standard of courtesy and conduct.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Encourages student participation.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Does instructor meet criteria?**

- YES
- NO
- Needs Improvement

### COMMENTS:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

### OVERALL EVALUATION:

<table>
<thead>
<tr>
<th></th>
<th>EXCELLENT</th>
<th>VERY GOOD</th>
<th>GOOD</th>
<th>POOR</th>
</tr>
</thead>
</table>

**Signature of Department or Division Head**

**Date**
Dear Students:

Please take a moment to complete the following survey. It will be used to help improve the quality of instruction. Your instructor will not have access to these results until the term is over. When finished, turn in your evaluation to a designated fellow student, who will deliver it in a sealed envelope to the campus receptionist with attention to Mr. Rodrigo Loaiza, Director of Assessment and Research.

Instructor___________________________ Course: __________________________

Session:  Day ☐  Evening ☐  Campus: _________________  Date: ___________

<table>
<thead>
<tr>
<th>Check the appropriate column:</th>
<th>Always</th>
<th>Usually</th>
<th>Sometimes</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 The instructor begins the class sessions on time.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 The instructor uses the class time effectively.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 The instructor delivers the class content effectively.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 The instructor explains what each assignment requires and how it will be evaluated.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5 The instructor makes effective use of the course textbook and other learning materials.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6 The content of the quizzes and exams is related to the topics covered in the course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 The instructor provides help when needed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 The instructor is well-prepared to explain the content of the course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 The instructor brings additional materials when needed.</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answered sometimes or never to any of the questions, please let us know why you answered this way and what we can do to improve?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Rev. 04/29/2010
# ONLINE LEARNING CLASS OBSERVATION

Instructor: __________________________ Division: __________________________
Course: ___________________________ Term: _______________ Date: _____________

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Syllabus is posted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Demonstrates appropriate written communication.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Announcements are updated/ posted weekly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Course documents are posted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lectures updated/posted weekly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignments posted weekly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discussion Board/messages/questions answered within 24 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional study materials are provided (lecture notes, power points, links to online information, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Logs in every day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provides ample time for assignments/evaluations completion.</td>
</tr>
</tbody>
</table>

Comments: ____________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Signature of Observer: __________________________________________________________________

August 2011
Online Learning Survey (Faculty)

(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)

<table>
<thead>
<tr>
<th>Characteristics of the online education course:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The course was comparable in quality and content to the</td>
<td></td>
<td></td>
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<tr>
<td>corresponding traditional on-campus instruction.</td>
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<tr>
<td>2. This course was as academically rigorous as an on-campus course.</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The online communication was reliable.</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The level of technical training and support was appropriate for</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>this course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The library resources were appropriate for this course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. The Delivery Software (Blackboard) provides me all needed tools.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. The Delivery Software (Blackboard) is easy to use.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. I had a positive experience overall.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. I would consider teaching another online education course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Please provide us with any comments or suggestions to improve</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the quality of Online Learning courses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Online Learning Survey

Instructions:
Dear Students: Please take a moment to complete the following survey. It will be useful to improve the quality of the online instruction in all our courses. Your instructor will not have access to these results until the term is over. When you finished just click the “Submit” button and all this information will be delivered to the Director of Assessment and Research. Thank you for your time!

1) Do you feel you have learned at least as much from this distance-learning course as you have learned in other courses that you have taken in a traditional classroom format?
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)

2) This online course was as academically rigorous compared to an on-campus course.
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)

3) The online communication was reliable.
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)

4) The level of technical training and support was appropriate for this course.
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)

5) The library resources were appropriate for this course.
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)

6) The online course was easy to access and the instructor provides help when needed.
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)

7) The course website was organized and easy to use.
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)

8) I had a positive experience overall taking online classes
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)

9) I would consider taking another online education course.
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)

10) As an evaluator, do you have any comments or suggestions to improve the quality of Online Learning?
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)
Employee Vacation Form

Hialeah □ South □ Training Center □

Attention: Mrs. Maria C. Regueiro, President

Date: ___________

Name: ___________________________ Position: ___________________________

I have been working full-time at FNU: □ intermittently □ steadily

Since ___________________________. This is a total of _______ and ________.

(Date of first assignment) (Years) (Months)

My service at FNU allows me vacation time for _____ weeks. I would like to take my vacation

from _______________ to _______________ and, back to work on: _______________

This request has been: □ approved □ unapproved

Comments: __________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

_________________ __________________________
Maria C. Regueiro, President Approval Signature

_________________ __________________________
Dean - Approval Signature

_________________ __________________________

Date: _______ Date: _______ Date: _______

CC: Controller's Office (Original) Employee Vacation Form: Updated 09/14/2009
Grievance Report

Name of person filing Grievance: ___________________________ Date: _________________

Name of person Report is submitted to: ____________________________________________

Summarize the nature of the grievance, including names, dates, and specifics:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I, ______________________________________ (your name), attest to the truth of all statements and that this Report is not being filed maliciously.

__________________________________________  ________________________________
Signature                                      Date

******************************************************************************

Initial Investigation Findings

Summary of Findings (including witness statements): __________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Recommendations: ________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I, ______________________________________ (your name), attest to the truth of all findings and that all recommendations are unbiased.

__________________________________________  ________________________________
Signature                                      Date
Grievance Report Appeal

Grievance Report

Name of person filing Appeal: _______________________________ Date: __________

Name of person Appeal is submitted to: ____________________________

Summarize the specific details regarding the inconsistent findings in the Grievance Report:

________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

I, ________________________________ (your name), attest to the truth of all statements and that this Appeal is not being filed maliciously.

___________________________________  __________________________
Signature                              Date

**********************************************************************DO NOT WRITE BELOW THIS LINE**********************************************************************

Appellate Decision

Summary of Findings (including witness statements): ______________________________

________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Recommendations: ________________________________________________________________

________________________________________________________________________________________________
________________________________________________________________________________________________

I, ________________________________ (your name), attest to the truth of all findings and that all recommendations are unbiased.

___________________________________  __________________________
Signature                              Date
I, the undersigned participant, am requesting participation in the Florida National University, Activity: ___________________________ that begins on: _______________ and ends on: _______________.

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue Florida National University, their employees, officers, directors, volunteers and agents (collectively “University”) from any and all claims, including claims of the University’s negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity, and further understand that I am in no way being required to attend, nor is my academic success in any course contingent upon my attendance in this Activity. My attendance is totally and unconditionally voluntarily. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other’s actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University harmless from any and all claims, including attorney’s fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance. If the University incurs any of these types of expenses in an effort to provide me with immediate, emergency assistance, I agree to reimburse the University of all costs.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms, primarily, the waiver of liability, which is at the essence of this agreement.

I have read this document, and I am signing it freely.

Participant’s Name Printed: ___________________________ Participant’s Phone: ______________

Participant’s Signature: ___________________________ Date: _______________
FLORIDA NATIONAL UNIVERSITY  
Faculty Mentoring

Instructor:_______________________________  Division:____________________________

Mentor:______________________________  Mentoring Period:____________________________

Document all mentoring sessions/meetings, calls, e-mails, and/or class visits. Return completed form to the Office of the Vice-President of Academic Affairs.

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*Mentor’s Signature: ____________________________________________

*Instructor’s Signature:__________________________________________
NOTICE TO STUDENTS AND EMPLOYEES:
Florida National University has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

PHASE ONE

WARNING OF THE DANGERS OF DRUG AND ALCOHOL ABUSE:
Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. **SCHEDULE A** specifically details the Uses and Effects as it relates to alcohol.

PHASE TWO

THIS INSTITUTION HAS A POLICY OF MAINTAINING A DRUG AND ALCOHOL FREE LEARNING ENVIRONMENT
All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

- Florida National University 4425 West 20 Ave, or any teaching site, or any "off-site" location (i.e. field trips, job placement, luncheons, meetings, etc.) where the activities are in any way related to the University.

PHASE THREE

LISTING OF THE AVAILABLE LOCAL DRUG COUNSELING, REHABILITATION AND ASSISTANCE PROGRAMS:

Please refer to **SCHEDULE B**.
PHASE FOUR

NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION'S DRUG-FREE WORKPLACE STATEMENT

Non-compliance will result in the following action being taken by this institution:

a. The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement or other appropriate agency. Attached SCHEDULE C contains a description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.

b. Community service with one of the above stated agencies.

c. Termination of enrollment.

SCHEDULE A

ALCOHOL USES AND EFFECTS
Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

SCHEDULE B

DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS

1. Addicts Rehabilitation Center, Miami, Florida

2. Drug Free Living, Inc., Miami, Florida
3. Alcoholics Anonymous, Inc., Miami, Florida

4. Odyssey House, Inc., Miami, Florida

5. Pills Anonymous, Inc., Miami, Florida

6. National Association for Drug Abuse, Miami, Florida

**SCHEDULE C**

**FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE**

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceed 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram,

21 U. S. C. 853 (A)(2) AND 881 (A) (7)

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

21 U. S. C. 861 (A) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U. S. C. 844a

Civil fine up to $10,000 (pending adoption of final regulations).

21 U. S. C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.
18 U. S. C. 922(8)

Ineligible to receive or purchase a fire arm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilots licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

LOCAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE AND ALCOHOL:

In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

STATE OF FLORIDA PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

BLOOD ALCOHOL LEVEL OF .05

1ST OFFENSE:  Imprisonment for not more than 1 year and/or $350-$500 fine; suspension of license at least 6 months.

2ND OFFENSE:  Within 10 years, fine of not less than $500; 1 year license revocation.
This Faculty Manual was revised in June 2012.

It was originally compiled by Dr. J. Barry Jones, PhD.

Subsequent editions have been prepared by Mrs. Caridad Sanchez, M.Ed., and Ms. Barbara Rodriguez, M.S., with the help of the Florida National University faculty and administration.