



Student Handbook Volume XV

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www.fnu.edu

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The provisions of this publication are not to be regarded as a contract or an offer to contract. The Board of Governors, administrative officers, and their agents, through appropriate action, reserve the right to change any provision as appropriate.

Florida National University does not discriminate on the basis of age, color, disability, national or ethnic origin, race, sex, or any other characteristic protected by law in the administration of its educational, admission or registration policies, scholarships, loan programs, employment practices, or any University administered program.

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Welcome Dear Student,

Florida National University extends you a hearty welcome.

You will find at FNU a friendly, supportive environment, with many opportunities for realizing your full potential as a learner. Everyone here is committed to your success, and we are urging you to become involved with all facets of campus life, both inside and outside the classroom. Your opportunities are limited only by the choices you make.

A wide variety of extracurricular activities are planned to help foster social and cultural growth and to develop in you those leadership skills that you will find valuable throughout your lifetime. FNU provides the faculty, staff, and facilities to enhance your educational experiences, but only you, the student, remains the vital component. In the end, you will be the one responsible for making the most of the educational experience the university offers.

This Student Handbook has been designed to be a useful guide throughout your university experience and outlines policies and procedures related to student life.

We are very pleased that you have chosen Florida National University. Every administrator, instructor, and staff member looks forward to working with you in the years to come.

The Office of Student Services

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GENERAL INFORMATION

MISSION STATEMENT OF THE UNIVERSITY

The purpose of Florida National University is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The University realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The University 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 university 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.

Florida National University in South Florida is privately owned by Florida National University, Inc., which is privately owned by José Regueiro, Corporate President and Founder; Omar Sánchez, Corporate VP and Founder; and María Cristina Regueiro, Secretary-Treasurer and Founder; Lourdes Andreu, Controller and Frank Andreu, VP of Operations.

ACCREDITATION, LICENSES, APPROVALS

Florida National University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida National University. **<http://www.sacscoc.org>**

Florida National University is Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

In accordance with appropriate regulations, Florida National University is approved for Veterans Training by the State of Florida, Department of Veterans Affairs, St. Petersburg, Florida 33731, (727) 319-7402. **<http://www.floridavets.org/>**

Florida National University is authorized by Federal Law to enroll non-immigrant alien students.

Florida National University is listed in the Classification of Colleges and Universities of the Carnegie Foundation.

<http://www.carnegiefoundation.org/Classifications>

In accordance with the National Accreditation & Equivalency Council of the Bahamas Act Florida National University has met NAECOB's standards for recognition. Programs offered online, blended, hybrid or ground based to the people of the Bahamas will be recognized in the Bahamas.

Florida National University's Nursing Division has four licenses: two for the Hialeah Campus (one for the BSN program and one for the ADN program) and two for the South Campus (one for the BSN program and one for the ADN program). All licenses are issued by The Florida Board of Nursing, 4052 Bald Cypress Way BIN C02, Tallahassee, Florida 32399. **MQA_Nursing@doh.state.fl.us**

The Associate of Science in Nursing, ADN, program is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN).

The baccalaureate nursing program (BSN) at Florida National University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036, 202-887-6791.

<http://www.aacn.nche.edu/ccne-accreditation>

The Master's degree in nursing at Florida National University is pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

At its November 2016 meeting, the Commission on Accreditation for Respiratory Care (**www.coarc.com**) 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835 voted to remove Probationary Accreditation and return the accreditation status of Continuing Accreditation for the AS Degree Respiratory Care Program sponsored by Florida National University. The information provided is in accord with the Commission's policy on release of information (see CoARC Policy 11.05D).

On July 5, 2016, The COARC authorized the approval of intent to establish a BS Degree Advancement Program in Respiratory Care at Florida National University located in Hialeah, Florida effective the above date. Is the determination of CoARC that the Program, thus far, has demonstrated compliance with the COARC Accreditation Standards for the Profession of Respiratory Care (see **www.coarc.com**) and the policies /procedures of the CoARC.

The Physical Therapist Assistant Program at Florida National University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>

The Associate of Science in Radiologic Technology and Diagnostic Medical Sonographer Technology (Medical Ultrasound) at Florida National University are Educational Programs recognized by the American Registry of Radiologic Technologist (www.arrt.org) 1255 Northland Drive St. Paul, MN 55120, (651) 687-0048. This accreditation recognizes the Program's compliance with the nationally established accreditation Standards.

FLORIDA NATIONAL UNIVERSITY GOVERNANCE & ADMINISTRATION

Florida National University in South Florida is privately owned by Florida National University, Inc., which is jointly owned by:

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María Cristina Regueiro, Ed.D., B.S.E.E., C.M.M., President & Founder;
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TRAINING CENTER ADMINISTRATION

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DISTANCE LEARNING ADMINISTRATION

Sandra Lomena, M.S., Director of Distance Learning
Liber Gonzalez, B.S., Blackboard Administrator
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MILITARY AFFAIRS DEPARTMENT

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UNIVERSITY CONSULTANTS

Financial Aid Management for Education, Inc. (FAME)
Pantheon Student Solutions

INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

Knutte & Associates, P.C., CPA

TRANSFER AND ARTICULATION AGREEMENTS

What is an articulation agreement? An articulation agreement is an agreement with a four-year university that specifies which Florida National University courses may be transferred to meet general education courses, major requirements and electives. These agreements facilitate the successful transfer of students from FNU to baccalaureate level universities.

FNU has signed articulation agreements with the following institutions:

1. American Intercontinental University of South Florida
2. Argosy University
3. Atlantis University
4. Barry University (ACE)
5. Blue Hill College, Ecuador
6. Carlos Albizu University (formerly Miami Institute of Psychology)
7. College of Business and Technology
8. Columbia Southern University
9. Faculdade Unida de Campinas (FACUNICAMPS), Brazil
10. Florida Memorial University
11. Hebei College of Industry and Technology
12. Hebei Foreign Studies University
13. Hebei University of Technology, Tianjin, China
14. Kaplan University
15. Lake Erie College of Osteopathic Medicine (LECOM)
16. Larkin Health Sciences Institute - College of Pharmacy
17. Middle Georgia Technical College
18. Nova Southeastern University
19. Palmer College of Chiropractic
20. Shijiazhuang Information Engineering Vocational College
21. St. Thomas University
22. Union Institute University
23. Universidad Latinoamericana de Ciencias y Tecnología
24. Universidad Tecnológica de Bolívar, Cartagena, Colombia
25. University of Phoenix

STATE STUDENT COMPLAINT PROCESS:

To file a complaint against a nonpublic postsecondary institution in Florida, please access the link below:

State	Agency	Agency Home Link	Link to complaint Process
Florida	Commission for Independent Education	http://www.fldoe.org/cie/	http://www.fldoe.org/policy/cie/file-a-complaint.shtml

THE OFFICE OF STUDENT SERVICES

(305) 821-3333 ext. 1040 Hialeah Campus

(305) 226-9999 ext. 1372 South Campus

(305) 231-3326 Training Center

STATEMENT OF PURPOSE OF THE OFFICE OF STUDENT SERVICES

The Office of Student Services strives to contribute to the cultural, social, professional, and intellectual development of the student. The Office of Student Services coordinates the various services offered to the students, as well as aid in the development and carrying out of the student projects and organizations.

PERFORMANCE OUTCOMES

- I. Personal and professional growth: To provide resources for both external and internal services in order to assist the student in achieving personal and professional goals.
- II. Cultural awareness: To enrich students' knowledge and respect of other individuals, their customs, and cultures by the use of informational boards and cultural activities.

The Office of the Director of Student Services has a university-wide function. The Director of Student Services serves as an intermediary between the Student Body and the University. FNU Students should also contact Student Services for information regarding bus passes, student I.D.s, the Student Government Association, the commencement ceremony, institutions of higher education, and student concerns or grievances. **For information on any of the services offered, please call or visit the Office of Student Services.**

SERVICES

ORIENTATION

Prior to the first day of class, Orientation is offered for all new students. Representatives of all FNU departments will be there to greet the new students and answer any questions. New students will also learn about policies and procedures from FNU representatives; receive their program schedules, parking information, FNU ID's and get acquainted with the use of the FNU Library.

Orientation will be your first FNU activity as a student and it is Mandatory.

TUTORIALS

Free tutorials are offered on the various subjects offered at Florida National University. At the Hialeah Campus, tutorial information is provided by Program Division in each window case on each floor. The South Campus tutorials information is located in the hallway by the teachers' office. You may also contact your individual instructor for additional help with the subject area you are having difficulty with.

BOOKSTORE

All students are required to have their textbooks and other materials by the first week of class. Textbooks, workbooks, supplies and materials for all courses are available from the bookstore at each campus during the first ten days of each start. Students are not, however, required to buy their books and supplies at the FNU bookstore as this is only a service we provide to the students.

JOB PLACEMENT

The Job Placement Office offers employability training, job referrals, and participation in annual job fairs. This is a lifetime service available to active and graduated students in good standing. Students are strongly urged to maintain contact with FNU when they obtain employment, change jobs, need further assistance, or relocate to another area. There is a Job Placement Office at each FNU campus.

FNU graduates are offered free lifetime placement assistance. Although FNU does not guarantee job placement, every effort is made to achieve the best possible results for the student.

FINANCIAL AID

Students are responsible for being knowledgeable of all financial aid policies and procedures. For detailed information regarding financial aid eligibility, loan programs, grants, refund policies, and repayment plans, please see the FNU Catalog.

LIBRARY / MEDIA CENTER / RESOURCE ROOM

The Florida National University Library exists chiefly to support the curricula offered by FNU. Its responsibilities include assisting faculty and students in locating research

materials in physical and electronic format, as well as instructing them in the effective use of library peripheral equipment and library resources, which include physical materials such as books and multimedia; and electronic resources such as online databases and websites that can be accessed in library premises, equipped with full internet access, or remotely, with access to full text online periodicals, scholarly journals, and electronic books.

Over 32,045 items in the library collection are housed at the Hialeah Campus Library and at the South Campus Resource Room. Internet access passwords to full text online periodicals, scholarly journals, databases, and online books are provided to students and faculty during research training seminars and are also posted in the library computer area at both campuses. The library website is available at www.FNU.edu (Click on Library) and includes access to the online catalog, a library research tutorial, links to local and national library resources, and research databases. Library hours are scheduled to serve day and evening students. A librarian or an assistant librarian is always available to assist students, faculty, and staff in the use of the Hialeah Campus Library and South Campus Resource Room during scheduled hours.

DISTANCE LEARNING

(305) 821-3333 ext. 1047 Hialeah Campus
<http://www.fnu.edu/distance-learning/>

Online classes can help you make a balance between your busy life and personal goals. FNU's Distance Learning Campus offers exciting courses for your convenience. Online classes include exercises, interesting projects, and assignments. You don't need to travel to the campus. Take the courses from home, office or while traveling. Enjoy the simplicity, interaction and flexibility.

Online courses link students with their faculty member and classmates online through the World Wide Web (Blackboard). Online courses are asynchronous, which means that students can sign on and participate at times convenient to them.

Online students need to be prepared to interact with their faculty member and classmates in writing. Strong reading and writing skills in the English language are critical.

Typical elements of online courses include:

- asynchronous, frequent student and faculty participation
- lectures and assigned readings (from textbooks and online resources)
- individual and group assignments
- online debates
- individual and group papers

- use of online library resources
- online and proctored quizzes and examinations

FNU's Distance Learning Campus and the Registrar's Office will announce which courses will be delivered online each term. For more information visit:

www.fnu.edu

HEALTH SERVICES INFORMATION

Through the Office of Student Services, students can solicit referrals for different health services that may be of help to them (psychological counseling, immunizations, day care, etc.) This information is obtained through governmental publications (Help Pages) which list agencies open to the public for special student fees, on sliding scales, or for free. Brochures are also available through the Office of Student Services.

Florida National University cannot offer professional health services, but it can assist you in locating them.

STUDENT IDENTIFICATION

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. In the event that a student is expelled or suspended from FNU, the student must immediately surrender his/her FNU identification card to the Campus Dean. The cost of the identification card is \$5.00. Each replacement I.D. card will be charged \$5.00.

The identification card is needed for the use of University facilities and services, and for voting in Student Government elections. University ID may be worn only by the person whose name appears on the ID.

STUDENT EMAILS

All new students are assigned a FNU student email. The student email is the way of communication between the university and the student.

Information on how to activate the FNU student email may be found at the FNU webpage under FAQ (Frequent Asked Questions)

PORTAL ACCOUNTS

All students must create a FNU Portal Account. Through the Portal students are able to create/check schedules, check their grades, retrieve tutorial schedules, verify personal information, get the 1098T to report to the IRS financial information related to the student's tuition, retrieve student account statements, etc.

ESL students can make their monthly payments through their MY FNU Portal Accounts.

Information on how to activate the MY FNU Portal Account may be found at the FNU webpage under FAQ (Frequent Asked Questions)

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 lower right/left corner of the vehicle's back windshield.

Forms to obtain parking decals may be found at the Office of Student Services or at FNU website under the Publications>Forms webpage.

BUS PASSES

Students who do not own a vehicle or use public transportation to commute around the city should consider purchasing a monthly Miami Dade Metro Transit Bus Pass. This pass allows unlimited use for an entire month of the Metrorail and Metro Dade Bus System. For prices and payment deadlines, contact the Office of Student Services.

BULLETIN BOARDS

Bulletin boards are used to raise awareness, educate and engage FNU community with the historic, traditional and social aspects related to federal holidays, cultural, and relevant dates observed in the US and other countries around the world as well as relevant world news and events.

Any student wanting to bring attention to a specific date, issue or aspect, or to distribute or post literature (i.e. posters, pamphlets, questionnaires, sample products, for sale signs, etc.,) on campus may submit a request to the Office of Student Services.

STUDENT PUBLICATIONS

All student publications are organized and distributed through the auspices of the Office of Student Services. The Director of Student Services must authorize the final copy and distribution of such publications in order to meet any and all criteria, regulations and standards that Florida National University must meet in its licensure agreements.

CHILD CARE SERVICES

Little Angels Children Development Center
Hialeah Campus Only
(305) 821-3333 ext. 1034

Little Angels Children Development Center has been an enormous help for the parents at the university in order to prepare them for a better future. As the parents feel comfortable in leaving their children in a safe environment, they are able to concentrate on their studies, complete their homework, use the computer labs, and participate in activities provided by the university.

Our mission is to promote quality education and care for children. Presently, we are in the process of getting information about ourselves through a survey to know what we need to pursue accreditation.

Registration is \$50.00 (Academic year). The registration fee is non-refundable. The center accepts children from 0 to 5 years old. A 10% discount for all members of FNU (university students & staff) is offered.

COMMENCEMENT CEREMONY

The Office of Student Services coordinates the graduation ceremony which consists of the commencement act and the reception. All students who have completed all academic graduation requirements are encouraged to participate. Graduating students must apply in writing for graduation in order to participate in the commencement exercises.

Students willing to participate in Commencement Ceremony must appear graduated by the due dates for each exercise as per the following schedule:

Spring Commencement Ceremony:

For students completing all requirements and appearing as graduates at the end of Fall Semester Terms A and B, and Winter Semester Term A.

Fall Commencement Ceremony:

For students completing all requirements and appearing as graduates at the end of Winter Semester Term B, and Summer Semester Terms A and B.

A graduation fee is due and payable by the end of the last Term of class attended. It is indispensable to facilitate your participation all student data (address, phone numbers, and e-mail address) to be current in order to receive the commencement ceremony information.

Written information regarding the ceremony and other activities or events related to it will be sent by email to your FNU student email.

STUDENT LIFE ON CAMPUS

STUDENTS' RIGHTS

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 the 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 the FNU refund and repayment policies.

STUDENTS' RESPONSIBILITIES

It is the student's responsibility 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 all the contents of the FNU Catalog and the 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 to the student 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

STUDENT PARTICIPATION IN INSTITUTIONAL DECISION MAKING AT FNU

The students' active participation is made possible through:

1. The Student Government Association;
2. Various Ad Hoc Committees of the University (such as the Institutional Effectiveness Process);
3. The President's Strategic Planning Committee;
4. The University Curriculum Committee;
5. The Catalog Committee;
6. Participation in the evaluation of the University and University units;
7. 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.

ACTIVITIES

Florida National University is a commuter university. Its population is for the most part hard working and busy; yet this should not be reason to deprive student life of many amenities such as clubs, field trips, a cohesive Student Government Association, and Alumni Association. Participation in these activities can contribute towards the cultural and social enhancement of student life and will impact positively your leadership and organizational skills which will contribute to building a stronger Resume.

A calendar with the activities programmed can be requested at the Office of Student Services.

FIELD TRIPS AND GUEST LECTURERS

Field trips and guest lecturers will enhance the value of classroom work. All students are required to attend these scheduled events.

POLICIES AND PROCEDURES GOVERNING THE SUPERVISING ROLE OF THE INSTITUTION OVER STUDENT ACTIVITIES

1. All student activities are directly under the supervision of the Campus Offices, Director of Student Services and the department sponsoring them.
2. University wide activities are directly under the President's Office.
3. Activities sponsored by the Office of Student Services are supervised by the Director of Student Services and the Campus Dean.
4. Activities sponsored by the campuses are supervised by: The Campus Dean, the head of the campus office sponsoring them, or a combination of the above and any staff or faculty recruited for the occasion.

Divisional activities/departmental activities are supervised by: the head of the division /department, faculty member of the division/department, or a combination of the above.

CLUBS AND ORGANIZATIONS

STUDENT ORGANIZATIONS

Joining or starting a club/organization helps you develop different skill sets— perhaps skills that you did not even know you had. You can learn how to make great speeches, take on greater responsibilities, and better yourself in many ways.

Student clubs and organizations are supervised by the Office of Student Services and their activities have to be approved by the Director of Student Services or a designee.

Guidelines on how to start a student organization can be requested at the Office of Student Services.

STUDENT GOVERNMENT ASSOCIATION

Florida National University Student Government Association (F.N.U.S.G.A.) is the self-governing student entity serving as a liaison between the student body, the faculty, and the administration. It seeks professional development in an atmosphere of friendship and participation. The SGA is responsible for assisting the Student Services office in organizing student activities such as orientation, graduation, homecoming, university events, picnics, fund-raisers, community service activities, and other.

ALUMNI ASSOCIATION

The Florida National University Alumni Association has been established and all graduates are encouraged to join. Please inquire at the Office of Student Services.

CAMPUS DEAN AND THE STUDENT

(305) 821-3333 ext. 1009 Hialeah Campus

(305) 226-9999 ext. 1309 South Campus

(305) 231-3326 Training Center

The Campus Dean is the highest authority within the campus. He or she is the mentor, academic advisor, guide and friend. Students feel comfortable with the Campus Dean. This is why students at FNU have come to rely and depend heavily upon their Campus Dean for guidance, advice, and support.

ACADEMIC LIFE

THE INSTRUCTOR AND THE STUDENT

You will get to know the members of the faculty on a close, first hand relationship. FNU is a small university, and so students and faculty come to be closely knit. Student and instructor develop friendly, scholarly and business/professional relationships that last through the years.

COURSE 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 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 on the course syllabus.

CLASS PERIOD LENGTH

Classes will start at the scheduled times and students are expected to arrive on time. Remember, regular, punctual attendance not only means a good grade; it also means a timely graduation.

ATTENDANCE POLICY

The policy on attendance for university classes will be the responsibility of the professor who 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(es) for any reason, you must consult with your instructor(s) and registrar about possible withdrawal from the class(es).

VETERAN'S ATTENDANCE POLICY

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as 1 absence.

Students exceeding **20 % total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

TIPS FOR LEARNING

In order to prevent procrastination and low GPA's (Grade Point Averages), we offer the following guidelines for students:

**Manage your time appropriately.
Then you'll get things done, and will avoid coming up with excuses.**

This is especially true at FNU, as most of our students are members of the work force, heads of households, or both. Balancing those responsibilities and duties call for lots of planning and organization, a daily schedule will help you do that.

Study at least two hours for every hour in class.

WHILE STUDYING:

1. Review the topic matter taken up in class each day as soon as possible before and after class before you forget what was said in class, refer to the footnotes, and look up references in the works indicated.
2. Read the textbook assignment.
3. Always read and study a chapter before it is discussed in class. This reading and studying ahead will make it possible for you to be able to clear up confusing points with the professor when the matter is introduced in class.
4. If your professor gives daily quizzes study the items you missed on these quizzes and you will go far to preparing yourself for the final exam.
5. Test yourself daily on each chapter or section before you go to class. Always be prepared so the instructor cannot catch you with a question to which you do not know the answer.
6. Always participate in class ask questions, volunteer answer, etc.
7. Find study friends and study together and thus learn from each other.
8. Use the library and the internet to expand your knowledge unlimitedly.

The university library has readily available material on study skills and time management. Other additional resources can be found on the Internet through the search engines found in www.fnu.edu . Type in keywords: study skills or time management.

ACADEMIC ADVISING AT FNU BEGINS WITH:

1. The Admissions Office, where students are advised:
 - a. The programs they are projecting to sign for;
 - b. The reason for their selection;
 - c. The student's qualifications as well as understanding of the nature of programs;
 - d. Where necessary, as to choosing other, more appropriate programs.
2. During registration time, the Registrars advise the students concerning:
 - a. the requirements of the programs and the instructors, as well as the students' own expectations;
 - b. class schedules, class times, attendance and class punctuality.
3. During Orientation, Student Services advises the students concerning:
 - a. attendance at student development activities;
 - b. faculty and student interrelationships;
 - c. the importance of good GPA for success at FNU and your professional career.

ACADEMIC ADVISING CENTER

THE ACADEMIC ADVISING CENTER

- Advising new and current students who are in a career/program.
- Explain and review academic requirements.
- Once student has completed successfully their first 4 terms they are transferred to a faculty advisor of their chosen career.

WHAT IS THE PURPOSE OF ACADEMIC ADVISING?

The primary purpose of academic advising is to assist students in the development of meaningful educational plans that are compatible with their life goals.

Based on their program of studies, students should contact their Division Head for advisor's name and contact information. The instructors advise their student's concerning academic progress as well as academic matters. The Office of Student Services has information on other colleges, universities, scholarship, and there are all waiting for you don't miss it.

The ultimate responsibility for making decisions about life goals and educational plans rests with the individual student. The academic advisor assists by helping to identify and evaluate the alternatives and the consequences of decisions. The academic advisor will be able to direct the student in the right direction depending on his/her life goals and offer recommendations in the following areas:

1. Career options
2. Program Choice
3. Course Scheduling

To find out whom your **Program Academic Advisor** is and to set up an appointment as soon as possible, contact a Division Head. Here is the list of Division Heads by their respective division:

Business and Economics Division: James Bullen, PhD. jbullen@fnu.edu

Business and Economics Department Head: Ernesto Gonzalez, PhD. egonzalez@fnu.edu

Humanities and Fine Arts Division: Barbara Rodriguez, Ed.D., bjrodriguez@fnu.edu

Allied Health Division: Dr. Loreto Almonte, lalmonte@fnu.edu

Allied Health Department Head: Dr. Carlos Cuervo, ccuervo@fnu.edu

Criminal Justice / Paralegal-Legal Dept. Head: Liz Barcena, LL.M., ebarcena@fnu.edu

English as a Second Language Division: Oscar Perez, M.A., operez@fnu.edu

English as a Second Language Department Head: Maria Abreira, M.S., mabreira@fnu.edu

English as a Second Language Department Head: Ariel Oquendo, B.A., aoquendo@fnu.edu

ADN Program Director: Maida Burgos, RHIT, DNP, RN, MSN, mburgos@fnu.edu

ADN Assistant Program Director: Yedelis Diaz, MSN, RN yedelisd@fnu.edu

ADN Assistant Program Director: Tina Roberts, DNP, MSN, RN, troberts@fnu.edu

BSN Program Director: Ruben Coll, RN, BSN, MSN, rcoll@fnu.edu

BSN Assistant Program Director: Cassandre Milien, RN, BSN, cmilien@fnu.edu
MSN Program Director: Lydie Janvier, DNP, MSN, RN, ljanvier@fnu.edu

TRANSFER POLICIES

TRANSFERABILITY OF FNU CREDITS

Florida National University is accredited by the Southern Association of Colleges and Schools / Commission on Colleges to grant the master, baccalaureate, and associate 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 course other institutions of higher learning will accept. Please discuss your plan with your advisor.

TRANSFERABILITY TO FNU / RESIDENCY REQUIREMENT

Students who wish to continue their studies at FNU may transfer up to 65% of the total number of credits required for completion of a program. That is:

- A maximum of 78 credits towards a 120-credit program.
 - A maximum of 52 credits towards a 80-credit program.
 - A maximum of 49 credits towards a 75-credit program.
 - A maximum of 39 credits towards a 60-credit program.
 - A maximum of 29 credits towards a 45-credit program.
 - A maximum of 20 credits towards a 30-credit program.
- (Exception** – Students transferring to the BSN Program with an ADN Degree/RN License)

For the Master programs, up to six (6) credits can be transferred into the program.

The procedure for transferability of credits to FNU is as follows:

1. The applicant submits an original transcript of his/her courses from the previous institution(s) at the time of registration or within the first term of enrollment (two months).
2. The University Registrar and/or the Vice-President of Academics will render an evaluation of submitted transcripts.
3. This evaluation is filed in the student's Academic file. A copy of this document is submitted to the Office of Financial Aid for computation.

Grades and grade point averages are not transferred; courses transferred will appear on the Student Progress Report as "TC" credits.

Transfer credits are granted only for those courses in which a grade of "C" or better was earned. Criteria for transferring credits from an A.A. or A.S. degree program awarded at FNU to a baccalaureate program is shown on page 44. For internal transferability from one program to another program, the student must satisfactorily pass at least 25% of the credits corresponding with the new career to graduate.

FNU will accept credits from regionally accredited institutions that are applicable to the applicant's program of study. FNU will accept credits from non-regionally accredited institutions for courses which are substantially equivalent in content to FNU's courses and applicable to the applicant's program and evaluated on a course by course basis. The acceptance of classes from non-regionally accredited institutions is contingent upon appropriate faculty credentials and applicable course content to the degree program.

Credits from international institutions will be evaluated and granted on course equivalency basis. The transcript must be translated into English and evaluated by an authorized educational evaluations and translations agency.

FNU reserves the right to choose the credentialing institutions it recognizes.

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 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 effected at the time of registration or within the student's first term of enrollment (two months).

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The University must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

ADMISSION OF INTERNATIONAL STUDENTS & TRANSFER OF CREDITS

Florida National University is authorized under United States Federal Law, Immigration and Naturalization Act, Sections (101) (a) (15) (F) (I), and (101) (a) (15) (M) (I) to enroll non-immigrant alien students. Registration of students on an I-20 Visa must be for at least a period of four (4) months; equivalent to one semester or 12 credits. This applies equally to the Associate of Science and Associate of Arts degree programs, the career education diploma program, or the certificate program. In order to process an I-20 Visa the applicants are required to fulfill the admissions procedures mentioned in the University Catalog.

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 institutions.

Applicants who are taking a course, but without enrolling 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.

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 or re-enrollments.

THE OFFICE OF ACADEMIC AFFAIRS

(305) 821-3333 ext. 1050

The Office of Academic Affairs oversees the planning and administration of the instructional programs of the university. Students should feel free to communicate with this office at any time. The Office has an open door policy toward all members of the University: students, administrators, faculty or staff.

GRADE POINT AVERAGE AND SATISFACTORY ACADEMIC PROGRESS

All students must meet certain minimum standards for Satisfactory Academic Progress while enrolled at Florida National University.

In order to achieve Satisfactory Academic Progress, a student must satisfy three criteria, each of which is evaluated, on a cumulative basis, at the end of each semester. The three criteria are:

Cumulative Grade Point Average (must meet minimum thresholds in table below)

Pace of Progression (must successfully complete at least 66.7% of credits attempted)

Maximum Time Frame (must complete the program in no more than 150 percent of the normal time frame for completion)

GRADE POINT AVERAGE: The **grade point average** or GPA) for a semester is calculated by dividing (a) a number equal to the sum of credit hours for each course attempted during the semester times the quality point value for each grade earned in the course by (b) a number equal to the number of credit hours attempted during the semester (i.e., hours from courses with grades A through F).

The **cumulative grade point average**, or CGPA, is obtained by calculating the GPA for all courses attempted at Florida National University with grades of A through F. Course grades of S, U, I, W, AU, and TC do not count in the overall GPA since they carry no quality points, but they do count as credits attempted for purposes of determining the Pace of Progression. The minimum CGPA required to maintain SAP varies depending on the program the student is enrolled in and the number of credits the student has attempted, as set forth in the Table below. See the Grading System section for more information.

PACE OF PROGRESSION: Pace of Progression is measured by calculating, at the end of each semester, the cumulative number of credits successfully completed (i.e., courses with a grade of A through D) as a percentage of the cumulative number of credits attempted.

MAXIMUM TIME FRAME: The **maximum time frame** for completing a program is equal to 150 percent of the normal time frame for completing the program as measured in credit hours. For example, a full-time student in a baccalaureate program normally would complete the program in four academic years with 120 semester hours. The maximum time frame for such a student to complete the program would be 180 semester hours. The Pace of Progression requirement is intended to ensure that the students are on pace to graduate within the Maximum Time Frame.

Maintenance of **Satisfactory Academic Progress (SAP)** is a requirement for graduation; it is also necessary in order to maintain eligibility for Title IV financial assistance. Florida National University (FNU) evaluates Satisfactory Academic Progress at the end of **every semester**.

Students must meet the SAP requirements in each of the three criteria, as measured at the end of each semester, in order to maintain eligibility for financial assistance. These three SAP measures will be based on all coursework that is applicable to the student's current degree, diploma, or certificate program of study. If the student does not meet all three of the SAP requirements each semester (not just the previous semester or academic year) the student will be placed on Academic/Financial Aid Warning for the following semester. All students on Academic/Financial Aid Warning will be monitored for SAP again at the end of the semester on Academic Warning.

Students who are eligible for Federal Student aid funds continue to receive those funds while on Academic Warning. All students on Academic/Financial Aid Warning who meet all three SAP requirements at the end of the semester will be removed from Academic/Financial Aid Warning.

Any student who fails to meet the three SAP requirements at the end of the semester on Academic/Financial Aid Warning will be considered for dismissal and suspended for the coming semester. The student may appeal the suspension by submitting a written request explaining and documenting why the student failed to achieve SAP, such as the death of a relative, an injury or illness, or other special circumstances, and how circumstances have changed such that the student will be able to achieve SAP at the end of the next semester if permitted to re-enroll. A student requesting an appeal must submit a written request to the Vice President of Academic Affairs and Vice President/Director of Financial Aid. If the appeal is granted, the student may re-enroll and will be placed on Academic/Financial Aid Probation for the coming semester. If eligible for Federal Student Aid, those funds will continue during the semester on Academic/Financial Aid Probation.

All students on Academic/Financial Aid Probation are monitored again for SAP at the end of the semester on Academic/Financial Aid Probation. All such students who satisfy the three SAP requirements at the end of the semester will be removed from Academic/Financial Aid Probation, and will continue to remain subject to the SAP requirements. All students on Academic/Financial Aid Probation who do not satisfy the SAP requirements at the end of the semester will be dismissed.

All financial aid applicants in approved degree/diploma/certificate programs are evaluated for SAP whether they received financial assistance in prior terms or not.

If the student attended FNU in the past and seeks to re-enroll, the student will be reviewed for SAP for financial aid purposes on all previously attempted courses that

are applicable to the student's current program regardless of how long ago the student attended FNU or whether or not aid was received.

When a student transfers course credits to FNU, transfer credits count as credits attempted and credits earned. The student may modify the initial course schedule up to the last day to the add drop period with a refund. Classes that are dropped during this time period are not counted as part of the SAP evaluation process. If the student withdraws after the add drop period, it will negatively affect the Pace of Progression and Maximum Time Frame requirements because the credits will count as credits attempted but not credits earned.

If a student repeats a course, the higher grade is used in the CGPA but credits for both courses count as credit hours attempted.

If the student changes degree or certificate programs, the SAP calculation will reset to only count those credits that are applicable to the student's new program of study. Grades that do not count toward the new program of study will not be included in the SAP calculation.

Remedial credit hours completed are used in Grade Point Average calculations, but not in Pace of Progression, and Maximum Time Frame calculations.

Master Degree Programs		
Credits Attempted	Minimum CGPA at end of each semester	Minimum % of cumulative credits attempted that have been successfully completed at end of each semester
1 - 36	3.0	66.7%
Bachelors and Associate Degree Programs		
Credits Attempted	Minimum CGPA at end of each semester	Minimum % of cumulative credits attempted that have been successfully completed at end of each semester
1 - 12	1.3	66.7%
13 - 24	1.5	66.7%
25 - 36	1.7	66.7%
37 - 48	1.8	66.7%
49 - 60	2	66.7%
60 - above	2	66.7%

<u>Master Degree Programs</u>		
<u>Diploma Programs</u>		
Credits Attempted	Minimum CGPA at end of each semester	Minimum % of credits attempted that have been successfully completed at end of each semester
1 – 12	1.3	66.7%
13 – 24	1.5	66.7%
25- 30	2	66.7%
45 – above	2	66.7%
<u>Certificate Programs</u>		
Credits Attempt	Warning if CGPA is below	Minimum Credits (%) to Complete
0 – 9	1.5	66.6%
10 - 18.	2	66.6%

A student who has been dismissed for failure to satisfy SAP following a semester on Academic/Financial Aid Probation may reapply to Florida National University after being out of school for **one term**. If re-admitted, the student will remain subject to all SAP requirements and, if otherwise eligible for Federal student aid, will not be eligible to receive such funds until and unless the students meets all SAP requirements.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each semester.

A VA student whose CGPA falls below 2.0 at the end of any semester will be placed on academic warning for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term on warning, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

UNSATISFACTORY PROGRESS

ACADEMIC WARNING, PROBATION AND TERMINATION

If a student falls below the criteria listed for Satisfactory Progress (below 2.0 average), the student will be placed immediately on academic warning. Academic advisement will be given to the student to advise him or her of the seriousness of the change in academic status and the need for improvement.

When the grade point average below 2.0 is sustained for two consecutive semesters, the student will be placed on probation. At this point, the eligibility of the student to graduate becomes uncertain. During the probationary period, financial aid from federal and state funds will be withheld. In such a case, the student has the following options:

1. If the student wishes to remain in the university, he must meet his own academic expenses during the probationary period. However, the student will be terminated if the grade point average remains below a 2.0.
2. If the student does not wish to/or cannot maintain his own expenses, he will be terminated.

ACADEMIC GRADING SYSTEM AND TRANSCRIPT CODE KEY

Official grades and their quality point's equivalency at FNU are as shown on the next page. 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.

ACADEMIC GRADING SYSTEM and TRANSCRIPT CODE KEY			
	Letter Grade	Numerical Value	Quality Points
Superior Achievement	A	(90-100)	4.00
Very Good	B+	(85-89)	3.50
Good	B	(80-84)	3.00
Above Average	C+	(75-79)	2.50
Average	C	(70-74)	2.00
Passing	D	(60-69)	1.00
Failure	F	(0-59)	0.00
Satisfactory	S	-----	Passing grade for remedial courses.
Unsatisfactory	U	-----	Failure grade for remedial courses.
Incomplete	I	Student did not complete the required class work for reasons accepted by the instructor.	
Withdrawal Military	WML	Withdrawal for military students.	
Withdrawal with Penalty	WP	Withdraws after the add-drop period.	
Withdrawal - no Class participation	WX	Tuition will be charged but will not be part of the GPA.	
Audit	AU	No grades, no points.	
Transferred Credit	TC	Credit is granted for equivalent course; external or internal transferability.	
Withdrawal with Failure	WF	Student did not complete the required class work.	
Unsatisfactory Withdrawal	WU	Student did not complete the required class work for remedial courses.	
<u>TRANSCRIPT CODES</u>			
Credit by Examination	CE	Subject to Registrar's authorization.	
Guided Studies	GS	Subject to Registrar's authorization.	
Placement by Testing	PT	For the ESL programs.	

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 Associate of Science in Nursing Program, the lowest acceptable grade is an 80% (B). 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 **TERM**; after this it becomes an "F." 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, WU, WML)

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 Thursday 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 be unregistered from the student load.
- Requests to change, add or cancel classes must be made in writing by means of the Cancel/Add form or the Class Change 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 or Class Change form must be completed, signed, and turned into the Registrar's Office. Distance Learning students must submit the completed form(s) to the Registrar's Office via either e-mail (kcabrera@fnu.edu or mconcepcion@fnu.edu) or fax at (305) 362-0595, Attention to: Registrar's Office.
- Additional questions about the Distance Learning Campus can be emailed to slomena@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. If a student wants to change a class during Term B, it can only be done by substituting the class with another course carrying the same credit load and by paying the \$50.00 fee.

Please note that all changes carry a \$50.00 fee even if it just a change of session.

- Students starting in the University in Term B of the semester will be able to ADD/CHANGE classes during the first week of this term (until Thursday of that week).
- **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.

WITHDRAWAL FROM THE UNIVERSITY

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

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.

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.

GRADE REVISION POLICY & PROCEDURE

A student may request a revision of a final course grade if the student has a reasonable belief that the grade was assigned due to an error in the professor's grade book or in the calculations of the Final grade.

The Procedure for a Grade Revision is as follows:

1. The student always has to make every effort to discuss his or her concerns with the faculty member.

2. The student will submit a request to the Professor for a revision of the Final Grade. Grade Revision Forms are found in the Appendix Section of the Student Handbook and at the Registrar's Office.
3. The request must be submitted within 30 days of the end of the Term in question.
4. This policy applies only to final course grades and does not apply to course work, mid-terms, or other grades awarded during a term.
5. Faculty members will carefully consider the student's concerns and make a reasonable effort to resolve the issues raised by the student.
6. The course instructor and student will choose a mutually agreed upon time to meet and review the grades specified in the course and verify that the instructor's calculations are correct.
7. A representative of Student Services Office or appointee will be present at the meeting between the instructor and the student.
8. Changes will only be made if it is found that there was an error in the instructor's grade book or grade calculations.
9. If an error is found and a change proceeds, the submitted Grade Revision form has to be completed by the Professor, signed by the Division Head and Department Head, Program Director, and the Student, and turned in to the Registrar's Office
10. If after discussion with the faculty member the student believes, that the grade is still not correct, or if there is an inability to reach the faculty member, the student may request in written a revision of the grade by contacting the Division Head, Department Head, or Program Director.
11. The Division Head, Department Head, or Program Director will forward the request to the professor who will produce a response and submit the evidence within 10 days of the receipt of the request.
12. The Division Head, Department Head, or Program Director and the V.P. of Academics will review the response and evidence, and a written determination will be issued to the student and the Professor within 10 days.
13. If the student is still not satisfied with the response he/she will discuss the response with the V.P. of Academics.
14. The V.P. of Academics determination will be final and without further appeal.

GRADUATION REQUIREMENTS

GRADUATION

Graduation is not automatic. To be awarded a Bachelor’s Degree, Associate of Arts degree, Associate of Science degree, diploma or certificate from Florida National University the student must fulfill the following requisites:

1. Successful completion of one of the programs of study as it appears in the FNU Catalog.
2. Achievement of a cumulative grade point average (CGPA) of at least 2.0 (“C” average).
3. Complete an Exit Interview with each of the following. Clearance from each of these offices is required previous to the release of any official documents by FNU.

For the Master’s Program, the student must fulfill the following requisites for graduation:

1. Successful completion of the program of study as it appears in the *Catalog*.
2. Students must have maintained a cumulative GPA of 3.0 every semester and throughout the program.
3. Achievement of a cumulative grade point average (CGPA) of at least 3.0 (“B” average).
4. Complete an Exit Interview with the offices listed in Table 1. Clearance from each of these offices is required previous to the release of any official document by FNU.

Exit Interviews of the Graduation Candidate with Campus Offices	
Office	Purpose
1. Registrar	a. To verify that the student is completing the academic requirements of his/her program (number of credits and nature of credits; GPA; honors. When applicable clinical hours and/or seminars). b. To apply for Graduation status. c. To submit request of student's copy of transcripts. d. To order diploma.
2. Financial Aid	To close financial aid folder; to receive information on rights and responsibilities relating to loans and types of repayment plans.
3. Bursar	To fulfill all financial obligations to FNU before graduation.
4. Library	To be sure that there are no outstanding books or fines.
5. Placement	To update all personal information relating to placement and attend workshop.
6. Student Services	To receive information on graduation exercises, cap and gown, ring, pictures, guests, rehearsal; alumni association; to file for commencement exercises.

ACADEMIC HONORS AND AWARDS

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 master's, 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. The Dean's List will be posted upon completion of each semester. Students can pick up their certificate at the Office of Student Services

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. The President's List will be read at the commencement ceremony.

GRADUATING WITH HONORS- FOR HONOR STUDENTS IN THE MASTERS, BACHELORS, A.A. OR A.S. DEGREE PROGRAMS: Graduating with Honors applies to degree students with outstanding academic achievement. The honors are based on a minimum of 30 credits (master degrees), 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. These honors are as follows:

<u><i>Honor</i></u>	<u><i>Required CGPA</i></u>
Summa Cum Laude	3.90-4.00
Magna Cum Laude	3.70-3.89
Cum Laude	3.50-3.69

VITAL INFORMATION UPDATE

Students must immediately notify the Registrar's Office in person or through certified mail of the following:

- Cancellations
- Leave of Absence (LOA)
- Withdrawal
- change of contract
- drop/add classes or changing classes must be done during the add/drop period to avoid having a financial penalty
- change of address
- change of phone number

In order to ensure proper communication between the University and the student, FNU encourages the use of email from students to communicate with the various departments.

STANDARD PERIOD OF NON-ENROLLMENT

Students enrolled in Certificate Programs, and 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.

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.

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

LEAVE OF ABSENCE

LEAVE OF ABSENCE PROCEDURES

Any student requesting a leave of absence (LOA) from the institution must submit a written request to the Registrar's Office. The LOA form is located at the Registrar's Office of every Campus or can be downloaded from the www.fnu.edu (Quick links> Publications> Leave of Absence form).

Distance Learning students must submit the completed form to the Registrar's Office via either e-mail (kcabrera@fnu.edu, bmursuli@fnu.edu,

mconcepcion@fnu.edu) or fax (305) 362 0595 Hialeah Campus and Distance learning, (305) 226 4439 South Campus, (305) 819 9616 FNU Training Center;

Attention to: Registrar's Office.

Additional questions about the Distance Learning Campus can be emailed to **slomena@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 and the reasons for the request.

The request must be approved by the Campus Registrar, Financial Aid Office and Bursar's Office. Accounting Office must be notified of LOA approved. (Copy of LOA form via e-mail)

Federal regulations allow an approved leave of absence of no more than 180 days per Academic year. There are no exceptions.

LOA only applies for the Winter or Fall Semester and for degree enrolled students.

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)

ADA and FERPA

ADA - 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.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Florida National University (the "School") receives a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Florida National University to amend a record should write to the Office of the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Florida National University decides not to amend the record as requested, Florida National University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Florida National University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Florida National University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Florida National University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Florida National University who performs an institutional service or function for which Florida National University would otherwise use its own employees and who is under the direct control of Florida National University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Florida National University.

Upon request, Florida National University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida National University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC
20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

- To other school officials, including teachers, within Florida National University whom Florida National University has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom Florida National University has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, Florida National University, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information Florida National University has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to

the requirements of § 99.39, if Florida National University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of Florida National University's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of Florida National University, governing the use or possession of alcohol or a controlled substance if Florida National University determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

DIRECTORY INFORMATION

Florida National University may disclose appropriately designated "directory information" without written consent, unless you have advised Florida National University to the contrary in accordance with Florida National University's procedures. Florida National University has designated the following information as directory information:

- Student's full name
- Address (any on file, including any campus computer network (IP) address used)
- Telephone listing (any on file)
- Electronic mail address (any on file)
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

RESTRICTING DISCLOSURE OF DIRECTORY INFORMATION

If you do not want Florida National University to disclose any or all of the types of information designated above as directory information without your prior written consent, you must notify the Office of the Registrar of Florida National University in writing no later than seven (7) days after beginning your program of study as a new student, and once per year (August – July) no later than seven (7) days after beginning courses.

SAFETY

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 VP/Assistant CEO, the University Vice President, the Campus Deans, VP of Operations, and the maintenance personnel. The Campus Deans will work closely with the Student Services Department who in turn directs a program of awareness with the students.

All campuses are secured with master alarm systems which are activated by one of the above mentioned, according to day/night duty schedule. The Hialeah Campus is also monitored by video cameras.

At each orientation, every eight weeks, all students and university personnel are reminded of security, its necessity and their obligation to look out for each other and the security of the institution.

All members of the University community must wear the University ID at all times.

While each incidence of campus criminal activity is reported to the President's Office, each Dean keeps a record of the criminal activity on his campus.

RULES OF PREVENTION

1. Being certain that automobiles are tightly closed and locked. Never for an instant leave the keys in a car or the car without security precautions.
2. Never leaving 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. Never leaving books and class lab materials in unattended classrooms.
5. Never allowing prescription medicines leave the possession of the owner.

6. Reporting drug taking, or possession or sale of drugs on campus to the Campus Dean's office, remembering at all times that persons who take, possess or sell drugs are a menace to themselves and everyone in the community.
7. Reporting to the Dean's Office possession, use, buying or selling of alcoholic beverages.
8. Reporting unsecured equipment or classrooms to the maintenance personnel or Dean's Office.
9. Turning in lost and found articles to the receptionist immediately.
10. Never inspect your wallet and/or count your money in public.

ACTIVE SHOOTER - LOCKDOWN PROCEDURES

In the event of a police action, such as an "Active Shooter," it may be necessary to "lockdown" the campus to limit access, protect lives and minimize the overall exposure to danger.

A "lockdown" is a temporary sheltering technique, usually lasting from 30 minutes to several hours, used by law enforcement to limit civilian exposure to an "Active Shooter" or a similar incident. When alerted, occupants of any building within the subject area will lock all doors and windows. Do not allow entry or exit to anyone until the "all clear" has been sounded. This procedure converts any building into a large "safe room."

The Campus Dean or his/her designee evaluates the situation and takes immediate action to protect life and property. Other University administrators are notified as soon as the situation allows. Students, faculty and staff are alerted via rave, bullhorns, telephones, in-person notification, and/or the University public-address system.

TAKE ACTION

If you encounter an intruder who is causing harm or threatening imminent harm to people, seek cover immediately and call 911 (police).

Provide as many details as possible, such as location, number of assailants, weapons and any other information you believe will be useful.

LOCKDOWN INSTRUCTIONS

- Never sound the fire alarm to evacuate the building, as everyone should remain inside. If a fire alarm goes off during a lockdown, do not evacuate unless you smell smoke.

- Be aware of alternate exits if it becomes necessary to flee. Lock yourself in a classroom, resident room, office, etc., as a means of protection.
- Stay low and away from windows. Barricade door(s) if possible and use furniture or desks as cover.
- Cover windows or other openings that allow a direct line of sight into the hallway.
- Shut the blinds or pull the shades down. Turn the lights off and remain silent. Try to give the impression that the room is empty.
- Silence cell phones. Turn off the vibrate function.
- Do not attempt to leave the building until told to do so by security or police personnel.
- If you are outside when a lockdown is announced, enter the nearest building and follow the lockdown instructions above. If you cannot safely enter a building, hide behind a large heavy object (i.e., vehicle or tree) or run away from the hostile activity.

If you encounter an active shooter - Get Out, Call 911 and Hide

- Move quickly - don't wait for others to validate your decision.
- Leave belongings behind.
- Survival chances increase the farther you are from the shooter.
- Call 911 and give the operator as much information as possible, including the location, a description of the shooter (and name if known) and the number and type of weapons being used. Do not hang up until told to do so. Hide Out
- If unable to get out because the shooter is between you and the only exit, hide.
- Try to find a place that is well protected.
- Avoid places that might trap you or restrict movement.
- Find a room that can be locked with objects to hide behind.
- Barricade door with heavy furniture.
- Turn out lights and remain silent.
- Silence any device that may create a noise (i.e., cell phones, iPads, etc.).
- If there are two or more of you, DO NOT huddle together. It gives you options and makes it harder for the shooter.
- Quietly develop a plan of action in the event the shooter enters.
- Remain calm. To keep others focused on survival.
- Assume shooter's intentions are lethal.
- Attempt only if you believe the shooter will kill or continue killing unless you intervene.
- Develop a mindset that you have "what it takes" to survive when your life is on the line.
- Be prepared to do whatever it takes to neutralize the threat.
- Throw things, create a distraction or use improvised weapons.
- Make a plan to overcome the shooter if you see it as the only option.

PROTECTION OF PERSONAL PROPERTY

The safeguarding of personal effects in the offices, classrooms, or anywhere on the University campus is the responsibility of the individual. The University carries no insurance on personal property loss and, consequently, cannot accept responsibility for loss of personal effects, including cash. Keep your personal effects with you at all times. Report all crimes to the Campus Dean. In the event that you lose or find any item, please notify the receptionist immediately.

PROCEDURES IN CASE OF FIRE, DISASTER, OR MEDICAL EMERGENCY

FIRE PREVENTION AND CONTROL PROGRAM

Students will have readily available information on procedures regarding different emergencies (fire, hurricane, etc.). There are two fire drills a year. Specific policies and procedures can be found in the Safety Manual.

In this handbook, we present some useful and commonsensical tips for prevention of emergencies:

FIRE PREVENTION

- No smoking is allowed within the University premises.
- Combustible materials are properly sealed and stored at a safe temperature.

MEDICAL LABS

- Safety procedures for each laboratory will be taught and practiced in the course.

GENERAL UNIVERSITY AREA

- No frayed cords are to be used.
- No wires are to be exposed.
- No flammable materials are to be stored inappropriately.

FIRE CONTROL PLAN

- All University members shall be aware of the nearest exit in case of fire and where the fire extinguishers nearest to them are.
- The Building plan should be posted in each classroom.
- Telephone number of fire department should be posted. (Dial 911)
- At least three times a year a fire drill will be conducted.
- If the fire alarm sounds, the building must be evacuated.

PROCEDURES IN CASE OF FIRE

Make sure you are aware of the evacuation route posted in each classroom or office. Fire extinguishers (that are adequate for the number of people in the building) are easily accessible and in sight.

1. Persons discovering fire will immediately inform the Campus Dean.
2. If evacuation of the building is deemed immediately necessary, campus authorities will pull the fire alarm.
3. Emergency Services (911) will be immediately called.
4. In each class, the faculty member will keep order and escort students through the nearest exit. No one should turn off the lights, either close or lock any classroom or office doors during this procedure.
5. All other persons will walk to the nearest exit in silence.
6. Each Faculty member will leave the doors unlocked and the lights must be left turned on.
7. Class groups should try to keep together and encourage all to retreat at least 50 feet away from the building
8. Re-entry to the Building can be authorized only by the Campus Dean or the Campus Security Authority in charge.
9. Re-entry to the building will be through the Main Entrance only

IN THE EVENT OF REAL, THREATENING OR IMPENDING DISASTER:

1. The Campus Dean will call Emergency Services (911) immediately.
2. All faculty and staff present will hold joint responsibility for safety and for orderly procedures.
3. Upon arrival of the emergency medical personnel, the situation rests in their hands.

PROCEDURES IN CASE OF MEDICAL EMERGENCY

For those who become ill or are involved in an accident while on campus, the following procedures are to be followed:

1. The affected individual is attended by the campus personnel at hand, but is not to be moved.
2. The rescue squad (911) is to be called immediately, if deemed necessary or requested by the victim.
3. An Incident Report Form must be completed by Student Services Personnel, by the Campus Deans, the individual involved, and any witnesses that may provide information.
4. If Police has been called or the Rescue Services a Report # has to be included in the Incident Report Form.
5. Form must be signed by all parties involved.

SMOKE FREE CAMPUS

All FNU Campus are smoke free campus, smoking is prohibited inside the facilities of the University. Smoking is allowed, if permitted, only on designated areas.

CRIME ON CAMPUS

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (originally known as the "Campus Security Act") was enacted by the United States Congress and signed into law in 1990 and then later amended in 1992 and 1998. This law, which applies to all institutions of higher education, both public and private that participate in any federal student aid programs requires schools to publicly disclose 3 years of campus crime statistics and basic security policies. As prescribed by the **Jeanne Clery Act**, FNU has its own plan to report criminal actions, other emergencies occurring on campus and its own policies concerning the institution's response to such reports.

Under no circumstances are students allowed to bring any type of weapon on campus or use any object to threaten or harm people or property. For specific plans and procedures on reporting of a crime, please refer to the Safety Manual.

****NOTE:** The Campus Security Report is published annually and is available online under the Consumer Information Link and found under Campus Security.

TIMELY WARNING POLICY

In compliance with the "Timely Warning" provision of the *Clery Act*, Florida National University issues campus wide alerts regarding any *Clery Act* crime that may constitute a continued threat to the campus community. Timely warnings may be issued for threats to persons or property.

The issuing of a timely warning is made on a case by case basis, taking into consideration the nature of the crime, the continuing danger, and the risk of compromising any ongoing investigation. Upon notification that a *Clery Act* Crime has been committed, the Dean or Assistant Dean shall issue the Timely Warning.

The methods employed to notify the campus may include but are not limited to:

- Announcement over the interoffice intercom
- Room by Room Announcement
- A "Timely Warning" flyer posted at the campus entrance.

NON DISCRIMINATION POLICY

Florida National University does not discriminate on the basis of age, color, disability, national or ethnic origin, race, sex, or any other characteristic protected by law in the administration of its educational, admission or registration policies, scholarships, loan programs, employment practices, or any University administered program. Florida National University provides reasonable accommodations to qualified individuals with disabilities. Florida National University will not retaliate against persons bringing forward allegations of harassment or discrimination. FNU Title IX Coordinator 305-226-9999 ext. 1339, FNU South Campus Office 205 C, has been designated to handle inquiries and coordinate the institution's compliance efforts regarding the Non-Discrimination policy.

SEXUAL MISCONDUCT POLICIES

SEXUAL ASSAULT PREVENTION AND RESPONSE POLICY

Florida National University educates the student community about sexual assault and date rape through the Office of Student Services. The Office of Student Services provides literature on date rape education, risk reduction, and university response annual sexual assault education as well as annual information programs to University students and employees.

If you are a victim of sexual assault, first seek safety and then immediate medical attention. Florida National University strongly encourages any victim of sexual assault to report the incident in a timely manner. Time is a critical factor in the collecting and preserving of evidence. (Ideally a victim of sexual assault should not wash, douche, use the restroom, or change clothes prior to a medical examination.) An assault should be reported to the local police department by dialing 911 or reporting the incident to the Campus Dean who can assist you with the reporting of a sexual assault.

All alleged sex offenses are subject to FNU disciplinary action. Both the victim and the accused are entitled to choose one person who has no formal legal training to accompany them throughout the hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the sexual misconduct policy could be criminally prosecuted and expelled from FNU. Student victims have the options to change their academic situation after an alleged sexual assault, if such accommodations are reasonably available. Florida National University also strongly advises victims of sexual assault to seek counseling. Local organizations that specialize in crises counseling include:

RAINN-Rape, Abuse & Incest National Network	(800) 656-4673
Victims of Crimes Services	(305) 230-6141
Opa Locka Domestic Police -Violence Intervention Unit	(305) 953-2838
Baptist Health-Women’s Health Center	(786) 596-5981

SEX OFFENDER REGISTRY

In compliance with the “Campus Sex Crimes Prevention Act” of 2000, Florida National University maintains an electronic link to the Florida Department of Law Enforcement Sex Offender Registry. According to this act, all institutions of higher learning must issue a statement informing the campus community where it can access the state sex offender registry. This act also requires State registered sex offender to report any institution of higher learning in which he/she is employed, carries a vocation, or is a student.

The Florida Department of Law Enforcement is responsible for maintaining the Florida Sexual Offenders and Predators website. Follow the link below for access.

<http://offender.fdle.state.fl.us/offender/homepage.do>

NO HARRASMENT POLICY

Florida National University is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Further information in regards to Sexual Harassment can be found on the Sexual Misconduct & Relationship Violence Policy, page 40.)

TITLE IX PROCEDURES

Anyone who believes they have been subjected to dating violence, domestic violence, stalking or sexual discrimination and harassment is encouraged to report these incidents. Upon receiving a report, Florida National University will respond promptly, equitably, and thoroughly. In addition, the University will take steps to accommodate the student academically with another schedule if needed.

Consistent with its commitment to addressing Title IX incidents, the University has grievance procedures that specify actions taken regarding Title IX complaints. All student complaints will be received by FNU's Title IX coordinator in the office of Student Services. Any University official (e.g., faculty member, staff member, dean, etc.) informed of an allegation is required to file a report with the Title IX coordinator. All results from the investigation will remain confidential and private.

DEFINITIONS AND EXAMPLES

Title IX- Is a Federal Law that prohibits sex discrimination against students and employees of educational institutions. It comprises a broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature. These behaviors include Sexual harassment, sexual assault, sexual exploitation, gender-based harassment, stalking, dating violence and domestic violence.

Examples of Sex and gender-based misconduct

1. Pressure for a date or a romantic or intimate relationship
 2. Unwelcome touching, kissing, hugging, or massaging
 3. Pressure for or forced sexual activity
 4. Unnecessary and unwelcome references to various parts of the body
 5. Belittling remarks about a person's gender or sexual orientation based on gender-stereotyping
 6. Inappropriate sexual innuendoes or humor
 7. Videotaping and photographing activity of a sexual or personal nature without consent of those being recorded
 8. Obscene gestures of a sexual or gender-based nature
 9. Sexually explicit profanity
- Use of email, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors

Filing a Report

Any report of alleged Title IX misconduct by a student, member of the faculty, staff or administration of Florida National University can be filed with the Title IX

Coordinator, or Human Resources. Students should be advised that the Title IX Coordinator is obligated to act on any report of alleged sex and gender-based misconduct, to ensure measures are taken to stop adverse behavior and prevent its recurrence, as appropriate. It is important to note, however that not every report leads to a disciplinary process. Each report is reviewed individually. The University makes every effort to protect the privacy of all individuals involved in such reporting or investigation.

Complaints against Students

Reports of alleged gender-based misconduct by a student should be filed with:

Florida National University Title IX Coordinator

Bernardo Navarro

South Campus Assistant Dean

11865 SW 26 St Ste. H3

Miami 33175

Room # 205 C

Miami, FL 33175

Ph. # 305-226-9999 Ext. 1339

navarrob@fnu.edu

Hialeah Campus

4425 W Jose Regueiro Av. (20th Av.)

Hialeah, FL 33012

John Ferrari

Student Services Officer

Room # 124

Ph. (305) 821-3333

Ext. 1004 & 1040

jferrari@fnu.edu

Silvia Borges

Senior Job Development

Specialist

3rd Floor Room # 314 B

Ph. (305) 821-3333

Ext. 1075

sborges@fnu.edu

Edward Zaldivar

Human Resources Director

Room # 134

Ph. (305) 821-3333

Ext. 1073

ezaldivar@fnu.edu

South Campus

11865 SW 26th ST Ste H3

Miami, FL 33175

Bernardo Navarro

Campus Assistant Dean
Room# 205-C
Ph. (305) 226-9999 Ext. 1339
navarro@fnu.edu

Adriana Irias

Student Services Officer
Room# 225
Ph. (305) 226-9999 Ext. 1372
airias@fnu.edu

Training Center

4206 W 12 Av.
Hialeah, FL 33012

Jose Luis Valdes

Campus Dean
(305) 231-3326
Hialeah Campus, Room # 13
jvaldes@fnu.edu

Manuel Concepcion

Campus Assistant Dean
(305) 231-3326
mconcepcion@fnu.edu

Online Learning

4425 W Jose Regueiro Av. (20th Av.)
Hialeah, FL 33012

Sandra Lomena**Director of Distance Learning**

Room # 143
(305) 821-3333 Ext. 1047
slomena@fnu.edu

Investigation

Reports of alleged Title IX incidents will be investigated in a thorough, impartial, and prompt fashion. Directly following the conclusion of the investigation, a determination of whether or not to proceed to the next step will be made by the Title IX Coordinator. This determination will be based on whether reasonable cause exists to believe that a policy violation may have occurred. If sufficient information exists to proceed to the next step, the Title IX coordinator will include administration to take further action. In case of a faculty or staff member the department of Human Resources will take the action needed.

Title IX Coordinator Investigation Procedure

1. The Title IX Coordinator will oversee the collecting of facts related to any reported Title IX incident and assessing whether a further review or investigation is necessary.
2. Identify University policies and Student Conduct Code relevant to complaint.

3. Conduct an impartial investigation into complaints including identifying and interviewing parties involved with the grievance. Title IX Coordinator will notify and interview complainants, respondents, and witnesses.
4. The Title IX Coordinator will collaborate with other staff or faculty members to manage accommodations, as needed.

Resolution

1. Florida National University seeks to resolve all Title IX reports within sixty (60) days, unless it is referred to Local Law Enforcement.
2. Depending on the grievance, the situation can be handled with disciplinary action or referred to Local Law Enforcement.
3. There will be a follow-up meeting with the complainant to discuss the results of the investigation and the actions that will be taken.

TITLE IX – VAWA GENERAL DEFINITIONS OF TERMS

The Violence Against Women Act and its proposed regulations require the inclusion of certain definitions in a campus's Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students. Definitions required include: consent; dating violence; domestic violence; sexual assault; and stalking:

Consent:

Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with development disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

Consent, abbreviated:

Clear, unambiguous, and voluntary agreement between the participating to engage in specific sexual activity.

Dating/Domestic Violence:

Is the intentional use of abusive tactics and physical force in order to obtain and maintain power and control over an intimate partner.

Domestic Violence:

An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

Sexual Assault:

Is defined as any sexual contact/ intrusion/ penetration that is absent or without consent by all parties. Examples include, but are not limited to: a) touching breasts or another's genitals without their consent (through clothing or skin to skin contact), b) having sexual contact/ intrusion/ penetration with someone who is incapacitated (one who is incapable of making a rational decision; e.g. from alcohol/drug usage), c) continuing sexual activity after either party has made clear, either verbally or by conduct, that they do not wish to have physical contact.

Stalking:

Is defined in general terms as engaging in a course of conduct or repeatedly committing acts towards another person, including following another person without proper authority with either: intent to place the person in reasonable fear of bodily injury, or intent to cause substantial emotional distress to the person.

For further definitions go to Appendices – CRIME DEFINITIONS

CONFIDENTIAL CAMPUS CRIME REPORTING

Confidentiality can be maintained up to the extent allowed by federal law. The name of the person reporting may be kept confidential, but the incident has to be reported to the Office of Student Services so it may be included in the crime log and the annual security report without disclosing the person's name or any other

information that would lead to identify the person and/or infringe on his/her confidentiality. If the situation cannot be resolved without disclosing the name of the complainant or the situation is not appropriate to this type of arrangement then the name of the complainant may have to be disclosed in order to conduct an investigation.

Complaints against students are protected under the Family Education Rights and Privacy Act, and may be disclosed for legitimate educational purposes within the university. To share the information out of the university the complainant would have to give explicit permission for the information to be shared through the Disclose of Information Form available at the FNU Publications webpage and at the Office of the Registrar's.

Complainants have to be notified of the possible extent of the Confidentiality policy and it is recommended to the students to ask what would mean this policy in terms of the disclosing of their identity when filling a complaint or disclosing a crime.

Medical records are meant to be confidential and medical and health professionals are required to keep confidentiality in regards to the patient's information.

Individuals wanting to report a crime or incident can do so confidentially by contacting FNU Title IX Coordinators - contact information on pages 74 & 75

and/or Campus Deans

Hialeah Campus 305-821-3333

Campus Dean ext. 1009
(respectively)

**Jorge Alfonso – Rm # 122
178**

jalfonso@fnu.edu

Assistant Deans ext. 1015 & 1044

Yedi Cepero Rm # 121 Harold Flores Rm

ycepero@fnu.edu

hflores@fnu.edu

South Campus 305-226-9999

Campus Dean ext. 1309

Guillermo Araya – Dean's Office
garaya@fnu.edu

Assistant Dean ext. 1339

Bernardo Navarro – Rm 205-C
navarro@fnu.edu

Crimes or serious incidents may also be reported to individuals and officials having significant responsibility for students or campus activities, (i.e., Division Heads and Department Heads, Program Directors, Student Services Director and Officers, Faculty, Academic Advisors, Director of Athletics, Coaches, Director of Human Resources, etc.). These individuals also allow victims and witnesses to report

crimes on a voluntary, confidential basis providing that they are in compliance with the requirements of this policy.

Yet, reports of this nature have to be filed with the Office of Student Services for informational purposes.

ZERO TOLERANCE FOR HATE CRIMES POLICY

To prevent and protect all FNU stakeholders, we encourage everyone to report all and any crimes or incidents, even those that may seem not important. Please make detailed notes of any incident in order to contribute to university action when required.

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Hate Crimes are criminal acts or attempted criminal acts against an individual or group due to race, skin color, ancestry, national origin, religious affiliation, sexual orientation, gender or gender identity, or disability.

Types of Hate Crimes may be:

- Graffiti or public posts
- Mail or email threats
- Social media posts
- Verbal intimidation or threats
- Burglary
- Robbery
- Destruction/Damage /Vandalism of Property
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Stalking
- Harassment
- Physical Assaults
- Simple Assaults
- Murder and Non-negligent Manslaughter
- Sexual Assault
- Simple Assault
- Aggravated Assault
- Intimidation

Hate Crimes are regulated and addressed according to FNU Title IX Policy and Procedures and any incident, if founded, may lead to suspension or expulsion in case of students, or to warning or termination in case of staff and faculty.

To report Hate Crimes please contact University Administrators at:

HIALEAH CAMPUS - Ph # 305-821-3333

Campus Dean Ext. 1009
Jorge Alfonso
jalfonso@fnu.edu

Assist Dean Ext. 1015
Yedi Cepero
ycepero@fnu.edu

Assist Dean Ext 1044
Harold Flores
hflores@fnu.edu

Title IX Coordinator Ext 1004
John Ferrari
jferrari@fnu.edu

SOUTH CAMPUS - Ph. # 305-226-9999

Campus Dean Ext. 1309
Guillermo Araya
garaya@fnu.edu

Assist Dean Ext. 1339
Bernardo Navarro
navarro@fnu.edu

Title IX Coordin. Ext. 1339
Bernardo Navarro
jferrari@fnu.edu

TRAINING CENTER
Ph. # 305-231-3326
Campus Dean
Jose Valdes
jvaldes@fnu.edu

ONLINE LEARNING DIVISION
Ph. # 305-821-3333 Ext. 1047
Director of Distance Learning
Sandra Lomena
slomena@fnu.edu

HUMAN RESOURCES
Ph. # 305-821-3333 - Ext. 1073
Human Resources Director
Edward Zaldivar
ezaldivar@fnu.edu

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 Dean.
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.

SUSPENSION, EXPULSION

Suspension and or expulsion have to do with the infringement of University rules, and their application will follow procedures at the discretion of the Campus Dean.

PROCEDURE FOR SUSPENSION AND EXPULSION

Definitions:

Expulsion: This is a permanent separation and removal from the University. Expulsions must be determined by the Vice-President of Academics if it is an

academic issue and the Campus Dean if it is a disciplinary issue. This action requires a student to be withdrawn from all classes, banned from the University facilities (subject to arrest for trespassing), rendered ineligible to register for any University class, and prohibited from participating in University activities

Suspension: This action requires a student to be withdrawn from his/her present classes, banned from all University facilities and activities and ineligible to register for classes for the period of the suspension. A student who is suspended from the University is responsible for all financial obligations to the University. If a student further violates the Code of Conduct during the period of suspension or after returning to the University, the student then will be expelled.

Procedure:

1. When a student commits an academic or disciplinary infraction that requires expulsion or suspension, the first step is for the faculty or staff to report to his/her immediate supervisor and complete an incident report. Copy of the incident report is presented to Student Services. The faculty or staff will determine the action to follow with the advice of his/her immediate supervisor.
2. A conference with the student needs to be arranged by Student Services within 24 to 48 business hours of the incident. Present in this conference should be: the student, the faculty or staff involved, the supervisor or Department and Division Head, a Student Services representative, an academic advisor, the VP of Academic Affairs and the Campus Dean.
3. During the conference the student has the right to discuss and present his/her situation/point of view and to challenge the decision by requesting an appeal. If the consensus is expulsion and the student request an appeal on the spot, the expulsion action will be reflected as on hold and not carried out until the appeal takes place. The student has 24 to 48 business hours to appeal. A reply/ final decision to the appeal will be provided to the student during the conference or within 24 to 48 hrs. after the appeal is received.
4. The student's status will be on hold until the final decision is made. He/she will not be able to attend classes or participate in school events.
5. If the final decision remains an expulsion, the student must be dropped **immediately** and the Campus Dean will carry forward the administrative procedures. The Financial Aid Office needs to be notified as well. The student will be informed of his/her status with the institution and will be requested to leave the facilities (involve campus security).
6. If the final decision is suspension, the student's present scheduled classes will be dropped and Financial Aid notified **immediately**. The student will be

reinstated upon completing the suspension period (minimum 1 term, 8 weeks).

7. If the expelled student wants to further pursue this issue in order to be readmitted, he/she is entitled to request an Honor Court through the Student Services Office (See Catalog and Student Handbook). The student has 48 business hours for this last appeal.
8. Throughout this procedure, all actions must be documented and reported in the student's Activities on Campus Vue.

THE STUDENT HONOR COURT

In cases of flagrant violation of FNU rules, the campus deans may refer the matter to the Honor Court.

MEMBERS OF THE HONOR COURT

- The Court President, the campus dean
- The Court Bailiff, an officer of the campus student government or an appointee by the Office of Student Services
- Member of the Court, an instructor chosen by the student
- Member of the Court, a student chosen by the student
- Member of the Court, an instructor chosen by the Office of Student Services
- Member of the Court, a student chosen by the Office of Student Services

The decision of the Court will be by majority of the panel members. The decision of the Court may be appealed to the Campus Dean. The campus dean's decision is final.

PROCEDURES FOR THE REQUESTING OF A SESSION OF THE HONOR COURT

A session of the Student Honor Court may be requested by an administrator, faculty member, or student and granted at the discretion of the Campus Dean.

Upon calling the session, the following procedures will be observed:

1. Requests for the sitting of the Honor Court will be made to the Campus Dean.
2. The Campus Dean will determine the validity of convening of the Court in conjunction with the President.

3. Upon the decision to call a session of the Honor Court, the Campus Dean or an appointee 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.

PROCEDURES FOR THE CONDUCTING OF THE HONOR COURT

1. The President of the Court will preside over the session.
2. The President of the Court will make decisions concerning court procedure.
3. The person or office bringing the grievance will present his case, witnesses, etc.
4. The aggrieved will present his case, witnesses, etc.
5. The two parties will retire at the end of their presentations.
6. The Court will decide by majority vote the decision to be handed down.
7. The Court will inform the campus dean of their decision.
8. The campus dean will then inform the parties of the action of the decision of the Court.
9. Either party to the suit may appeal the decision to the campus dean.
10. The campus dean's decision can be appealed to the University President.

CONDUCT AND BEHAVIOR POLICIES

CODE OF BEHAVIOR

- Students will come to class on time, visible 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 every day.
- 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 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.

CODE OF ETHICS

Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and is unacceptable conduct. Students who engage in cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course; and the possibility of an additional administrative sanction, including probation, suspension, or expulsion.

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at FNU includes but is not limited to: Copying, in part or whole from another's examination, paper, mathematical analysis, research or creative project, or the like; Submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen; or fabricating data; Consulting notes, sources, or materials not specifically authorized by the instructor during an examination; employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument; Aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work; and Committing any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment. More specifically, plagiarism is: The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and The act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own.

If a student is in doubt about the nature of plagiarism, he/she should discuss the matter with the course instructor.

Theft - Copying computer programs owned, leased, or rented by the University for use by the student in his or her course of studies is considered theft and will be dealt with according to the laws covering such actions and to the University norms for disciplinary actions.

In cases like these, the Campus Dean will convene a Hearing Committee which will hear, investigate and render a report to the Campus Dean. This Committee will be composed of three members from the faculty or staff. According to the findings, the Campus Dean has the choice to make a decision. If this decision is not acceptable to those involved, a petition to the Dean to appoint an Honor Court must be signed by at least three people. The Honor Court procedure is explained in the Student Handbook.

ACADEMIC DISHONESTY

Florida National University prohibits and therefore, will adjudicate cause, all forms of academic dishonesty, which includes, but is not limited to, plagiarism, cheating, giving false information, forgery, alteration or misuse of documents cheating during an exam or fraud or deception with identification. When using the ideas, research, and forms of expression of others, the student should appropriately acknowledge the source. Those students accused of academic dishonesty may take their appeal to the Honor Court.

DRESS CODE

Florida National University seeks to properly prepare students for the general business and professional community. Students in allied health majors have specific dress requirements which are defined by their departments. If a student is improperly dressed, he/she will not be permitted to attend class or use University facilities. Inappropriately revealing and/or improper dress includes but is not limited to: sagging and low-rise pants, low-cut necklines, and bare midriffs. Hats, items with drugs or alcohol propaganda, or see through clothing may not be worn on campus.

ANTI-HAZING POLICY

Florida National University strictly prohibits hazing of any kind.

DEFINITION

According to Florida Statute 240.36 hazing is defined as:

1. Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or in affiliation with, or as a condition for continued membership in any organization operating under the sanction of the University.

2. Such actions include but are not limited to: any physical brutality such as paddling, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug, or any other substance; creation of excessive fatigue; psychological stress; engaging in public stunts; morally degrading or humiliating games or activities; and any other activity that is not consistent with the University's rules and regulations. Hazing is illegal and dangerous. Students who engage in hazing activities are subject to penalties up to dismissal from the University. Organizations that authorize hazing activities are subject to penalties that may include recession of permission to operate at Florida National University.

DANGEROUS ITEMS POLICY (FIREARMS, FIREWORKS, BOMBS AND WEAPONS)

Firearms, fireworks, bombs of any kind, and other weapons are illegal and prohibited on University premises. Weapons include any item defined as a weapon under city, state, or federal law and include but are not limited to: guns of any kind, slingshots, bows and arrows, spears, switchblades, knives, martial arts weapons, brass knuckles, or any instrument that ejects projectiles. The University reserves the right to determine whether an item could be classified as dangerous and confiscate said item.

STUDENT CONCERNS AND GRIEVANCES

As an accredited academic institution, Florida National University is committed to provide the Student with effective avenues of communication in order to provide the best possible education. Any concern about the facilities, courses, staff or any other matter that you fell may impede your success at Florida National University should be addressed immediately to the Director of Student Services, the Campus Dean, or higher authorities, if necessary.

STUDENT GRIEVANCE / COMPLAINT POLICY

It is the policy of Florida National University to listen to any student who may have a grievance or complaint concerning any faculty, staff, administrator, policy, or academic or financial matter. The 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.

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.

NOTE: For those who request information concerning the methods of contacting the U.S. Department of Education, the Commission for Independent Education of the Florida Department of Education, or the Southern Association of Colleges and Schools / Commission on Colleges (Telephone numbers for agencies can be found on page 6 of this handbook).

UNIVERSITY POLICY ON DRUG AND ALCOHOL USE ON CAMPUS

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

FNU 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 which makes use of experts in the field, featuring counseling, seminars, instruction, preventive recommendations, speakers, movies and the appropriate literature. (SEE Catalog)

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.

FNU supports and abides by the drinking laws of the State of Florida, especially with respect to underage drinking. The University supports Federal and State Laws on the sale, possession and use of illegal drugs.

DRUG AND ALCOHOL PREVENTION PROGRAM

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. pilot's 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.

**ACCEPTABLE USE POLICY REGARDING INFORMATION TECHNOLOGY -
COMPUTER USE POLICY**

(Note: The entirety of this Section 8 shall be referred to as the "Policy")

Purpose

To support the mission of Florida National University and the needs of the Students, Faculty, and Staff, by facilitating the use of information technology.

Policy Statement

Florida National University acknowledges that information technology has many benefits, and in many instances is indispensable to a University employee's and student's daily tasks. This Policy outlines the standards of acceptable use with respect to those information technology resources that are provided by the University. Inappropriate use of information technology can place the University and others at risk. By using any of the University's information technology resources, Users agree to abide by the Policy, in its current form and as amended from time to time. The current version of this Policy can always be obtained from administration. All references in this Policy to "employees," "students," "users," "you," or "your" shall be to employees and/or students of the University, as applicable.

Compliance Statement

Florida National University complies with all applicable federal, state, and local laws, and nothing contained herein is intended to be a violation of those rights and responsibilities. The terms of this Policy shall yield to applicable law where required. The University requires that all users act responsibly in using the Information Technology Resources, and do so in compliance with all applicable laws, administrative rules and regulations, all University policies, and all contractual and license agreements. Users are responsible for the appropriate use of the Information Technology Resources, and for taking reasonable precautions to secure all Information Technology Resources used by them. Users are responsible for reporting to administration malfunctioning equipment or applications, inappropriate uses of the Information Technology Resources, unauthorized activity, and any suspected or actual breaches of security, and are responsible for assisting in the resolution of such matters. Users are responsible for promptly reporting to the University in writing any suspicion or occurrence of any unauthorized activity (as outlined herein) as it may pertain to the Information Technology Resources. The duties and obligations imposed by this Policy shall be in addition to and not a limitation of any duties or obligations otherwise imposed by applicable law.

Agreement to the Policy

By using any of the Information Technology Resources (defined below) of Florida National University, Users expressly agree to strictly abide by the terms and conditions contained within this Policy, in its current form and as amended from time to time.

Definitions

1. The "University" or "FNU" shall refer to Florida National University.

2. "Information Technology Resources" shall refer to (but shall not be limited to) any and all University facilities, devices, peripherals, applications, services, networks, accounts, and resources used for or in connection with the University's processing, transfer, storage, access, and/or dissemination of information.

3. "Electronic Communication" shall refer to (but shall not be limited to) electronic mail, instant messaging, electronic messaging, social media communications, or any other form of communication transmitted through a computer network, the internet, or a similar medium.

4. "Data" shall refer to any and all information residing on or transmitted through the Information Technology Resources.

5. "Users" shall refer to those individuals authorized by the University to use the Information Technology Resources. The term "Users" shall expressly include all of the University's students, faculty, staff, employees, visitors, and guests.

Technology and Data Property of the University

All Information Technology Resources and Data are the property of the University. All forms of Data produced by University employees on or with the Information Technology Resources are the property of the University, and are considered confidential and proprietary. Users are entitled to use the Information Technology Resources only for purposes related to their employment or studies at the University. The Information Technology Resources may not be used for personal business. All Information Technology Resources used while employed by the University must be returned to the University upon termination of employment, or earlier as may be determined by administration, along with any passwords necessary for the University to continue using the respective Information Technology Resource, uninterrupted. Deleting and/or the inappropriate altering or sharing of Data, whether during or after employment by the University, is strictly prohibited.

No Expectation of Privacy

Users shall not have any expectation of privacy in connection with their use of the University's Information Technology Resources. The University expressly reserves the right to audit and monitor all data, electronic communications, and use of all Information Technology Resources. All employee electronic communications (including but not limited to email, voicemail, and text messages) and data transmitted through the University's Information Technology Resources are the property of the University and are not private or confidential to the employee transmitting or receiving such communications. The University has the right to monitor and review all electronic communications transmitted through the University's Information Technology Resources at all times. Users are responsible for the content of their electronic communications. All employee electronic

communications transmitted through the University's Information Technology Resources are considered the University's business records, and may be discoverable in the event of litigation. Notwithstanding anything contained in this Paragraph, the University reserves all of its respective rights with respect to its confidential, private, non-public, and/or proprietary Data.

Passwords and Access Control

Passwords must meet certain minimum guidelines. Serious damage can be done to the University and the Information Technology Resources if someone gets your password. Choose a difficult password (e.g., your password should not include your login ID, your name, your spouse's name, your partner's name, your child's name, your pet's name, or any other names commonly known to others, and it should not be a word pertaining to the University, your work, your studies, or an activity that you participate in or follow that is commonly known), keep it secret, and change it whenever you think it has become known to someone else. Do not write your password down where someone can find it, and do not send it over e-mail, text message, or any other communication. Do not share your password with anyone or let anyone else access your account. Do not log on to your computer if someone can see you typing in your password. Do not access anyone else's account. You will be prompted to change your password from time to time. Users are responsible for all actions taken with their respective passwords. Immediately report to administration any known use by another of your account or password. Employees must leave their computers on at night, but reboot them each morning. If an employee uses a remote access program, and needs to leave their computer on, it must be locked and in a locked room.

DO NOT LEAVE YOUR COMPUTER UNLOCKED WHEN UNATTENDED. WHEN STEPPING AWAY FROM YOUR COMPUTER AT ANY TIME (EVEN IF FOR JUST A SHORT PERIOD OF TIME), MAKE SURE YOUR SCREEN IS LOCKED AND PASSWORD-PROTECTED. DO NOT RELY ON THE SCREENSAVER AUTOMATICALLY LOCKING YOUR COMPUTER AFTER A CERTAIN AMOUNT OF TIME.

IMMEDIATELY REPORT TO ADMINISTRATION ANY IRREGULARITIES, ALERTS, OR ERRORS FLAGGED BY YOUR COMPUTER. NO ONE FROM ADMINISTRATION WILL EVER ASK YOU FOR YOUR PASSWORD. IF YOU HAVE ANY QUESTIONS ABOUT THESE PROCEDURES, PLEASE ASK FOR ASSISTANCE.

Prohibited Activities

Examples of prohibited activities in connection with the Information Technology Resources include, but are in no way limited to, the following (in no particular order):

- (a) Accessing or attempting to access Information Technology Resources without the University's authorization;
- (b) Accessing or attempting to access Information Technology Resources that are beyond a user's access rights, or are the private files of another;
- (c) Sharing your login information, and/or using someone else's login information (login ID and/or password);
- (d) Altering, damaging, attempting to alter or damage, or performing any act which reasonably could alter or damage any of the Information Technology Resources or the property of another (including but not limited to making changes to any computer or network settings, downloading or installing programs, or opening any device);
- (e) Copying or moving any University Data without authorization from administration, except where such activity is directly connected to job-related duties (such as with copying/cutting and pasting information while working with a file);
- (f) Transmitting, storing, or retrieving any sensitive, proprietary, and/or confidential University Data (or disclosing any University Data which is not otherwise public) outside of the University and/or to anyone not reasonably authorized to obtain such University Data;
- (g) Intentional introduction or propagation of computer viruses or malicious code into or from the Information Technology Resources, using the Information Technology Resources to conduct or participate in a denial-of-service attack, or using the Information Technology Resources in a way that disrupts or degrades its use by others;
- (h) Transmitting, storing, or retrieving media such as music and video, unless such activity is directly related to official University business or studies;
- (i) Playing video games;
- (j) Violating any local, state, or federal laws, or any administrative regulations or policies, or performing any act which is reasonably likely to result in the violation of same;
- (k) Circumventing or attempting to circumvent security, access controls, content filters, firewalls, digital rights management, or encryption;
- (l) Violating any software license agreements or committing software piracy;

- (m) Operating, promoting, marketing, or maintaining a private business;
- (n) Transmitting, storing, or retrieving any Data that is discriminatory, pornographic, racist, obscene, profane, harassing or bullying, or that is reasonably likely to be deemed by anyone as containing such content;
- (o) Transmitting any email which contains a falsified or misleading header or header information, or an alias sender;
- (p) With respect to any internet site (including but not limited to any social media site or platform), establishing any identity that purports to be or could reasonably be interpreted to be an official identity of the University, without the prior express written permission from administration;
- (q) Transmitting any communication that purports to be or could reasonably be interpreted to be an official communication of the University, without the prior express written permission from administration;
- (r) Installing or downloading software of any kind, except where approved in advance by administration;
- (s) Removing from the University's premises any Information Technology Resources (except for those users assigned laptop computers or other portable devices intended for such purpose);
- (t) Deleting or altering University Data, except where such alteration is directly connected to job-related duties (such as with the editing of a file);
- (u) Performing any act intended to, or reasonably likely to, circumvent security or access controls of the Information Technology Resources, or the systems of any other individual and/or entity, including but not limited to the possession or use of any software or hardware used or reasonably likely to be used for purposes such as analyzing network performance or security, circumventing or removing software copy protection, revealing or uncovering passwords, identifying or probing security holes or vulnerabilities, decrypting files without authorization or without the proper decryption key/password, or otherwise exposing or weakening computer security methods, etc.;
- (v) Connecting any personally-owned device or storage medium to any of the Information Technology Resources, except when connecting to a public University Wi-Fi access point solely for the purpose of obtaining internet access;
- (w) Performing any fraudulent or illegal activities, including but in no way limited to: gambling, trafficking in drugs or weapons, participating in terrorist activities,

participating in any pyramid or Ponzi schemes, or attempting or gaining unauthorized entry into any computer system, whether part of the Information Technology Resources or otherwise; and

(x) Using the Information Technology Resources in any manner that will not represent the University in a positive and ethical manner.

None of these provisions are designed or intended to curtail activities under Section 7 of the NLRA.

File Storage

Employees are responsible for safeguarding and saving their work and the Data that they produce, and must save all Data to the appropriate network drive and location. Employees may not retain any copies of Data on their local drive, on removable storage, or online. Unless expressly authorized to do so by administration, saving, copying, moving, or backing up University Data on any other storage medium (including, but not limited to, a desktop computer, laptop computer, a removable storage device, or online storage) is strictly prohibited. Students are responsible for safeguarding and saving their work and the Data that they produce. The University does not provide any backup or archival services for student Data.

Third-Party Providers

The University may store its Data (and any portion and/or backups thereof) on file storage that is located at a remote hosting, service, and storage facility (or facilities) maintained and controlled by a third-party provider (or third-party providers). However, the University reserves the right to maintain any such Data internally, in the University's sole and absolute discretion and without further notice.

Electronic Mail

Employees and students are provided with email accounts by the University. These email accounts are provided through a third-party hosting provider, and all information pertaining to these accounts (including the electronic mail messages themselves, along with any attachments) may be located at a remote location maintained and controlled by a third-party provider. By using an electronic mail account provided by the University, such users agree to the terms of use and privacy policy of the University's third-party providers.

Copyrights

Users shall respect all copyrighted works and shall not copy, disseminate, or transmit any copyrighted materials without the prior express written permission of the copyright holder. Removing or altering any copyright or other intellectual property notices shall be strictly prohibited.

Enforcement

No portion of this Policy may be waived by any University employee. The failure of the University to enforce any of the terms of this Policy, or to exercise any right herein, shall not operate to or be construed as a waiver or relinquishment of any of the University's rights hereunder, with respect to further conduct. A violation of this Policy (or any portion of this Policy) shall be grounds for disciplinary action up to and including termination of employment (with respect to employees) or expulsion from the University (with respect to students), in the University's sole and absolute discretion, subject to all applicable laws.

Changes to this Policy

This Policy may be changed at any time by the University, and in a manner determined by the University. Once changed, the revised Policy shall immediately become the official Policy of Florida National University with respect to the Information Technology Resources. The University will notify you when this Policy is amended, and it is your responsibility to stay up to date on the most current version, which can always be obtained from administration.

IF YOU HAVE ANY QUESTIONS ABOUT THIS POLICY, PLEASE ASK ADMINISTRATION FOR ASSISTANCE.

HEOA COPYRIGHT INFRINGEMENT COMPLIANCE PLAN

Introduction

The Higher Education Opportunity Act (HEOA) of 2008 includes a requirement that institutions develop and implement a plan to effectively combat the unauthorized distribution of material, the copyright in and to which may be owned by a third party, by users of the institution's network without unduly interfering with the educational and research use of the network.

The plan must include:

1. The use of technology-based deterrents;
2. An educational component regarding appropriate and inappropriate use of copyrighted materials;
3. A description of the institution's policy and procedures for handling copyright infringement; and
4. A required periodic review of the plan.

Use of Technology-Based Deterrents

Florida National University uses a number of technical means to monitor Peer to Peer (P2P) file sharing on its network. Information that is maintained includes records of P2P file sharing sessions of all Faculty, Staff and Students. This information includes source and destination information, usernames, files being

transferred, and information on the P2P application being used. When P2P traffic is observed on the network the file being transferred is identified and compared against an extensive database of known content (Movies, TV shows, Music, Software, etc.) that is subject to a claim of copyright protection. If the content is identified as being protected, the web browser of the computer in question will be redirected to an Anti-Piracy Information page where the end user will be informed that they are uploading or downloading protected material. The Anti-Piracy notice will provide the end user with examples of the works infringed and inform them of legal means to download such content.

In addition, application firewalls are enabled for all zones, which trigger general monitoring at three campus firewalls. The firewall has a signature group of common P2P apps and as new signatures are introduced, they are added to this group. These firewalls generate alerts that show up in logs, which are monitored on the firewall log viewer and via the GMS portal.

Educational Plan for Electronic Copyright Protection

The Student Services Department, in cooperation with the VP of Academic Affairs will provide yearly notification to students, staff and faculty of the college's intellectual property procedures. Additional information regarding appropriate use of copyrighted materials will be distributed to faculty, staff, and students as they are developed. The Student Services department will address FNU's Copyright Infringement Policies during Orientation and the Policy will be posted throughout the campus during orientation.

The VP of Academic Affairs will publish in the FNU Catalog the University's stance on intellectual property rights, P2P file sharing, the Higher Education Opportunity Act (HEOA) and the Digital Millennium Copyright Act (DMCA). The pages developed and published will include a link(s) to how to obtain content authored by a third party material legally.

Description of Institution's Procedures for Handling Copyright Infringement

Florida National University Copyright Infringement Policy (the "Policy")

Introduction and Policy Statement

This Policy is promulgated in compliance with Title 17 of the United States Code, 18 USC § 2319, the No Electronic Theft Act, the Digital Millennium Copyright Act, and all other applicable copyright laws and regulations (collectively the "Laws") pertaining to educational institutions.

Florida National University (the "University") complies with all applicable laws pertaining to copyrights, and nothing contained herein is intended to be a violation of those rights and responsibilities. The terms of this Policy shall yield to the Laws as and where required. The duties and obligations imposed by this Policy shall be in addition to and not a limitation of any duties or obligations otherwise imposed by the Laws.

For purposes of this Policy, "Information Technology Resources" shall refer to (but shall not be limited to) any and all University facilities, devices, peripherals, applications, services, networks, accounts, and resources used for or in connection with the University's processing, transfer, storage, access, and/or dissemination of information.

Students, faculty, and staff shall respect all copyrighted works and shall not copy, disseminate, or transmit any copyrighted materials without the prior express written permission of the copyright holder. Removing or altering any copyright or other intellectual property notices shall be strictly prohibited.

Individuals using the Information Technology Resources (or any portion thereof), the library, and/or any other academic resources at the University are responsible for complying with all applicable copyright laws and the University's policies and procedures regarding the use of copyrighted materials.

The University requires its students, faculty, and staff to educate themselves on the principles of copyright, to respect the rights of copyright owned by others, and to comply with all applicable laws pertaining thereto.

Note: All content produced by University employees on or with the Information Technology Resources are the property of the University.

Notification, Investigation, and Removal Procedures University Authority
In the case of copyright infringement by a student, faculty or staff member, the University reserves the rights to deny, limit, or revoke access to the Information Technology Resources or to impose other sanctions at its discretion. (See the end of this Policy statement for procedures on copyright infringement concerning language, literature, or media other than Information Technology Resources.)
Once a determination of copyright infringement has been made under the *Procedures for Investigation and Disposition of Copyright Infringement Allegations*, the matter will be referred to the appropriate authority as defined below.

The Office of Student Services, using the Student Code of Conduct as its guideline, will deal with student violations of this Policy. Faculty violations of this Policy will be dealt with by the appropriate Division Head and other relevant University

officials. Staff violations of this Policy will be dealt with by the appropriate supervisor and other relevant University officials.

The procedures outlined below will apply when the University receives written notification of an alleged copyright infringement.

Notification of Infringement by Copyright Holder

Copyright holders who believe a student, faculty or staff member has infringed their copyrighted material must notify the University's Vice President of Academic Affairs (the "Designated Agent") of the allegedly infringing action or material in writing. For purposes of these procedures, an email message from the copyright holder shall be considered a written notice, provided that the copyright holder alleging such infringement is identified, and is willing to provide additional signed documentation of his/her claim.

The notification must:

- Identify the copyrighted material being infringed in sufficient detail to permit the University to locate the allegedly infringing material on the University's Information Technology Resources;
- State the basis for the claim of possible infringement; and
- State the basis for the copyright holder's copyright in the work (e.g., author, owner, assignee).

Notification of Student, Faculty or Staff Member of Allegation of Copyright Infringement

The Designated Agent will notify the student, faculty or staff member who appears to have posted the allegedly infringing material that an investigation procedure will be conducted according to this Policy.

Procedure for Investigation and Disposition of Copyright Infringement Allegations

In the event that the allegedly infringing material is being used for a class at the University, the Designated Agent will attempt to secure an arrangement with the copyright holder for use of the allegedly infringing material by the student, faculty or staff member until the end of the current academic term. Failing a satisfactory arrangement, the Designated Agent will notify the student, faculty or staff member and conduct an investigation of the alleged infringement, and will take action as set forth below regarding any allegedly infringing material.

If, after the investigation, the Designated Agent determines that the allegedly infringing material appears not to infringe on the copyright of the copyright holder, the Designated Agent will notify the copyright holder and the student, faculty or staff member of this determination. If the copyright holder disagrees with the determination of the Designated Agent, the copyright holder may request in writing that the University ask its attorneys to render an opinion as to whether the

allegedly infringing material constitutes copyright infringement. If the material is determined not to constitute copyright infringement, the material will remain on the Information Technology Resources.

If, after conducting an investigation, the Designated Agent determines that the allegedly infringing material appears to infringe the copyright of the holder, the Designated Agent, working with the appropriate authority, will follow the procedures for removal of infringing material set forth below.

Removal of Infringing Material

If, after the Designated Agent's investigation, the determination is made that the allegedly infringing material appears to infringe the copyright of the holder, the Designated Agent will notify the copyright holder and the student, faculty or staff member whose account was used to post the allegedly infringing material. The Designated Agent will direct the appropriate University IT staff member to remove, or block access to, the allegedly infringing material. At this time, the appropriate authority, as designated under "University Authority," will be notified.

Upon receipt of notification from the Designated Agent that the allegedly infringing material appears to infringe the copyright of the copyright holder and is being blocked or removed from the University's Information Technology Resources, the student, faculty or staff member may request that the designated agent restore the removed or blocked material based on the student, faculty or staff member's belief that the allegedly infringing material is not infringing. Such a request must be in writing and include a detailed statement of the basis for the student, faculty or staff member's belief that the allegedly infringing material is not infringing, as well as a request to the Office of the VP of Academic Affairs that the removed or blocked material be restored. If the Designated Agent receives such a request from the student, faculty or staff member, the Designated Agent, in consultation with the appropriate University authority, will provide a copy of the request to the copyright holder and to the University's attorneys, if the attorneys have not already provided an opinion on the matter.

If, within ten days after a copy of the student, faculty or staff member's request is sent to the copyright holder by the Designated Agent, the Designated Agent has not received a written request from the copyright holder to continue the blocking or removal of the allegedly infringing material, the Designated Agent will notify the University's IT department to restore the material so long as the University's attorneys, if they have been consulted, agree that the material does not constitute an infringement of copyright. The University's IT department may restore the allegedly infringing material within four (4) days of the receipt of such notification and the material may be downloaded again by the student, faculty or staff member.

If the Designated Agent receives, within ten (10) days, a request from the copyright holder to continue the blocking or removal of the allegedly infringing material, the Designated Agent will provide copies of all correspondence to the University's attorneys. Notification of this request from the copyright holder will also be sent to the student, faculty or staff member who had appealed the original decision regarding the alleged copyright infringement, and to the appropriate University authority. The University's attorneys will be asked to render an opinion as to whether the allegedly infringing material constitutes copyright infringement.

If the allegedly infringing material is determined, by the University's attorneys, not to constitute copyright infringement, the material may be restored by the University's IT department within four (4) days of such determination and the material may be downloaded again by the student, faculty or staff member.

Procedures Involving Alleged Copyright Infringement Concerning Language, Literature, or Media other than Information Technology Resources

Questions of alleged copyright infringement concerning language, literature, and media other than in connection with the University's Information Technology Resources will be investigated by the established Designated Agent(s). This/these Designated Agent(s) will follow procedures and adhere to policies that are essentially the same as those outlined above (for Information Technology Resources) to ascertain if the fair use provisions of the Laws have been infringed upon. Blocking or removal of material determined to constitute copyright infringement will be handled in a manner determined to be appropriate for each such area, as will restoration of material that is determined, through the appeal process, not to constitute copyright infringement.

Policy Review

The Copyright Infringement's Committee shall review this Policy annually.

Interim Designation of Agents to Receive Notification of Claimed Infringement

This is to notify copyright holders that the following persons have been designated by Florida National University to serve as Designated Agents, and to receive requests concerning claimed copyright infringement, pursuant to the Digital Millennium Copyright Act.

Designated Agent for Possible Infringement of Copyright Concerning Information Technology Resources: Frank Andreu, Vice President of Operations

Designated Agent for Possible Infringement of Copyright Concerning Language and Literature: Dr. Barbara Rodriguez, Humanities & Fine Arts Division Head

Designated Agent for Possible Infringement of Copyright Concerning Media, Not Including Information Technology Resources: Dr. Caridad Hernandez, VP of Academic Affairs

Any copyright holder wishing to send a notice to Florida National University regarding possible copyright infringement should file that notice in writing with the appropriate Designated Agent at the following address:

Florida National University
4425 West Jose Regueiro (20th) Ave
Hialeah, Florida 33012

Periodic Review

This plan will be reviewed annually.

Additional Resources

The Copyright Office statement regarding Interim Regulations is available at:
<http://lcweb.loc.gov/copyright/onlinesp/>

The Interim Regulations are available at:
<http://copyright.gov/fedreg/1998/63fr59233.html>

Circulars from the U.S. Copyright Office: **<http://www.loc.gov/copyright/circs>**

University of South Florida-Tampa:
<http://digital.lib.usf.edu/results/?t=copyright>

(This is a broad collection of sources on copyright) Skidmore College Guideline:
<http://cmsauthor.skidmore.edu/it/policies/copyright.cfm?RenderForPrint=1>

Washington and Lee University:
<http://www.wlu.edu/general-counsel/code-of-policies/copyright-and-other-intellectual-property-issues/use-of-copyrighted-works>

Stanford University Libraries Database Concerning Copyright and Fair Use:
<http://fairuse.stanford.edu>
Intellectual Property Rights

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.

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APPENDIXES

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GRADE REVISION

STUDENT NAME: _____ SSN: XXX -XX _____

COURSE: _____ SEMESTER: _____ TERM: _____

INSTRUCTOR: _____

GRADE ORIGINALLY RECEIVED: _____

REASON FOR REVISION: _____

I understand that revisions may only be considered for Grade Corrections **NOT** Grade Improvement. The instructor will review your grades in the specified course and will make sure that his/her evaluation- calculations are correct. **Grade revision must be evaluated and submitted within 30 days of the end of the Term in question.**

OUTCOME OF GRADE REVIEW

If change is required, the new grade is: _____.

REASON FOR CHANGE: _____

Instructor Signature

Date

Division Head Approval

Date

VP of Academics

Date

Financial Aid Dept.

Date

Registrar Signature

Date

INSTRUCTOR - Please return this completed form to the Registrar's Office. A copy of this form must be placed in the Student's Academic File.

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Title IX Grievance Form

Today's Date: _____

Complainant's Name(s)

Last Name First Name Middle Initial

Campus Address: _____

Home address: _____

City _____ State _____ Zip Code _____

Telephone Number _____ Email Address _____

Circle One: Student Employee Parent on behalf of student Other on behalf of student/employee

1. Respondent. Name: _____ Status: _____

Address (if known): _____

Contact Information: _____

2. Specifics of Complaint. Describe below, including any dates of alleged discrimination.

3. Witnesses. Include names, status, and contact information.

4. Corrective Action. If you wish, please describe any corrective action you would like to see taken with regard to the alleged misconduct. Attach an extra page if necessary.

_____ Signature of Complainant
_____ Signature of Title IX Coordinator

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CLERY ACT / TITLE IX / VAWA /CRIMES DEFINITIONS

(To complement Definitions included on page 62)

Murder/Non-negligent manslaughter: is defined as the willful (non-negligent) killing of one human being by another.

Negligent manslaughter: is defined as the killing of another person through gross negligence.

Sex Offenses – Forcible: is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **Forcible Rape:** is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
 - This offense includes the forcible rape of both males and females.
- **Forcible Sodomy:** is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With an Object:** is the use of an object or instrument to unlawfully penetrate, However slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia.
 - Examples are a finger, bottle, handgun, stick, etc.
- **Forcible Fondling:** is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses – Non – Forcible: forcible is defined as unlawful, non-forcible sexual intercourse. There are two types of Non-Forcible Sex Offenses:

- **Incest:** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Count one offense per victim.

- **Statutory rape:** is non-forcible sexual intercourse with a person who is under the statutory age of consent

Sexual Battery: is an unwanted form of contact with an intimate part of the body that is made for purposes of sexual arousal, sexual gratification or sexual abuse. Sexual battery may occur whether the victim is clothed or not. It is a crime, which varies by state laws, so local laws should be consulted.

Sexual Coercion: is the act of using pressure, alcohol or drugs, or force to have sexual contact with someone against his or her will” and includes “persistent attempts to have sexual contact with someone who has already refused.

Robbery: is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear

Aggravated assault: is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Count one offense per victim.

Classify as Aggravated Assaults:

- Assaults or attempts to kill or murder.
- Poisoning.
- Assault with a dangerous or deadly weapon.
- Maiming.
- Mayhem.
- Assault with explosives.
- Assault with disease (as in cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).
- All assaults by one person upon another with the intent to kill, maim or inflict severe bodily injury with the use of any dangerous weapon. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon that could cause serious personal injury is used.
- Assault cases that might be categorized as assault and battery, disorderly conduct, domestic violence or simple assault by some local jurisdictions, even though a knife, gun or other weapon was used in the incident.
- Attacks using personal weapons, such as hands, arms, feet, fists and teeth that result in serious or aggravated injury.

Burglary: is the unlawful entry of a structure to commit a felony or a theft

Classify as Burglary:

Forcible Entry: All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key) or other devices that leave no outward mark but are used to force a lock. This includes burglary by concealment inside a building followed by exiting the structure.

Unlawful Entry–No Force: The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access.

Attempted Forcible Entry: A situation where a forcible entry into a locked structure is attempted but not completed.

Motor Vehicle Theft: Motor vehicle theft is the theft or attempted theft of a motor vehicle. Count one offense for each stolen vehicle.

Arson: is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Count one offense for each distinct Arson operation originating within the reporting jurisdiction.

Intimidation: words or conduct that places the victim in reasonable fear of bodily harm (does not include use of a weapon, which is a different crime under Clery)

Hate Crimes: any crime motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived)

Bystander: is a social science model that predicts that most people are unlikely to help others in certain situations. A bystander is anyone who observes an emergency or a situation that looks like someone could use some help. They must then decide if they are comfortable stepping in and offering assistance.

Retaliation: This includes any form of retaliation against students, student organizations, staff, or faculty. Retaliation is conduct that creates an intimidating, hostile, or offensive working, residential, or educational environment. Retaliation also includes harassment of a complainant or other person or organization alleging misconduct, including, but not limited to, intimidation and threats.

“The Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. If, for example, an individual brings concerns about possible civil rights problems to a school’s attention, it is unlawful for the school to retaliate against that individual for doing so. It is also unlawful to retaliate against an individual

because he or she made a complaint, testified, or participated in any manner in an OCR investigation or proceeding.”

If you wish to file a complaint of discrimination with OCR, you may use the online complaint form available at <http://www.ed.gov/ocr/complaintintro.html> or send a letter to the OCR enforcement office responsible for the state in which the school is located. You may also email general questions to OCR at ocr@ed.gov