HISTORY

Florida Memorial University, a private, coeducational, historically Black University related to Baptist Churches and traditions, is one of the oldest academic centers in Florida. The University grants baccalaureate and graduate degrees. Florida Memorial has its origins in the Florida Baptist Institute, founded in 1879 in Live Oak, Florida, and in the Florida Baptist Academy, founded in 1892 in Jacksonville, Florida. These two institutions merged in 1941 to form the Florida Normal and Industrial Memorial Institute in St. Augustine, Florida. The institution became a four-year college in 1945. Following several name changes, the name Florida Memorial College was adopted in 1963. The institution moved to its present South Florida location in 1968 and was part of the incorporation of the new city of Miami Gardens in 2003. In December 2003, the institution’s charter was amended, and the name Florida Memorial University was adopted.

STATEMENT OF PURPOSE

Florida Memorial University serves a culturally diverse student population through programs in liberal and professional education. These programs are designed to prepare students to function in a highly competitive, technological and global society. Challenging educational opportunities are offered in a variety of instructional formats to traditional and non-traditional students. Internships and experiential learning programs are incorporated in an energetic learner-centered environment. Academic programs are supported by library services, information technology, academic advising, testing, developmental education, career development, counseling, intramurals, intercollegiate sports, student activities, and other support services.

Florida Memorial University is dedicated to academic excellence, to the pursuit of knowledge and truth, to the free exchange of ideas, and to the transmission and preservation of African-American history and heritage. The University recognizes that education contributes to the quality of life and expects that students will leave its community of scholars and traditions prepared to participate fully in a global society.

MISSION STATEMENT

Florida Memorial University endeavors to instill in students the importance of becoming global citizens through life-long learning, leadership, character, and service which will enhance their lives and the lives of others.

VISION 2020

STRATEGIC DIRECTIONS

“TRAINING TOMORROW’S LEADERS...TODAY”

FLORIDA MEMORIAL UNIVERSITY

By

Dr. Henry Lewis III

President

February 2011

Challenges in society have grown as global and cultural transformations have become more evident. As nations become more and more interdependent, higher education must prepare those whom it serves in a manner that fosters intellectual inquiry, critical thinking, problem solving, innovativeness and creativity. Such intellectual endeavors should be conduits for maximizing individual and collective talents, attitudes and competence in preparation for occupational opportunities and personal and social responsibility in a global, interactive world. In so doing, higher education must continuously assess espoused values and cultural tenets, some of which include:
quality and excellence; access multiculturalism; technological advancements; interdisciplinary, equity and fiscal responsibility to maintain a competitive edge as a learned institution in society.

Higher education, like other institutions is at the brink of reformation. Critical decisions must be made related to embracing change as a challenge and as an opportunity. More than ever before, change is a constant rather than a static entity within academia. As one creates a vision for the future, the academy must be profoundly reflect a redefinition of current and future educational and social issues through scholarship in teaching, research, outreach and service. This scholarship should be predicted on the relationships among the generation, transmission, application and preservation of knowledge. This knowledge must be regenerative and expanded over the life span of individuals. Higher education now must adapt to the rapid technological, societal, informational and cultural changes that both a new student and a contemporary faculty member presents.

Neither the faculty, staff, students, alumni, nor the Board of Trustees can give the next president of Florida Memorial University (FMU) a vision for moving the university to the next higher level. He must arrive on campus with a vision in hand. That vision will obviously be shaped and fine tuned based on interaction and feedback from the various university constituencies. The vision must come with the president.’

My vision as president of FMU is to make it a “World Class University”. As a World Class University, FMU will move from “Good to Great” and be:

- Respected for academic excellence;
- Noted for its first class faculty;
- Appreciated for instilling moral and ethical principles in its graduates;
- Understood to be a partner with the community (communiversity) in enhancing the cultural and social opportunities, aesthetics and economic development of FMU and the surrounding community;
- Magnetic in attracting high achieving students;
- Admitted for the development and expansion of its infrastructure;
- Complimented for its customer service;
- Envied for the success of its graduates;
- Noted for its research to address problems impacting minorities and the disadvantaged; and
- Cheered for its community outreach and service

Vision 2020 seeks to establish the “Florida Memorial University Brand®” and prepare the university for its next 131 years of existence. Listed below are my proposed ten year goals and objectives to achieve my vision of making FMU a World Class University.

<table>
<thead>
<tr>
<th>Goals/Objectives</th>
<th>Time Frame</th>
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<tbody>
<tr>
<td>1. Conduct an Economic Impact Analysis of FMU on the greater Miami/Dade Economy</td>
<td>2010-2012</td>
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<td>2012-2014</td>
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<td>2016-2018</td>
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<td>2018-2020</td>
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<td>2. Improve the Critical Thinking Skills of FMU students through our QEP, &amp; develop FMU Reading List required of students attending the University</td>
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<td>3. Grow FMU enrollment from approximately 2,000 to 3,500</td>
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<td>4. Elevate FMU from a Carnegie baccalaureate to a Master’s classification</td>
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<td>5. Raise the 6-year graduation rate by 20%</td>
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<td>6. Establish undergraduate and graduate programs to meet the changing demands of the State of Florida</td>
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<tr>
<td>7. Develop a Graduate Feeder Program to increase the number of FMU graduates who obtain the PhD or other graduate</td>
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<td>8</td>
<td>Implement community service-learning for all FMU students</td>
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<td>9</td>
<td>Enhance the research environment and implement enhancements to increase research competitiveness of FMU faculty</td>
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<td>10</td>
<td>Generate $5 million in external grants and contracts</td>
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<td>11</td>
<td>Establish a research rebate program for faculty securing grants as an incentive</td>
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<td>12</td>
<td>Develop a Diplomat-in-Residence Program with the U.S. State Department</td>
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<td>13</td>
<td>Establish on-line and distance learning degree programs</td>
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<td>14</td>
<td>Conduct an Enterprise Risk Analyses of all FMU operations areas</td>
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<td>15</td>
<td>Develop formal articulation agreements with churches both within the state and throughout the U.S.</td>
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<td>16</td>
<td>Establish an Adopt-A-Elementary, Middle and High School program to improve student performance and recruit students to FMU</td>
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<td>17</td>
<td>Increase FMU land acquisition and expansion to accommodate growth</td>
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<td>18</td>
<td>Develop a FMU Industry Cluster Program bringing Fortune 500 and other companies to campus for student/faculty support, financial assistance, internships, permanent hires and local businesses/alumni</td>
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<td>19</td>
<td>Expand continuing education both statewide and internationally</td>
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<td>20</td>
<td>Expand study abroad programs for students and faculty</td>
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<td>21</td>
<td>Implement a FMU Lyceum Series to bring nationally acclaimed artist to campus and for</td>
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<td>22</td>
<td>Complete a detailed feasibility analysis for the possible implementation of a football program</td>
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<td>23</td>
<td>Renovate/Replace gymnasium to a state-of-the art facility</td>
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<td>24</td>
<td>Expand academic facilities to accommodate new and growth programs</td>
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<td>25</td>
<td>Self generate $1 million from contractual operation</td>
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<td>26</td>
<td>Implement faculty and staff developments programs including QER-related professional development to enhance the skills of all FMU personnel</td>
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<td>27</td>
<td>Market the university via billboards, social networks and other media both in south Florida and nationally through the church network</td>
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<td>28</td>
<td>Expand the child development center to accommodate more students and staff children</td>
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<td>29</td>
<td>Partner with governmental entities to develop a research and technology park</td>
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<td>30</td>
<td>Establish academic “Centers of Excellence” to brand FMU</td>
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<td>31</td>
<td>Develop Case Statement for a major capital campaign for fundraising</td>
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<td>32</td>
<td>Develop articulation agreements with community colleges to track more AA degree holders to FMU</td>
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<td>33</td>
<td>Energize a group of faculty entrepreneurs who can assist the</td>
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University in addressing the economic challenges of today and the future.

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<tr>
<td>34</td>
<td>Provide global service to developing third world countries and assist in economic revitalization internationally</td>
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<tr>
<td>35</td>
<td>Develop feeder agreements for medical school admission of FMU graduates</td>
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<tr>
<td>36</td>
<td>Complete a feasibility analysis for a School of Nursing</td>
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<td>37</td>
<td>Develop a feeder program with FAMU College of Law</td>
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<td>38</td>
<td>Develop the St. Augustine, FL property</td>
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<tr>
<td>39</td>
<td>Re-establish the FMU Foundation</td>
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<tr>
<td>40</td>
<td>Review/Revise all processes related to admissions, financial aid, freshman and sophomore experiences</td>
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</tbody>
</table>

Adopted January 24, 2011 – FMU Board of Trustees

Faculty Senate Adoption – February 22, 2011

**MOTTO, COLORS & MASCOT**

University Motto: Leadership, character, and service

Colors: Royal Blue, Orange, and White

Mascot: Lion

**ALMA MATER**

As the breeze through tall palm trees

Seems to sing thy sacred name,

Thy sons and daughters love to spread

O’er all the land thy well earned fame.

We love thy halls, thy stately walls,

And the friends who gave thee birth;

The truth we learned as each heart yearned,
for higher nobler things on earth.

Should future years bring joy or tears,
To thy name we'll e'er be true.
To thee we pledge our loyalty,
And dedicate our lives to you.

Florida Memorial, Florida Memorial
How we love to sing thy praise.
We'll be loyal, ever loyal,
And for thee our voices raise.

STUDENT AFFAIRS

The mission of the Office of Student Affairs is to foster student success by engaging students in learning opportunities that enhance their personal, social, cultural, moral, physical and cognitive growth. The Office of Student Affairs strives to provide services and programs that support students’ educational aspirations and foster students’ academic and personal success, as well as promote student leadership development and aid in providing students with a successful collegiate experience.

The Office of Student Affairs strives to create a campus environment that is both supportive and stimulating and provides a range of experiences in which personal development thrives and learning flourishes. The Office of Student Affairs believes university students of all ages and backgrounds are engaged in a process of growth and change.

The extent and intensity of each student's involvement in academic pursuits and other aspects of student life determine in large measure the degree of individual student success attained. While students are ultimately responsible for their own lives, the campus environment is formative and instrumental in their efforts to achieve academic success and personal success, therefore the Office of Student Affairs commits to aiding in students' success by providing opportunities that facilitate the growth, change and development of all students. Opportunities are provided to students through the following areas:

Office of the Dean
- Judicial Affairs

The Career Development Center
- Career Advisement and development
- Employer Relations
- Graduate and Professional School Preparation
- Experiential Learning/Internships
- Community Service Learning Program
- Alumni Career Network

The Student Development Center
- Behavioral Health and Wellness
- Counseling
The Student Health Center

Office of Student Activities
- Greek Life (National Pan-Hellenic Council, Service Organizations, Greek Judicial Affairs)
- Student Government Association
- Clubs and Organizations

Intramural Sports and Recreations
- Aerobics
- Tennis
- Swimming
- Basketball
- Flag Football
- Weight Room

Student Publications
Campus Ministry
Residential Life

Trio Programs
Student Support Services
- Upward Bound

Enrollment Management
- Pre-Collegiate
- Admissions
- Financial Aid

Office of the Dean

The office of the Dean of Student Affairs provides central leadership and guidance of student services at Florida Memorial University, which includes the direction of divisional strategic planning, facilitation of interdepartmental interaction, coordination of student support and crisis intervention and referral and facilitation of divisional and student life assessment efforts. The office is an important contact point when a student’s need is apparent and it is not clear where to turn for help. Staff in the office coordinates specific programming and initiatives that promote academic integrity, self-awareness and growth and connection to the Florida Memorial community.

The Career Development Center

The Career Development Center supports the holistic development of students by guiding them through the career and professional development process in an effort to prepare them for entry into graduate or professional schools, as well as into the global marketplace. The process includes student guidance from the first through the fourth year of academia by providing awareness of career development exploration opportunities, professional development activities and leadership experiences to assist in clarification of values, and goal setting for life choices and career decisions.

Each student beginning in their first year is guided through a four-phase process that takes them from the beginning stages of choosing a major and adjusting to college life to the world of work and life after Florida Memorial.
Emphasis is placed on training and developing Florida Memorial University students for internships, permanent employment and graduate/professional school admissions. Through the infusion of career planning and development initiatives into student life, students are empowered to advance their career goals.

**THE STUDENT DEVELOPMENT CENTER**

The Student Development Center strives to promote health & behavioral awareness for Florida Memorial University students and the academic community by providing quality primary and preventive health care, through educational programs and counseling and by promoting healthy behaviors that facilitate academic success.

I. **The Counseling and Mental Health Services** - staff provides counseling and crisis intervention services to Florida Memorial University students. The staff incorporates into their practice and programming awareness, respect, and valuing of cultural differences.

II. **Student Health Center**
Student Health and Wellness offers quality health care that recognizes the physical and emotional needs of the student population. Services include general examinations and health education and counseling provided by a registered nurse.

III. **Alcohol 101** – Alcohol 101 is an alcohol education and prevention program. It is not an academic course, but an animated, interactive CD-ROM. It encourages students to experiment with alcohol consumption safely and explore related issues within a “virtual” party scenario. The goal of the software program is to increase student awareness, teach skills to handle situations surrounding alcohol use effectively, and to encourage pro-health lifestyles.

Alcohol 101 is strategically installed in computers accessible to students across the campus, including the Counseling Center. A student will need a University ID to obtain the CD-ROM disc if used individually. It is also used as a supplement to counseling students who have alcohol-related infractions as determined by the JAC or campus work supervisors. Group presentations are also available through the Counseling Center.

**STUDENT ACTIVITIES**

The Office of Student Activities promotes a comprehensive co-curricular program that aids in the personal development of students and enhances their educational experiences through student affairs activities. The staff encourages sponsorship of out-of-class programs that offer opportunities to link academic, professional, personal and leadership development goals with campus and community involvement.

**INTRAMURAL SPORTS AND RECREATION**

The Intramural Sports and Recreation program within the Office of Student Affairs organizes, administers and promotes a broad diversified program of activities and services for students. These activities encompass team sport, individual and dual sports, special event activities and competitive and noncompetitive activities. In addition to the obvious benefits of physical fitness, it is hoped that participants will also obtain from this program, improved skills, new and lifelong leisure time skills and social and ethical qualities such as cooperation, good conduct, trust and regard for others.
STUDENT PUBLICATION

The Office of Student Publications coordinates the publication of the student newspaper—The Lion’s Tale, and the yearbook—The Arch. The advisor is an administrator within the Division of Student Affairs. The Lion’s Tale produces an orientation issue at the beginning of the school year, and three subsequent issues in the Fall semester and four issues in the spring. The Arch yearbook is produced once a year.

Currently the Office of Student Publications is rebuilding the newspaper and yearbook to become the vibrant and informative publications that are vital for a university campus. Staff positions on the Lion’s Tale and The Arch are open to all students. The benefits of working as a staff member of the two publications are many, including the opportunity to learn valuable writing, editing, and publication production skills; the involvement in a vital tool of communication for student’s; and the ability to meet and interact with many great student’s, and other members of the Florida Memorial University family.

The Office of Student Publications is located in the J.C. Sams – Ocean Bank Student Center, next to the Lion Shop, bookstore. For more information, please call 305-626-3103.

CAMPUS MINISTRY

The Susie C. Holley Religious Center (Chapel) is located directly across 42nd Avenue in front of the main entrance to Florida Memorial University. The Chapel provides an inclusive and diverse spiritual program for students during their intellectual journey at Florida Memorial University. Specifically, students are provided several opportunities to continue their personal and spiritual development through weekly worship services, bible studies, and topical studies; and thorough our men’s and women’s ministries. Additionally, the chapel provides several opportunities for volunteers to serve in the chapel in various capacities such as ushers, praise and worship team, liturgical dance team, music (both instrumentalist and vocalist), and community service project teams.

For additional information pertaining to chapel services, ministries, and volunteer positions, contact the Campus Minister, located in the Susie C. Holley Chapel at 305-626-3762.

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is an education grant through the U.S. Department of Education. SSS at Florida Memorial University provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. To receive assistance, students must be enrolled or accepted for enrollment at Florida Memorial University. Students must also be an American citizen or permanent resident and have an academic need. The goals of SSS are to increase persistence, good academic standing, retention, and graduation rates of program students. Student support services include tutoring in a variety of subjects with emphasis on mathematics and English.

FINANCIAL AID

Financial Aid is money in the form of scholarships, grants, work-study (part-time on campus employment to be used solely for school-related expenses), and loans awarded to assist students who otherwise would not be able to afford the cost of attending college. Financial Aid is awarded according to an individual’s financial need and/or academic excellence.

The Office of Financial Aid is located in the Student Services Building, Suite 159. Its primary objective is to ensure available funds are provided to eligible students in order that they may have access to a Florida Memorial University education.
The University expects the family (parents and students) to assume the primary responsibility for financing the cost of attending college. We recognize that most families need assistance. The amount of help needed is determined by calculating the family’s ability to pay. That amount, called the estimated family contribution (EFC), plus other outside funds that may be available to the student, is subtracted from the allowable cost of attendance. The resulting difference is called “Financial Need”.

We normally “package” (or combine), the various forms of financial aid in the following order: scholarships, grants, work-study and loans. Funds are limited and students are encouraged to apply early for financial aid.

**How Soon to Apply**
Applications are available beginning January 1st each year, and families are encouraged to apply early for financial aid. Some programs handled by the Office of Financial Aid have very early priority dates. Students applying on or before these dates are given priority for the program. Those who apply after these dates are considered late and will only be eligible for these programs if additional funds become available.

**Student Alert**
Applications for financial aid will be considered when ALL required documents are received. To be considered for the majority of programs, students are advised to begin applying in January of the year they wish to start school and have ALL required documents submitted by April 1st of that same year.

**Distribution of Funds**
Based on the information provided on the FAFSA by the student and parents, the Office of Financial Aid at Florida Memorial University will determine which funds the student is eligible to receive. An applicant must (1) show financial need, (2) be accepted or enrolled as a full-time student in an eligible program, (3) be a U.S. citizen or permanent resident, (4) be capable of maintaining a satisfactory academic standing and normal progress toward a degree, (5) be registered with the Selective Service if required to do so, and (6) have not defaulted on any previous aid.

**Important Notice**
Financial Aid is distributed the first week after the drop/add period has ended. Only students with completed financial aid files will have their aid distributed.

**Evaluation and Awarding Process**
The Office of Financial Aid will determine the student’s allowable educational expenses and the expected family resources. The difference between the two is the demonstrated need. Florida Memorial University will try to provide financial aid for all or a portion of the demonstrated need in the form of an Award Letter consisting of grants, scholarships, work-study, and loans.

**Satisfactory Academic Progress**
Federal regulations require the University to establish satisfactory academic progress for the receipt of Title IV Student Financial Aid. Two major components are evaluated in the determination of satisfactory academic progress:

1. The qualitative component is the student’s Grade Point Average (GPA) displayed on the academic transcript

2. The quantitative component is the maximum timeframe in which a student is expected to complete his/her degree program.
Florida Memorial University Office of Financial Aid reviews student records on an annual basis at the end of the academic year. Students who do not achieve satisfactory academic progress, will be notified.

The minimum number of semester hours per academic year is 21 semester hours for the Federal programs, and 24 semester hours for Florida programs—Florida Student Assistance Grant (FSAG) and Florida Resident Access Grant (FRAG) Programs. Additionally, a minimum cumulative grade point average (GPA) of 1.85 for freshmen and 2.0 for all others must be maintained for all Federal programs. For the Florida programs, all students must maintain a 2.0 cumulative GPA.

**Enrollment Status**

To receive financial aid a student enrollment status is determined as follows:

Under-graduate Enrollment Status:

- Full-time - 12 or more credit hours
- Three quarter time - 9 to 11 credit hours
- One – half time - 6 to 8 credit hours
- Less than half time - 3 to 5 credit hours

Students who carry less than (6) credit hours are ineligible for the Federal Direct Loans Programs. The only Title IV Financial Aid Program those students are eligible to receive is the Pell Grant which allows payment for less than half time.

**Non-Degree Seeking Students**

Students who are enrolled as special (non-degree seeking) students are **NOT ELIGIBLE** for any type of financial aid programs.

**Transfer Students**

Students who have previously attended other colleges and post-secondary institutions must submit academic transcripts from those schools to the Financial Aid office.

**Eligible Non-Citizens**

Eligible noncitizens or U.S. permanent residents must provide copies of their Alien Registration ID cards to the Financial Aid office.

**Withdrawals**

Distribution of Financial Aid is for direct educational costs—tuition and fees, and room and board. Students who withdraw after receiving distribution of Title IV funds can expect a pro-rata calculation to be performed on their account and may incur a bill from Florida Memorial University, if they have withdrawn prior to earning the financial aid that was distributed to them.

**Transferability of Financial Aid Awards**

The Office of Financial Aid at Florida Memorial University does not transfer aid to other colleges and does not have a Financial Aid Consortium Agreement with any other college. Should a student decide to transfer to another college, a separate application for financial aid must be made to that institution.

**International Students**

International students are not eligible for federal and state aid. They may, however, qualify for college scholarships and may participate in the Institutional College Work-Study Program (INSTWS). International students are warned that in many instances these programs provide only enough financial aid to cover a portion of the college expenses. The burden of financial responsibility will be on the student and his or her family to pay the costs of attending the Florida Memorial University.
**Financial Aid Programs**
The Office of Financial Aid at Florida Memorial University offers the following types of aid to eligible students:

- **Grants and Scholarships** are awards (gift aid) that do not require repayment or work obligation.
- **Employment awards** are awards that allow students to earn a portion of their educational expenses through part-time employment with eligible on-campus employers.
- **Loans** are awards that must be repaid with low interest after the student is no longer enrolled at least half-time in a post-secondary institution.

Grants, scholarships, employment and some loan programs are normally need-based forms of financial aid. A student’s demonstrated financial need is determined by the standardized methodology performed by the Central Processor of the Department of Education Financial Aid System when the student applies for financial aid by completing a Free Application for Federal Student Aid (FAFSA). Most awards to students are made up of a combination of two or more types of aid programs and are referred to as a “financial aid package”. Completing the FAFSA, along with the Florida Memorial University Institutional Application makes a student eligible for most grant, scholarship and employment programs; however, additional applications are required for the awarding of loans and some scholarships.

**Non-Florida Residents**
Additional financial aid may be available to non-Florida residents through their state of permanent residence. Students should contact their appropriate State Department of Education for additional Information.

**Summer School Assistance**
Summer school students enrolled for at least 6 credit hours may apply for financial aid. Awards for summer sessions will be made if funds are available after the regular academic year. To be considered for Summer Financial Aid Awards, the student must have a completed financial aid file for the current academic year. Summer session concludes the academic year at Florida Memorial University.

**Federal Pell Grant Program**
This federally sponsored program provides financial aid to those who need it to attend approved colleges or universities. Awards range from $200 to $5,775 per academic year depending on a family’s financial situation. To apply for this program, a student must complete the Free Application for Federal Student Aid (FAFSA) from the U.S. Department of Education.

**Federal Supplemental Educational Opportunity Grant (SEOG)**
A very limited number of SEOG awards are made to those with exceptional financial need who are also Pell Grant recipients. A typical award ranges from $200 up to $1,400 per academic year. To apply for this program, a student must complete the Free Application for Federal Student Aid (FAFSA).

**TEACH Grant Program**
Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. In exchange for receiving a TEACH Grant, students must agree to serve as full-time teachers in a high-need field in a public or private elementary or secondary school that serves low-income students (see below for more information on high-need fields and schools serving low-income students). As a recipient of a TEACH Grant, graduates must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. IMPORTANT: If a student fails to complete this service obligation, all amounts of TEACH Grants that received will be converted to a Federal Direct Unsubsidized Stafford Loan which must then be repaid this to the U.S. Department of Education. Interest will be charged from the date the grant(s) was disbursed. Note: TEACH Grant recipients will be given a 6-month grace period prior to entering repayment if a TEACH Grant is converted to a Direct Unsubsidized Loan. To apply for this program, a student must complete the Free Application for Federal Student Aid (FAFSA) from the U.S. Department of Education.
**Florida Student Assistance Grant Program (FSAG)**
To receive FSAG, students must be full-time undergraduates with Financial Aid Need* and attend an eligible Florida institution. He or she must be a “Bona-fide Florida Resident for tuition purposes” defined as an independent person who has, or a dependent person who has a parent or legal guardian that has established and maintained legal residency in Florida for at least twelve (12) months prior to seeking enrollment in a post secondary institution. Renewal students must have earned 24 semester hours with a minimum of 2.0 GPA each academic year. You are eligible to receive this award for a maximum of 9 semesters. A student who does not meet the annual minimum 24 semester hours with the minimum 2.0 GPA each academic year may not receive funding the following academic year.

**Florida Resident Access Grant (FRAG)**
To receive FRAG, you must be a full-time undergraduate student who attends an eligible independent Florida institution. You must be a “Bona-fide Florida Resident for tuition purposes”. Which is an independent person who has, or a dependent person who has a parent or legal guardian that has established and maintained legal residency in Florida for at least twelve (12) months prior to seeking enrollment in a post secondary institution. Renewal students must have earned 24 semester hours with a minimum of 2.0 GPA each academic year. Students are eligible to receive this award for a maximum of 9 semesters. A student who does not meet the annual minimum 24 semester hours with the minimum 2.0 GPA each academic year may not receive funding the following academic year.

**Federal Work Study Program (FWS)**
This program provides jobs for a very limited number of students with financial need who must earn a part of their educational expenses. The Financial Aid office arranges jobs on campus for eligible recipients. Students work a maximum of 20 hours per week, scheduled not to conflict with their classes. An average award is about $1,400 per academic year. Students are paid by electronic payroll deposits and must provide 1) a direct deposit request form from their financial institution; 2) a completed I-9; 3) a completed W-4 form and 4) a work-study contract. To apply for this program, a student must complete the Free Application for Federal Student Aid (FAFSA). On the FAFSA, a student must indicate his or her interest in a “part-time job” or “work-study.”

**Florida Memorial Institutional College Work-Study Program (FMUINSTW)**
This program provides jobs for a very limited number of students with financial need who must earn a part of their educational expenses. The Financial Aid office arranges jobs on campus for international student workers. Awards are based on available funds and not guaranteed. To apply for this program, a student must contact the Student Financial Aid office. To apply for the following programs, a student must complete the Florida Memorial University Financial Aid Institutional Application.

**Federal Direct -Subsidized Loan**
This is a low-interest loan made to students by the federal government. Eligibility for a “subsidized” Federal Direct/Stafford Loan is based on financial need as determined by a federally mandated formula. “Subsidized” means that the federal government will pay the interest on the loan while a student is in school and during specified deferments. Eligible freshmen may borrow up to $3,500 per year, sophomores up to $4,500; and juniors and seniors may borrow up to $5,500 per year. The maximum allowable undergraduate indebtedness for the Federal Direct Subsidized Loan is $23,000. Federal Direct/Stafford Loans are disbursed in two installments: one in the fall semester and one in the spring semester, after enrollment for each semester. When the loan is disbursed, a federally required origination fee of 1 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government, along with a nonrefundable insurance fee of up to 1 percent of the principal amount of the loan. Repayment begins six months after the borrower’s last enrollment on at least a half-time basis.

**Federal Direct-Unsubsidized Loan**
The Federal Direct Unsubsidized Loan is a low interest loan made to students by the federal government. Under this program, the student borrower (and not the federal government) pays the interest that accrues on the loan while the student is in school. Eligibility for a Federal Direct Unsubsidized Loan is determined by the Financial Aid office using a federally mandated formula. Eligible dependent students may borrow up to $3,000 per semester. Dependent students whose parents have been declined the Federal PLUS due to adverse credit may increase their unsubsidized borrowing by an additional $3,000 per semester, bringing their total eligibility in the Unsubsidized Loan Program to $9,000. Eligible independent students may borrow up to $3,500 per semester and up to $10,500 per year. A student who shows need for only part of an annual subsidized Federal Direct/Stafford Loan may borrow the remainder through an unsubsidized loan. The maximum allowable loan undergraduate indebtedness for the Federal Direct Unsubsidized Loan is $34,500. When the loan is disbursed, a federally required origination fee of 0.5 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government or bank, along with a nonrefundable insurance fee of up to 0.5 percent of the principal amount of the loan.

Federal PLUS Loan (Parent’s Loan)
The Federal PLUS Loan is a federally insured loan and is based on credit-worthiness as determined by them. The interest rate for the Federal PLUS Loan varies annually (a new rate is effective each July 1), and the rate is based on the 52-week U.S. Treasury Bill rate plus 3.10 percent not to exceed 9 percent. Federal PLUS Loans are disbursed to the college in two installments: one in the fall semester and one in the spring semester, after enrollment for each semester. When the loan is disbursed, a federally required origination fee of 3 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government, along with a nonrefundable insurance fee of up to 1 percent of the principal amount of the loan. Parents of dependent students may borrow up to the cost of education minus any financial aid. These loans, in combination with all other aid (including loans) may not exceed the educational cost. Repayment of principal and interest begins 60 days after the loan is disbursed.

Florida Academic Scholars Award, Florida Merit Scholars Award, and Florida Gold Seal Vocational Scholars Award
To receive Florida Bright Futures Scholarships, students must complete a free Initial Student Florida Financial Aid Application during the last year in high school (after December 1 and prior to graduation) by accessing www.FloridaStudentFinancialAid.org online. Renewal students who receive funding during the current academic year must have earned 24 semester hours with a minimum of 2.75 GPA each academic year.

Florida Mary McLeod Bethune Scholarship Fund
To receive a MMB scholarship, students must meet certain scholastic requirements, demonstrate financial need, and attend Florida Memorial University, Florida Agricultural & Mechanical University, Bethune Cookman, or Edward Waters College. Students must be enrolled as full-time undergraduates and be at least one-year Florida Residents as determined by the institution. Renewal students must have earned 24 semester hours with a minimum of 3.0 GPA each academic year.

Air Force ROTC and Army ROTC
ROTC academic scholarships are offered to students who meet specific requirements. These scholarships cover the cost of the University’s tuition and books and provide the student a tax free subsistence allowance per month. For more information on ROTC scholarships, contact Captain Arnold Tolbert at (305) 626-4277. The current academic criteria for each award are included in the Application for Admission. The criteria may also be obtained from the Office of Admissions and the Office of the Vice President for Academic Affairs.

Presidential Scholarship
The Presidential Scholarship is offered to high school graduates who will enter college for the first time. The award covers the cost of full-time tuition after all federal and/or state financial aid and other external scholarships have been applied. Upon enrollment, students must register for at least 12 semester hours (college-credit courses) and maintain a 3.50 cumulative grade point average to renew the awards. Awards may be renewed for a maximum of 10 semesters of study.
Honors Scholarships
The Honors Scholarship is available to high school graduates who are entering college for the first time. The award is $2,000 per year after all federal and/or state financial aid and other external scholarships have been applied. The award does not cover room and board or books. Students must register for at least 12 credit hours and maintain a 3.3 GPA and earn 24 credit hours per academic year to renew the scholarship. The scholarship awards may be renewed for a maximum of 8 semesters of study.

TUITION AND FEES

<table>
<thead>
<tr>
<th>Status</th>
<th>Fall 2011</th>
<th>Spring 2012</th>
<th>Annual</th>
<th>Summer 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commuter Students</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition (12-15 Hours)</td>
<td>$6,012.00</td>
<td>$6,012.00</td>
<td>$12,024.00</td>
<td>$6,012.00</td>
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<tr>
<td>General Fees</td>
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<td>$2,540.00</td>
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<td><strong>Total - Commuter Students</strong></td>
<td>$7,282.00</td>
<td>$7,282.00</td>
<td>$14,564.00</td>
<td>$6,637.00</td>
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<tr>
<td><strong>Residential Students</strong></td>
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<tr>
<td>Existing Rooms</td>
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<td>$3,260.00</td>
<td>$1,019.00</td>
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<tr>
<td>Board</td>
<td>$1,426.00</td>
<td>$1,426.00</td>
<td>$2,852.00</td>
<td>$891.00</td>
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<tr>
<td><strong>Room &amp; Board-Existing</strong></td>
<td>$3,056.00</td>
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<td>$6,112.00</td>
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<td><strong>New Residence Halls:</strong></td>
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<tr>
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<td>Room &amp; Board-Priv. 2</td>
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<tr>
<td>Room &amp; Board-Quad.</td>
<td>$3,496.00</td>
<td>$3,496.00</td>
<td>$6,992.00</td>
<td>$2,185.00</td>
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</tbody>
</table>

The total cost of tuition, fees, room and board is calculated by adding the cost for tuition and fees to the cost for room and board depending on the residence type above.

Admission Application ................................................................. $25.00
Course Add/Drop ........................................................................... $10.00
Undergraduate Credit By Exam (each credit hour) ....................... $501.00
Graduate Credit By Exam (each credit hour) ............................... $663.23
Graduation .................................................................................. $200.00
Key/Damage Deposit (refundable) ............................................... $50.00
Dorm Damages ............................................................................ $25.00 & up
Document Photocopy .................................................................... $0.10
Late Registration Fee .................................................................. $50.00
Library Fines per day per book .................................................. $0.25
Library Lost Book Charge ........................................................... $50.00
Mailbox key deposit (refundable) .................................................... $10.00
Mailbox rental Fee ................................................................. $10.00
Parking Decal w/Transponder .................................................... $15.00
Parking Citation ........................................................................ $15.00 & up
Failure to early register .......................................................... $50.00
Promissory note Fee ............................................................... $50.00
Replacement Diploma ................................................................ $10.00
Replacement I.D. Card ............................................................ $25.00
Room Reservation Fee-new student ....................................... $300.00
Returned Check Fee ................................................................ $25.00
Tuition Installment Plan- late payment Fee * ....................... $25.00
Transcript, Regular US Mail ..................................................... $3.00
Transcript, Certified US Mail .................................................... $6.00
Transcript, Next day delivery ................................................... $12.00
Transcript, Overseas ............................................................... $18.00 & up
Tuition per credit hour Undergraduate ................................ $501.00
Tuition per credit hour Graduate ............................................ $663.23

*NON-REFUNDABLE
The schedule of tuition, fees and service charges is reviewed and published annually. Current information on these amounts is available at the Student Accounts Office. The University reserves the right to change without notice its tuition, fees, service charges, rules, and regulations at the beginning of any semester and during the year should conditions so warrant. This right will be exercised judiciously.

Description of Service Charges
Books, school supplies, travel expenses, medical expenses other than those provided on-campus and through the Student Health Insurance Program, and miscellaneous personal items are additional expenses which must be considered when preparing a student’s budget.

Admission Application: A fee of $25 must be sent to the University with each application for admission. This fee is nonrefundable and is not credited to the student’s account upon admission.

Course Add/Drop: A fee of $10 is charged for each course added or dropped from a student’s schedule after the close of registration.

Credit by Exam: A $501 per credit hour examination fee is charged for departmental proficiency examinations for undergraduate credit. A $663.23 per credit hour examination fee is charged for departmental proficiency examinations for graduate credit.

Graduation: A fee of $200 is charged to graduating students for their caps and gowns, the graduation banquet, and other ceremonial activities related to the Baccalaureate and Commencement exercises. All graduates must pay this charge even if they choose not to participate in the activities.

Room Reservation Fee: All new students desiring on-campus housing are required to pay a room reservation fee of $250 ($200 for all returning students each semester) prior to arriving on campus. If for any reason a student decides not to attend Florida Memorial University or changes his/her mind about residing on campus, the reservation fee is nonrefundable and will not be credited to the student’s account. All resident students are assigned a mailbox. The rental fee is $10 per academic year plus a $10 refundable deposit for the mailbox key. All keys should be returned at the end of each semester.

Key/Damage Deposit: A $50 deposit must be paid on or before registration by every student who will live in the residence hall. This deposit is not a part of the housing fee. It will be refunded when the student leaves his/her campus residence hall, provided he/she (1) checks out properly, (2) returns his/her room and mailbox keys and
other University property, (3) is not responsible for any damages to University property, (4) does not have an account balance with the University and (5) has observed University policies concerning room cancellations and withdrawals from the residence hall. Refunds are not done automatically. An application for a refund must be submitted to the Bursar’s Office.

**Late Registration:** A fee of $50 is charged to any student who registers for courses after the last day scheduled for registration in the University catalog or as published by the Registrar. All currently enrolled students who do not register early during the early registration period for the next semester will be assessed a $50 fee during regular registration.

**Meals:** All resident students are required to purchase a semester board (meal) plan. If the Lion’s Express ID card is lost, stolen, washed, destroyed, misplaced or damaged, a student should report this immediately to the Living and Learning Advisor and apply for a replacement at the cashier’s window (cost is $25 for a replacement). Non-resident students may purchase twenty (25) meals for $112. These twenty-five meals will be credited to the Lion’s Express ID card and can be used for any meal in the cafeteria. No one is permitted to eat in the cafeteria without his or her computerized Lion’s Express ID card or cash payment. If the card is lost, damaged, stolen or invalid, students must report this to the Bursar Office. Food Service is not responsible for the issuance of ID cards.

**Parking Decal:** A fee of $15 per year is charged for a parking decal and transponder which registers a vehicle for use of campus roadways and parking facilities. An additional fee of $15 per year is required for the purchase of a replacement decal or second-car decal. A valid ID, driver’s license, car registration and insurance information are required.

**Replacement Diploma:** A fee of $10 is charged to replace a diploma. Requests must be made through the Registrar’s Office.

**Replacement I.D. Card:** A fee of $25 is charged to replace a lost or stolen University Lion’s Express identification card.

**Returned Checks:** Pursuant to Florida law, any check issued to the University for which sufficient funds are not available to ensure payment upon presentation is subject to a returned check fee of $25.

**Room and Board:** Students who reside on campus must pay the full Room and Board fee. Room and board fees provide for the use of dormitory space access and during the period stated in the University calendar.

**Promissory Note Fee:** A processing fee of $50 is charged to defray the cost of providing a deferred payment plan for students who are unable to pay the full amount of their bill at the time of registration.

**Transcript Fee:** A fee of $3 is charged for each requested copy of a transcript. Transcripts will be sent by regular US mail. If requested, transcripts may be sent by Certified US mail for a fee of $6, or by next day delivery for $12 or overseas for $18 and up depending on the destination.

**Payment of Tuition and Fees**
1. All tuition and fees are due and payable at the time of registration.
2. Students who receive financial aid must pay the difference between their financial aid awards and their total charges for the semester before being permitted to attend classes for a given semester.
3. Financial Aid classified as “pending” or “applied for” will not be accepted toward meeting the requirements for registration unless a positive evaluation is given by the Director of Financial Aid or his/her designee.

Students may choose to pay charges owed for an upcoming semester through a University-approved semester-long installment plan. All inquiries and applications should be made directly to Tuition Management Services (TMS), Tuition Installment Plan, or call toll free 1-800-722-4867. Notification of awards and scholarships from
outside sources used to pay a student’s account must be sent directly to the Student Accounts Office from the sponsor. The notice must either accompany the payment or state the manner in which the sponsor is to be billed.

BURSAR

When payment is made in cash, the payer must receive a receipt and retain that receipt for future reference as evidence of the cash payment. Students or their representative should not send cash in the mail or pay cash to any person other than the University’s Cashier. Students should ask for a receipt at the time of payment if one is not given. Personal checks are not accepted.

Deferred Payment Plan
Should parents or students desire to defer payment of a portion of the basic charges for tuition, fees, room and board, arrangements should be made directly with the Student Accounts Office. A deferment processing fee of $50.00 per plan will be charged for this privilege.

Each student must satisfy all financial obligations to the University in accordance with the Deferred Payment Plan in order to (1) retain campus housing, (2) take midterm and final examinations, and (3) continue matriculation in the following semester.

Exam Permits
Students are required to present examination permits prior to taking midterm and final examinations. Exam permits are picked up at the Student Accounts Office.

Special Stipulations
A student is not considered registered until he/she has been cleared financially and his/her registration form has been stamped and signed by the Student Accounts Office. The release of transcripts diplomas and grades is prohibited if any unpaid balances are owed to the University.

Students are expected to meet their payment obligations promptly and without notice from the Student Accounts Office. It is the student’s personal responsibility to inform his/her parents, guardians, and sponsors of all financial obligations to the University and the due dates for payment. Students must also follow up with the Student Accounts Office on a regular basis to ensure that payments are received and credited to their accounts.

Refund or Adjustment of Tuition, Fees, and Other Charges
Tuition refunds are based on the total tuition charges and not on the amount paid. Board charges are refundable on a prorated basis to students who have properly withdrawn. Financial Aid programs which provide awards to students will be refunded in accordance with the formula required by local, state, or federal law. Balances due as a result of the refund are the responsibility of a student who withdraws.

Fees paid for application, processing charges, mailbox rental, room charges, etc. are not refundable. No portion of a scholarship from Florida Memorial University is refundable. When a student is assigned a Florida Memorial University student network account, space is automatically allocated to the student on Florida Memorial University’s central server for storage of personal data. A student may withdraw or cancel classes from Florida Memorial University within three (3) working days, pursuant to S.246.D.41 (1) (n) 3.e of the Florida statutes and receive a full refund with the exception of non-refundable charges. All refunds shall be made within thirty (30) days of the date that the University determines that the student has withdrawn. Tuition and general fees shall be refunded in full in any of the following circumstances: (1) courses canceled by the University; (2) involuntary call to active military duty; (3) documented death of the student; (4) exceptional circumstances, with the approval of the President of the University or his designee.

Students must submit required official forms in order to withdraw from the university. The student will receive tuition and general fees refunds, less an administrative fee not to exceed 5% of the term’s tuition at the following rates:
REFUND SCHEDULE
Tuition and general fees each Fall and Spring Semester

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Amount Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the end of the 5th day of classes</td>
<td>100%*</td>
</tr>
<tr>
<td>Between the 6th - 10th day of classes</td>
<td>80%*</td>
</tr>
<tr>
<td>Between the 11th - 15th day of classes</td>
<td>60%*</td>
</tr>
<tr>
<td>Between 16th - 20th day of classes</td>
<td>40%*</td>
</tr>
</tbody>
</table>

No refunds will be made after the 20th day of classes.

Summer Session
1st - 5th day of classes 100%*

No refund will be made after the 5th day of summer classes
*Less administrative cost

Fees and room charges are not refundable. Board is prorated based on date of withdrawal. If a credit balance exists from overpayment or at the time of withdrawal, a refund for the balance will be processed within 30 days of the date that the University determines the student has withdrawn. Refund checks are distributed at the Bursar’s Office.

ADMISSIONS

The Admissions Office is located in the Student Services Building. Its primary objective is to recruit students who have the potential to succeed academically at the University level. Admissions are involved in interviewing, counseling, and recruiting students for Florida Memorial University.

The students at Florida Memorial University come from various parts of the United States and other countries.

REQUIREMENTS FOR ADMISSIONS TO THE UNIVERSITY
Florida Memorial University welcomes applications from men and women regardless of race color, sex, religion, age, or handicap. Our Admission decisions are based primarily on an applicant’s academic promise as demonstrated by academic preparation, recommendation letter(s), personal statement, and SAT or ACT scores.

FRESHMEN APPLICANTS
1. Submit Application and Non Refundable Application of Fee $25.00 Application is available online at http://www.fmuniv.edu/home/admissions
2. Admissions Test Scores Applicants should submit SAT or ACT scores. Test scores are used for advisement and placement purposes for first-time college applicants.
3. High School Transcript Graduation from an accredited high school or the equivalent (GED) is required. A student’s high school preparation should include units in the following core areas: English 4 Units (3 with substantial writing) Mathematics 3 Units (Algebra I and above) Natural Science 3 Units (2 with lab) Social Science 3 Units Foreign Language 2 Units (in the same language) Approved Electives 4 units.
4. Other Admissions Requirements The applicants must also submit the following to be considered for admission:
   • At least one letter of recommendation
   • A personal statement.
TRANSFER APPLICANTS
Students transferring to Florida Memorial University from another college or university are admitted on the basis of credits and grade point average earned in course work at the collegiate level.

1. Grade Point Average

Transfer students must have earned a minimum cumulative grade point average of 2.0 in collegiate course work. However, grade point averages do not transfer to Florida Memorial University.

2. Transfer Students from Community Colleges
Transfer applicants who possess the Associate of Arts (AA) degree from regionally accredited junior community or four year colleges at the time they are admitted to Florida Memorial University will be accepted as juniors with the understanding that some prerequisite work may be required to fulfill degree requirements in their major at Florida Memorial University. Course work for students who enroll without the AA degree will be evaluated on a course-by-course basis.

3. Definition of Credit Hour
Florida Memorial University defines one academic credit hour to be 700 minutes of instruction per term, excluding final examinations, for regular lecture courses. Laboratory, internship, studio music, practicum, and certain other types of courses may be assigned credit hours that are different from the contact time, based on the type of instructional delivery.

4. Transfer Credits
In order to fulfill its mission to serve a culturally diverse student population and to prepare students to function in a highly competitive, technological, and global society, Florida Memorial University seeks to make transfer of credit easier for students, while continuing to honor its obligation to maintain academic quality and integrity. Therefore, Florida Memorial University accepts courses earned at other post-secondary institutions, provided that

- The grade earned for these courses is a “C” or higher;
- The courses represent collegiate coursework relevant to the degree program being pursued at Florida Memorial University;
- The course content, level of instruction and resulting competencies are equivalent to those of students enrolled at Florida Memorial University; and
- All official transcripts are submitted to the institution for evaluation prior to the transfer student’s admission to the University.

A maximum of 90 credits total may be transferred to Florida Memorial University. The school’s dean and the Provost must approve all transfer credits used toward a degree. A minimum of 25% of the credit hours required for a student’s degree must be earned by instruction at Florida Memorial University.

TRANSFER CREDITS FROM INTERNATIONAL INSTITUTIONS
Postsecondary credits earned by international students at colleges and universities which pattern themselves after the British or other non-American education systems must be evaluated by an external transcript evaluation organization approved by Florida Memorial University.

International Applicants
International students are admitted on the basis of high school work. International students must meet the requirements of the University as stated in the previous section and comply with the following. High School Transcripts an international applicant must have graduated from a high school or secondary school. An official transcript and/or original diploma are required.

1. High School Work
International students who studied in the British educational system should have passed a minimum of five (5) subjects at the ordinary level in the General Certificate Examination or its equivalent, including English and mathematics. If student transcripts are not in English, students will also need to submit an official translation of their transcripts. Evaluations must be conducted through a member of the National Association of Credential Evaluation Services (NACES) Organization or the recommended agencies below:

Josef Silny & Associates
2. **Language Requirement**
   If a student’s native language is not English, proficiency in English must be established by a satisfactory TOEFL score (500 written /173 Computer /60 Internet).

3. **Standardized Test Scores**
   International students should submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

   International Transfer Students must meet the requirements of the University as stated in the previous section and comply with the following:

   1. Follow United States Citizenship and Immigration Services regulations regarding transfer of schools
   2. Complete and provide International Student Advisor with Transfer Release Form if transferring from another U.S. School

**ADVANCED PLACEMENT**
Florida Memorial University is an approved participant in the College Board’s Advanced Placement Program. Students whose Advanced Placement scores meet the criteria as set forth in each academic area will receive university credit for courses covering similar material.

**INTERNATIONAL BACCALAUREATE**
Florida Memorial University recognizes and gives college credit to students who successfully complete the International Baccalaureate examinations with grades of 4 or higher. An official IB transcript is required and must be sent directly from the International Baccalaureate Office.

**EARLY ADMISSION**
Florida Memorial University grants early admission to exceptional high school students who meet the following criteria:

1. Earned a minimum high school grade point average of 3.0
2. Scored 1000 or more on the SAT or 21 or more on the ACT.
3. Submitted three letters or recommendation from high school officials such as a principal, counselor, and teacher.

**CONDITIONAL ADMISSION**
Admission consideration may be given to students who do not meet the admission standards as stated above. Such students may be admitted conditionally.

RE-ADMISSION TO THE UNIVERSITY
Students whose enrollment at Florida Memorial University is interrupted for more than one semester are required to submit an application for readmission. The application must be sent to the Office of Admissions. Students placed on academic suspension must sit out one semester (fall or spring) before eligibility for readmission is restored. Students in good academic standing who voluntarily withdraw from the University for one or more academic years are required to apply for readmission. A student must satisfy the degree requirements for graduation stated in the university catalog for the academic year in which the student is readmitted.

RESIDENTIAL LIFE

While living on campus, strive to establish and maintain a residential environment that will help you achieve your educational goals. This environment should support the academic learning taking place but also promote the learning of life skills, in addition to providing the opportunity to maximize you development. Strive for an educational and learning experience that takes you beyond the classroom and makes you more complete and well rounded. Get to know other students from other parts of the country and the world.

The following information will allow you to use the uniqueness of on-campus living to expand your education and development. The current policies and procedures are subject to review and revision every year. You will be notified, prior to implementation of any changes that occur during the year. You are expected to be aware of information contained in this and other University publications.

ELIGIBILITY FOR ON-CAMPUS HOUSING

Any currently enrolled student is eligible for on-campus housing, unless housing contract has been revoked during matriculation at the University.

SPACE RESERVATION/ DEPOSIT

The key deposit is refundable provided students satisfy the terms of the Housing Occupancy Agreement, have no outstanding charges within their student account and comply with all provisions set forth in the Student Handbook and University catalog.

If the deposit is refunded or forfeited, and the student decides to reapply for campus housing, the deposit must be repaid.

CHECKING IN/CHECKING OUT PROCEDURES

1. Check-in/check-out time is between the hours of 8:00 a.m. and 5:00 p.m. only.
2. Students may not check into a room until they have been fiscally cleared and have obtained a valid FMU ID. Once both have been received a key will be provided from the Office of Residential Life. The key is for the assigned resident’s personal use only. Under no circumstances should residents loan their keys to other individuals. Non-compliance will lead to judicial sanction. Lost key replacement is $50.00 each. Lost or inoperable keys and locks must be reported immediately.
3. Upon check-in, the resident must review and sign the room inventory. The inventory details the condition of the room upon the student's arrival and will be consulted again upon the student's check-out. Students must be sure the inventory reflects any items that may be damaged or missing. Changes in condition may result in the student being assessed the costs for repair or replacement for damaged items.

4. All residential students are required to check-out of the residence hall by the time designated on the academic calendar. Keys must be turned in during the semester break. Failure to do so will result in a lost-key charge.

5. Students who make modifications to their residential status by moving to another room, moving off campus or withdrawing from the University, must check of their rooms with a member of the housing staff present. Students must remove all of their personal belongings, thoroughly clean the room, return furniture to its original position, return key and sign the room inventory form. Failure to do so will result in the student being charged for failure to check-out, lost keys and another appropriate charges.

6. To avoid any confusion or delays schedule your check-out with your respective housing staff as far in advance as possible.

7. Final inspections of all rooms may be conducted by the housing, maintenance, and housekeeping staff after students depart the residence halls. Any damages noted during this inspection will be reported to the Director of Residential Life and may result restitution charges being assessed to the student’s account.

### RESIDENCE HALL DESCRIPTIONS

The residential life program has eight (8) diverse residential units. Each residence hall has its own unique character with either traditional or suite-style units. Occupancy in each unit varies. All residential units are furnished with standard college furniture and each residential unit has internet access, basic cable television, and local telephone service. (See the University website, [www.fmuniq.edu](http://www.fmuniq.edu), for the Academic Calendar).

**J. T. Brown**

Used primarily by freshmen males, this residence hall contains individual rooms, recreation and study lounges, laundry room, storage room, and space for the residence hall director.

**A. B. Coleman, Sr.**

Upper-class male students are assigned to Coleman Hall; this resident hall contains individual rooms, recreation and study lounges, laundry room, storage room, and space for the residence hall director.

**Ray Goode**

Used primarily to accommodate first-year female students, Goode Hall contains individual rooms, recreation and study lounges, laundry room, storage room, and space for the residence hall director.

**Willie C. Robinson**

Used to accommodate upper-class female students, this residence hall contains individual rooms, recreation and study lounges, laundry room, storage room, and space for the residence hall director.

**Living and Learning Buildings 1 & 3**

(Building #1 and Building #3) are scheduled to open in August 2011; these residence halls for males will contain suite-style rooms (private and semi-private) with bathrooms and kitchenettes, recreation and game rooms, fitness rooms, media rooms, multifunction reception rooms, study rooms, computer rooms, student lounges, laundry rooms, and rooms for vending machines.
Living and Learning Buildings 2 & 4

(Building #2 and Building #4) are scheduled to open in August 2011; these residence halls for females will contain suite-style rooms (private and semi-private) with bathrooms and kitchenettes, recreation and game rooms, fitness rooms, media rooms, multifunction reception rooms, study rooms, computer rooms, student lounges, laundry rooms, and rooms for vending machines. In addition, Building #2 will also have a smart classroom.

ROOMMATES’ RIGHTS & RESPONSIBILITIES

Residential communities are comprised of students in a living and learning environment. Each resident has rights and responsibilities which must be respected and honored. Mutual respect, concern for others, sensitivity, trust, and a willingness to participate in programs are the standards for residential life. Rights and responsibilities include:

1. The right to read, study, or sleep without disturbances and interference in or around one’s room, suite, or apartment;
2. The responsibility to respect the rights of others and behave in ways that do not infringe on or violate the rights of others;
3. The right to a safe and secure living and campus environment;
4. The right to be free from fear of intimidation, physical harm, and/or emotional distress;
5. The responsibility to take steps to correct conditions and actions that violate the rights of others;
6. The right and responsibility to report violations of your rights and any breach of safety and security;
7. The right to be treated with respect and courtesy at all times;
8. The right to personal privacy;
9. The responsibility to respect the personal belongings of roommates, apartment mates, suitemates, and others;
10. The right and responsibility to seek assistance from the appropriate residential staff members to resolve conflict when peer mediation fails;
11. The responsibility to respect others’ rights;
12. The right to a clean living environment;
13. The responsibility to share equally in the work to keep personal and common living areas clean;
14. The responsibility to host guests in a manner that does not interfere with the rights of your roommates or other community members;
15. The responsibility to complete and honor your roommate agreement.

COMMUNITY AND PERSONAL PROPERTY

An area of concern among roommates is the issue of community property or common areas (areas within a residential unit that can be used by any roommate) and personal property (those “off-limit” items). Personal property must be respected, and not borrowed or used without permission from the owner. Storage for personal belongings is not available except in the resident’s room or apartment. The University does not provide insurance or financial protection; assume any responsibility for any loss or damage or destruction neither to the resident’s personal property, nor for articles left after the resident has vacated the premises. The resident shall utilize all security measures provided by the University to secure personal property. All residential students should be insured for loss of personal items. Please contact the Office of Residential Life for information about obtaining this type of insurance.
ROOM ASSIGNMENTS

Housing assignments are determined by the number of credits earned by the end of the Spring and Fall Semesters and a housing lottery. Every effort is made to honor a resident’s preference for roommate, room type, and location. However, Florida Memorial University does not guarantee the type or location of residence and/or roommate requests. The Office of Residential Life reserves the right to change a resident’s hall, apartment, and/or room assignment at any time. The Office of Residential Life will assign a student residing in a double-occupancy room a roommate. All room assignments will be based on maximum occupancy for the unit. For example, the Office of Residential Life will assign two students to a one-bedroom, double-occupancy unit, two students to double-occupancy bedrooms, and three students to two-bedroom, triple-occupancy units.

WITHDRAWING FROM THE RESIDENCE HALL

A student who has to withdraw from a residence hall at any time other than at the end of the academic year should file a change of residence form. A change of residence form can be acquired from the Office of Residence Life located in Student Services Building. Completed forms should be returned to the Office of Residence Life. Copies of this form will be forwarded to the Office of Business and Finance for final processing and adjusting of fees by the Office of Residence Life.

However, before a student can officially withdraw from a residence hall, he or she must check out with the Director of the Residential Life. Check-out includes a room inspection.

COMMUNITY LIVING STANDARDS

Residents are governed by the University’s Student of Conduct as well as University policies and procedures. Each student is responsible for reading the Student Handbook and the University Catalog and for abiding by the University’s Standard of Conduct, policies, and procedures. Every student living on campus is required to have on file with the Office of Residential Life, a signed Housing Occupancy Agreement. Accepting and checking into a residence hall, along with signing a Housing Occupancy Agreement indicates that the student has obligated him/herself to the terms and conditions of the Agreement. The Housing occupancy agreement is for the entire academic year or any portion remaining at the time of occupancy, unless otherwise indicated. The agreement can only be canceled by graduation, withdrawal from the University or non-enrollment. The Housing Occupancy Agreement must be signed annually.

The residence halls at Florida Memorial University serve as safe and welcoming environments for students and are proud to foster an environment that honors and respects all members of the university and creates a friendly, inviting atmosphere for students. The residential facilities are pleased to serve as a gathering place for the campus community offering social and cultural activities that stimulate discussion and debate. We will provide opportunities and space for students to complete their classroom experiences and enhance their personal growth through social activities.

The staff believes in the mutual respect that develops through positive, collaborative relationships among individuals. They will nurture and support students in their use of the facility by focusing on the following core values: service, teamwork, integrity, tolerance and responsibility. In order to ensure the core values are upheld.
and that all students are allowed a safe and enjoyable experience in our residential facilities, students are expected to adhere to the rules of good citizenship as listed below.

- **DRUGS:** The use or possession of illegal drugs and/or paraphernalia is prohibited on University premises, which includes all residential facilities. Students requiring assistance for dependency on legal or prescribed medication may seek professional guidance through the Student Development Center.

- **ALCOHOL:** Alcohol consumption on campus is prohibited. Window displays of alcohol containers are also prohibited. Public consumption or intoxication, regardless of age, is prohibited. Students requiring assistance with drinking responsibly may seek professional guidance through the Student Development Center.

- **APPLIANCES:** Use UL-listed multiple outlet strips with circuit breakers that have the same wattage capacity as the appliances that have the same amperage capacity as the appliances to which they are connected. Use of extension cords and multiple plug modification to the electrical system is strictly prohibited. Locate multiple outlet strips with circuit breakers away from high traffic areas. Do not place electric cords under rugs or in high heat exposure areas. Turn off all electrical appliances or equipment immediately after use. This pertains to items such as irons, stereos, TVs, IPODS etc. Microwaves and refrigerators are allowed but they must meet the amperage requirements. Due to their high intensity, halogen lamps are prohibited in the residence halls.

- **BATHROOMS:** All bathroom facilities are to be used by members of the same sex and by the residence of the particular wing or floor. All community bathrooms should be kept in a clean and orderly manner. Failure to properly maintain the bathroom facility may result in a damage charge as deemed appropriate by the Office of Residential Life. Violations of the privacy rights of others will not be tolerated.

- **BUILDING/FACILITY USE:** Students may not enter any area where access is limited to authorized personnel (i.e. storage, equipment rooms, housekeeping areas). Climbing, rappelling, or any related activity on the outside of any building is prohibited. All building roofs are off limits. No objects may be thrown, dropped or suspended (i.e. flags, banners, etc.) from windows, roofs, or other exterior areas. Residential Halls should be entered and exited through the main doors only, except for emergency. Fire exit doors are to be closed at all times. Sitting or standing on the outside of stairwells is prohibited. For energy management concerns, windows should not be open while air conditioning is on. Pictures, posters etc. may be hung on the wall provided the adhesive used will not damage the surface. Nails are not to be used to attach items to walls or moldings. Students may not paint their rooms nor structurally alter their room or furniture. Decorations should be used in moderation. The doorway and window should be free from obstruction at all times. Fire safety must be considered in the use and placement of all decorations. It is expected that the feelings of others are taken into consideration when placing decorative items in plain view. The University reserves the right to remove or relocate any decorations found in a student’s room. Students should consult with Office of Residential Life staff if students have any questions regarding the appropriateness of decorations.

- **ROOM CARE AND APPEARANCE:** Students are responsible for the appearance, condition, and cleanliness of their living space. The Residential Life staff will conduct periodic inspections for fire, health, and safety concerns.
• **FURNITURE:** The furniture in the room at the time of occupancy may not be removed unless, permission is granted by the Office of Residential Life staff. All items removed must be recorded on the room recovery sheet. Alterations to University furniture are prohibited. All beds must sit securely on the floor and may not be elevated by cinder blocks or other structures. The type, quantity, and condition of the furniture are noted on the room inventory. Removal of furniture from public areas is not permitted.

• **INCENSE:** Incense and candles or anything using an open flame is strictly prohibited.

• **FIREWORKS, WEAPONS AND EXPLOSIVES:** The unauthorized use or possession of fireworks, dangerous chemicals, and explosive materials, dangerous devices capable of casting a projectile, ammunition, bows and arrows, swords or other lethal weapons is prohibited. Other objects may be declared as a “weapon” depending on the context in which it is used.

• **LAUNDRY ROOMS AND VENDING MACHINES:** There are laundry facilities available for student use in centralized locations within each residential hall. Vending machines are located at various points around campus.

• **LOUNGE POLICY:** The lounges are for the use of the residential students. Lounge furnishings must remain in the lounge area and may not be moved to student rooms or from the building. The building residents are jointly responsible for the care and maintenance of the lounges. The Office of Residential Life must approve all modifications to the lounge in the form of decorations, furniture and/or recreational equipment.

• **SMOKING:** By Florida State Statue, all buildings are nonsmoking; this includes the Residence Halls. Smoking is not permitted in the residence halls, including student rooms. Smoking is only permitted in designated outdoor smoking areas.

• **SOLICITATION:** To preserve the desired educational and security integrity of the residential life area, solicitation is prohibited. Solicitation is defined as door-to-door selling of any product or services, campaigning or unauthorized posting of fliers describing products or events. Off-campus business or students representing off-campus business are not permitted to advertise or solicit in the residence halls.

• **POSTING POLICY:** All information to be posted within any residential facility must have the approval of the Office of Residential Life. Materials must be distributed to each individual facility and posted in a designated area by the staff.

• **STORAGE:** The University does not have any storage space available. All personal belonging must be removed at the end of the academic year or upon check-out of the residence halls. Students must remove their belongings at the end of the spring and summer semesters.
Living in the residence halls is designed to achieve (1) desirable living conditions for all students in the residence hall community and (2) maximum security for the residents. The achievement of the goals depends greatly upon the understanding and cooperation of each resident.

**Freshmen:**
- Sunday – Thursday: 12:00 a.m. - 7:00 a.m.
- Friday - Saturday: 2:00 a.m. - 7:00 a.m.

**Sophomore, Juniors & Seniors:** No curfew imposed

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**RESIDENTIAL LIFE EMERGENCY EVACUATION PLAN (OVERVIEW)**

Hurricane season runs from June 1st through November 20th. Should the Miami area fall under Hurricane watch, please refer to the Hurricane instructional handout provided during check-in. Copies are also available in the Office of Residential Life.

1. Emergency Evacuation recommendation to President when Level 3 hurricane is in the Gulf and vector points north (up to 3 days advanced warning).
2. The A. Chester Robinson Athletic Center is the designated location to meet for instructions and evacuation.
3. Text messaging is already available; students and university personnel need to sign-up to receive messages via their cell phones. Sign-up is available through a link on the University’s website at [www.fmuniv.edu](http://www.fmuniv.edu) under the Housing link.
4. A back-up website server has been established at a remote site.
5. Emergency information will be updated continuously on the Florida Memorial University website: [www.fmuniv.edu](http://www.fmuniv.edu)
6. Emergency Evacuation Plan will be placed on web prior to fall semester.
7. An academic plan has been developed to ensure no loss in instruction for students; students should consult instructors regarding individual class plan. Check the Florida Memorial University website for details.

Below you will find an inventory of items that should be on the student’s person if an evacuation is determined necessary and responsibilities of the residents:

**RESIDENTIAL STUDENTS**

- □ Determine where you will evacuate.
- □ If you require evacuation assistance, contact the Director of Residential Life for information.
- □ Pack medicines, valuables, toiletry items, pillow and blanket or throw cover.
- □ Unplug all electronic devices. Move items away from windows and off the floor.
- □ Notify residential life staff of your destination and contact number.
- □ If instructed, you **must** evacuate. Failure to do so will result in disciplinary action up to and including expulsion.
- □ Check in with residential staff upon your return to receive further instructions.
- □ Take photos, if possible, before you leave.
- □ Take important papers and research documents.
- □ Take CDs, DVDs, and other electronic storage devices.
- □ Check with local media for further instructions.
Once notified of closure, dismiss classes if necessary.
Move items from floor of your office.
Turn off/unplug all electronic devices.
Secure valuables and lock all doors.
Check with local media for further instructions.

RESIDENTIAL STAFF

Once notified of closure, turn off and unplug all electrical equipment.
Remove anything from the floor.
Dispose of trash and food items.
Clear items from desk and near windows.
Secure valuables and lock all doors.
Watch local media for further instructions

RESIDENCE HALL ACCESS AND SAFETY

1. Residents should keep their doors locked at all times. If a person knocks on your door and does not satisfactorily identify him or herself: DO NOT OPEN the door. Instead, call the resident hall officer or Campus Safety at (305) 626-3771/3772.

2. Report unescorted residence hall visitors and any personnel seen in unauthorized areas of the residence hall.

3. Campus Safety Officers will conduct random Residence Hall checks. However, these checks will be conducted in conjunction with an assigned Residence Hall Counselor.

4. Residential Student must sponsor all guest to his or her respective residence halls.

Note: ALL RESIDENTS MUST HAVE IDENTIFICATION AVAILABLE WHEN ENTERING THE RESIDENCE HALLS AFTER HOURS. (ONLY STUDENTS WHO HAVE BEEN ASSIGNED A ROOM IN THE RESIDENCE HALL ARE CONSIDERED TO BE RESIDENTS OF THAT BUILDING).

DECISIONS AND JUDICIAL AUTHORITY

1. The Dean of Students shall:
   a. Determine the composition of the Judicial Affairs Committee and shall act as the Appellate.
   b. Recommend policies and develop procedural rules for the conduct of hearings which are consistent with provisions of the Code of Conduct.
   c. Recommend that the Vice President for Student Affairs authorize the suspension of any student when the circumstances warrant immediate action such as in the case of threatening or assaultive behaviors. The suspension will remain in effect until the Student Disciplinary Committee meets to hear the case.

2. The Judicial Affairs Committee may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Code of Conduct. All parties must agree to arbitration and to be bound by the decision with no right of appeal.
Hearings

A hearing is a formal process of resolving a violation of University policy or the Code of Conduct. Two kinds of hearings are possible, an administrative hearing or a panel hearing. Minor violations of University policy or the Code of Conduct may often be resolved through an administrative hearing. All academic integrity cases will be resolved through an administrative hearing with the instructor and the Provost or designee. Hearing panels will be convened to address repeated policy violations or to resolve more serious matters, i.e., those that may result in a student being suspended or dismissed from the University or permanently dismissed from the residence halls. The University may refer any matter, regardless of potential outcome, to a hearing panel for resolution.

Investigation

The preliminary investigation into a violation of University policy or the Code of Conduct will be conducted by the Dean of Students, the Assistant Dean for Student Life or a designee. It is expected that all members of the campus community will cooperate fully in the investigation; this includes responding fully and truthfully to requests for information. If the result of the investigation is such that a panel hearing must be convened, the Office of the Dean of Students, or its designee, will provide written notice to the student clearly outlining the alleged violations and the time and date on which the administrative hearing or the panel hearing will convene. Every attempt will be made so as to avoid conflicts with classes. Students are expected to make arrangements for other schedule conflicts.

Administrative Hearings

Administrative hearings are conducted by members of the University administrative staff, including, but not limited to the Dean of Students, the Vice President for Student Affairs, Provost and professional residence life staff members.

Panel Hearings

A Student Disciplinary Committee of seven members, consisting of three students and four faculty/staff members, assigned by the Office of the Dean of Students when a case is to be adjudicated by a panel hearing. Members of the panel are selected and trained members of the Florida Memorial University community. The chair is appointed by the Office of the Dean of Students from among the members of the panel. This may be a faculty or staff member.

In any instance where an initiator or respondent has significant concerns about the identity of specific panel members, a written appeal may be made to the Dean of Students to consider substitutions. The Dean’s decision on the appeal, including the individuals selected as substitutions (if any), will be considered final. As an additional safeguard of fairness and impartiality, any member of the panel assigned may request to be excused and replaced. Panel members will be expected to excuse themselves where a conflict of interest or the appearance of a conflict of interest is present. If a respondent willingly pleads in-violation to charges prior to a panel, a panel will convene to hear the student’s testimony and plea related to the incident and possible sanctions. In this case, no witnesses will be called to testify at the panel.

Before the hearing, both parties should submit to the Office of the Dean of Students a full list of any persons who will speak at the hearing as witnesses. The parties will not contact any member of the panel in any way before the hearing nor will the panel member s contact the parties in any way before the hearing.

Interim Panels
During periods when the University is not in session, at the beginning of a term, or during the final examination period of each term, the Office of the Dean of Students reserves the right to convene a Student Disciplinary Committee that is different in make-up than described above although every attempt will be made to secure two students and two faculty or staff members.

**Panel Hearing Proceedings**

A hearing will be convened no later than seven days from final panel assignment, barring unusual circumstances. However, the panel or the Office of the Dean of Students may consider and allow reasonable requests for postponement. All administrative hearings and panel hearings will be closed to non-parties, excepting witnesses, victims, and members of the Student Disciplinary Committee. A hearing will proceed in the absence of a respondent who was given proper notice, who does not request a postponement, and who does not attend the hearing. While a respondent is permitted to appeal the decision made by a panel in his or her absence, the appeal may not be made on the basis of the party’s absence.

The individual serving as Chairperson of the Student Disciplinary Committee will call the hearing to order through an opening statement explaining the rules governing the process. The chair will be responsible for making procedural decisions during the hearing; the panel as a whole will vote upon substantive decisions. Each party, commencing with the initiator, will have the opportunity to make a full opening statement. The initiator will have the opportunity to present any facts substantiating the claim(s) made by that party that the Student Disciplinary Committee deems appropriate and fair, including witnesses (in person, or, if necessary and with consent, by written statement), inspections and documents; broad latitude should be given by the panel in this regard. The respondent will have the opportunity to rebut the claim made by the initiator in any way that the panel deems appropriate and fair, including witnesses (in person, or, if necessary and with consent, by written statement), inspections and documents; broad latitude should also be given by the panel in this regard. Each party, commencing with the initiator, will have the opportunity to make a full closing statement. The burden of proof will be with the initiator at all times.

**Panel Hearing Feedback**

In all matters resolved by the panel hearing process, all parties will be required to complete a brief evaluation form providing information on the quality of the process used and to offer suggestions on improvement of the process. The parties will have an opportunity to express both positive and negative experiences encountered. These forms will be for the sole use of the hearing process in training and program revision and will be confidential as to all others.

**JUDICIAL PROCEDURES**

**Charges and Hearings**

1. Any member of the University community may officially report allegations against any student for violating the Code of Conduct. Allegations shall be prepared in writing and directed to the Dean of Students. Reports should be submitted as soon as possible after the event takes place.
2. The Dean of Students will conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Dean of Students shall refer the matter to the Student Disciplinary Committee.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, no less than five and no more than fifteen calendar days after the student has been notified. Maximum time
limits for scheduling of hearings may be extended at the discretion of the Chairperson of the Student Disciplinary Committee.

4. If the accused student does not respond to the written notice of the hearing and does not appear, the hearing shall take place as scheduled. If the Student Disciplinary Committee finds that the accused student violated the Code of Conduct, sanctions may be imposed.

5. Hearings shall be conducted by the Student Disciplinary Committee according to the following guidelines:
   a. Hearings normally shall be conducted in private.
   b. Admission of any person to the hearing shall be at the discretion of the Chairperson of the Disciplinary Committee.
   c. In hearings involving more than one accused student, the Chairperson, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
   d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case. Therefore, advisors are not permitted to speak or to participate directly in any hearing before the Student Disciplinary Committee.
   e. The complainant, the accused, and the Student Disciplinary Committee shall have the privilege of presenting witnesses subject to the right of cross examination by the Student Disciplinary Committee.
   f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Student Disciplinary Committee at the discretion of the Chairperson.
   g. All procedural questions are subject to the final decision of the Chairperson of the Student Disciplinary Committee.
   h. After the hearing, the Committee shall determine (by majority vote) whether the student has violated each section of the Code of Conduct which the student is charged with violating.
   i. The Student Disciplinary Committee’s decision shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Conduct.

6. There shall be a single verbatim record, such as a tape or video recording, of all hearings before the Student Disciplinary Committee. The record shall be the property of the University.

7. Except in the case of a student charged with failing to obey the summons of the Student Disciplinary Committee or University official, no student may be found to have violated the Code of Conduct solely because the student failed to appear before the committee. In all cases, the evidence in support of the charges shall be presented and considered.

Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Code of Conduct:
   a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
   b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
   c. Loss of Privileges—Denial of specified privileges for a designated period of time.
   d. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   e. Discretionary Sanctions—Work assignments, service to the University, or other related discretionary assignments. (Such assignments must have the prior approval of the Dean of Students.)
   f. University Suspension—Separation of the student from the University for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.
   g. Removal from program of study.
   h. Expulsion—Permanent separation of the student from the University.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. Disciplinary records are maintained or expunged at the discretion of the University. Two years after final disposition of the case, students may petition the Dean of Students to have their discipline record reviewed.

4. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed in **Sanctions, 1a–1g.**
   b. Deactivation—Loss of all privileges, including University recognition for a specified period of time.

5. In each case in which the Student Disciplinary Committee determines that a student has violated the Code of Conduct, the sanction shall be determined and imposed by the Committee. Following the hearing, the Committee Chairperson shall within ten (10) calendar days advise the accused in writing of its determination and of the sanctions imposed, if any.

**Appeal**

1. The accused, having been found in violation of any portion of the Code of Conduct, may appeal the decision/sanctions imposed by the Student Disciplinary Standards Committee.

2. The appeal must be submitted in writing to the Dean of Students within ten (10) calendar days from the date that the accused is notified by the Chairperson of the Student Disciplinary Committee regarding the Committee decision or sanctions.

3. The Vice President of Student Affairs shall review all pertinent data regarding the appeal and will render a written decision within ten (10) calendar days.

**Violation of Law and University Discipline**

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of the Code of Conduct, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt.

2. University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Code of Conduct; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under the Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

3. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding under the Code of Conduct, the University may advise off-campus authorities of its existence and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

**ACADEMIC AND PERSONAL BEHAVIORS**

**Academic and Personal Behaviors**

In consideration of the many rights of and responsibilities to each member of the University community, and in compliance with the requirements of local and state statutes, Florida Memorial University adopts the following regulations and prohibits ALL PERSONS from engaging or participating in any of the practices or behavior listed below.

*The following list is illustrative and not meant to be an exhaustive enumeration of inappropriate behavior.*
1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other activities, including the University’s public service functions or other sanctioned events on the University site or at any off-campus University-sponsored or supervised functions.

2. Physical abuse, assault or battery, or unauthorized detention of any person including on University-owned or controlled property or at off-campus University-sponsored or supervised functions, including harassment and/or conduct or expression (verbal or written) which threatens or endangers the health or safety of any person.

3. Theft of or damage to property.

4. Unauthorized entry or use of University facilities.

5. Violation of University policies or regulations concerning falsification of records, registration of organizations, or the use of University facilities.

6. Use of the name or logo of the University is prohibited unless specifically authorized in writing by the President of the University or delegated representative. Students are prohibited from falsely presenting themselves as entities of the university beyond the normal scope of activities associated with their student status.

7. Interference with the proper educational functions and the appropriate educational climate of the University by obscene actions or language or disorderly conduct, including aiding or abetting another to breach the peace on University-owned/controlled property or at University sponsored/supervised functions.

8. Illegal use, possession, or distribution of alcoholic beverages, narcotics, or controlled/illicit substances, or public intoxication, consistent with all local laws.

9. Failure to comply with directions of University personnel, Campus Safety, or any other law enforcement officers acting in the performance of their duties.

10. Unauthorized obstruction of the free flow and orderly movement of pedestrian or vehicular traffic and serious or repeated violation of campus traffic rules and regulations.

11. Possession or use of firearms, explosives, other weapons, dangerous chemicals, or improper use of fire extinguishers on University property.

12. Violation of federal, state, and local laws.

13. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism or other forms of academic dishonesty.
   b. Furnishing false information to any University official, faculty member, or office.
   c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.

14. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.

15. Domestic Violence is defined as a behavior(s) used by one person in a relationship to control another. Examples of domestic violence include but are not limited to name-calling, intimidation, threats, and physical harm. Preventing a partner from making contact with others among the partner’s family, friends, or peer group also falls within this definition.

16. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

17. Conduct which is disorderly, lewd, or indecent; breach of peace on University premises or at functions sponsored or participated in by the University.

18. Theft or other abuse of computer time, including but not limited to:
   a. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual’s identification and password.
d. Use of computing facilities to interfere with the work of another student, faculty member, University personnel or employee.
e. Use of the computing facilities to interfere with normal operation of the University computing system.
f. Access to or distribution of obscene or pornographic materials. Distribution of printed materials that are libelous, derogatory, abusive, sexually explicit, pornographic, or that encourages violations of public laws or University regulations.
g. Use of personal information from the University system for any commercial purpose or to harass students, staff or faculty on or off campus.

19. Discrimination, harassment and offensive conduct against any person, student, or staff member on the basis of race, creed, color, sex, age, marital status, sexual orientation, disability, and/or national origin.

20. Abuse of the Disciplinary System, including but not limited to:
   a. Failure to obey the summons of the Student Disciplinary Committee or a University official.
   b. Falsification, distortion, or misrepresentation of information before the Student Disciplinary Committee or Appellate (Dean of Students).
   c. Disruption or interference with the orderly conduct of a hearing.
   d. Institution of a hearing or proceeding knowingly without cause.
   e. Attempting to discourage an individual’s proper participation in, or use of, the Student System.
   f. Attempting to influence the impartiality of a member of the Student Disciplinary Committee or Appellate (Dean of Students) prior to and/or during, and/or after a proceeding.
   g. Harassment (verbal or physical) and/or intimidation of a member of the Student Disciplinary Committee or Appellate (Dean of Students) prior to, during, and/or after a proceeding.
   h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
   i. Influencing or attempting to influence another person to commit an abuse of the Student Disciplinary System.

STUDENT RIGHTS AND RESPONSIBILITIES

Among the numerous rights of Florida Memorial University students are freedom of expression, peaceful assembly, the presumption of innocence, procedural fairness in the administration of discipline and the security of and access to personal record. The University promotes and upholds a level of behavior and citizenship that enhances the attainment of its mission. It is assumed and expected that when a student chooses to attend Florida Memorial University, he/she does so fully prepared to accept the standards of conduct and citizenship which are considered essential by the University. Students are expected to act in a law-abiding and mature manner that is not disruptive of campus life or the surrounding community. It is, therefore, each student’s responsibility to adhere to the conduct and standards prescribed by the University through the Standards of Conduct as well as those laws established by local, state, and federal authorities.

Student Rights

1. The right of respect for personal feelings and freedom from indignity of any type.
2. The right to expect an education of the highest quality.
3. The right to make the best use of time and talents to achieve the objective(s) which brought you to the University.
4. The right to inquire and recommend improvements in policies, regulations, and procedures affecting the welfare of students.
5. The right to participate in Student Government and other student self-governing bodies which provide channels of communication and means for using democratic processes to solve problems, and better prepare students for functional citizenship.

6. The right of freedom of expression as defined in the Constitution of the United States and the State of Florida and Florida Memorial University. The right of freedom of speech will be recognized. The University supports the right of students to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully. Whether expressing themselves as individuals or in organized groups, members of the University community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the University. Accordingly, the University insists that free expression not violate the rights of others. Disruption of the educational processes and functions of the University, or violation of law, would constitute such a violation.

7. The right of freedom to hear and participate in a vital dialogue during public discussion which provides a diversity of content and a balance of opinion and to examine views and ideas.

8. The right of freedom of the press is recognized for all student publications. All publications and broadcasts shall be subject to the canons of responsible journalism, including the avoidance of defamation, indecency and obscenity, undocumented allegations, and harassment.

9. The right to join University approved organizations for educational, political, social, vocational, religious, and cultural purposes within the limits imposed by their responsibility to each other and to the structural life of the University.

**Student Responsibilities**

1. The responsibilities of bearing the consequences of one’s own actions and avoiding conduct detrimental to you, fellow students, and the University community.

2. The responsibilities sanctioned by the University (i.e., Residence Life Rules, Dining Hall Rules, Traffic and Parking Regulations, Social Rules, and Civil Laws, applicable Florida Statutes currently in force).

3. The responsibility to conform at all times to the standards of conduct both on and off campus.

4. The responsibility for seeing that the essential order of the University is preserved (i.e., there can be no assembly or gathering which interferes with the educational programs of the University or violates statutes governing unlawful assembly).

5. The responsibility to contribute to a climate of academic integrity; rational, critical, and creative inquiry; freedom of individual thought and expression consistent with the rights of others; and commitment to the well-being of society as a whole.

6. The responsibility to ensure that no student organization’s constitution or other organizational document include discriminatory clauses pertaining to race, creed, color, sexual orientation or ethnic origin.

7. The responsibility to ensure that no recognized organization has a purpose either in name or in fact, of advocating overthrowing the government by force or other unlawful means.

8. The responsibility to refrain from actions that deny other members of the University community their rights as described herein.

9. The responsibility to cooperate and respect University administrators, faculty, staff and contracted personnel in the performance of their authorized duties.

**CAMPUS SAFETY AND SECURITY**

At Florida Memorial University, the safety and well being of our students, faculty, and staff are a top priority. Florida Memorial University is committed to provide a safe and secure environment where intellectual and social development can flourish without fear and anxiety.
For a community of more than 235 faculty and staff approximately 1,800 students, Florida Memorial University is a safe place; however, it is subjected to many of the same problems that occur in the greater urban community in which it is located. A truly safe campus can only be achieved through the cooperation and support of all students, faculty, and staff.

**CAMPUS SAFETY SERVICES AND PROCEDURES**

The Director of Campus Safety is located in the Student Services Building in Room 101. The director may be contacted during normal working hours. The Command Center office (Student Services Building in Room 101) is open twenty-four hours a day. All reports or request for Campus Safety services should be directed to (305) 626-3711/3772 Emergency.

It is Campus Safety’s function to patrol the campus to ensure the safety of the Campus and its students, faculty, and staff.

1. Campus Safety has the authority to issue citations for violations such as speeding, illegally parked vehicles or walking on the grass.

2. Campus Safety officers are authorized to notify the police in emergencies.

3. Campus Safety officers have the authority to remove a student and his/her personal belongings from the campus when directed to do so by an administrative officer of Florida Memorial University.

4. Campus Safety has the authority to have unauthorized and illegal parked vehicles towed without notice.

5. Campus Safety has the authority, with the approval of the Vice President of Student Affairs or his or her designee, to search a student and his/her room for drugs, weapons, stolen items, or for members of the opposite sex.

**CAMPUS ACCESS PROCEDURES (VEHICLES)**

1. All vehicles entering Florida Memorial University must have a current parking decal affixed to the lower left corner of the front windshield or have a temporary visitor’s pass prominently displayed in the front window on the driver’s side, or hanging from the rearview mirror.

2. A visitor’s Temporary pass can be obtained at the front gate for visitors during normal working hours between 8:00 a.m. and 5:00 p.m.

3. A person entering the campus after 5:00 pm who is not an on/off campus student, must be sponsored by a Faculty, Staff, or Student, and will be required to leave some form of picture ID at the front gate. The sponsoring individual will be required to complete a Guest Request Form (available in the Residence Hall), have it signed by a dorm counselor and present the completed form to the Campus Safety Officers at the Front Gate prior to the arrival of your guest (to minimize any delays).

4. All visitors must have a picture ID. Visitors arriving after 5:00 p.m. will be required to leave some form of picture ID at the Front Gate with Campus Safety. The ID will be returned upon the guest’s departure.

5. Visitors arriving after 5:00 pm will only be admitted to the Campus for scheduled functions, not for general visitation, unless sponsored as described above.
6. Visitors in rental cars must present car contract to obtain a temporary pass. Students driving a rental car must also present a copy of the rental car contract and Student ID to obtain a temporary pass. If the student wants a pass for the duration of the rental car contract, he or she must obtain an extended pass from the Director of Campus Safety in Room 101, Student Services Building.

**CAMPUS ACCESS PROCEDURES (OFF CAMPUS STUDENTS AND VISITORS)**

1. All persons entering the campus must present a pictured ID. For students, a current Student ID card is sufficient.

2. Persons entering the campus after 5:00 pm who is not an off campus student, must be sponsored and must leave some form of ID at the front gate.

3. Non-student visitors must have a campus sponsor.
   a. The sponsoring individual will be required to complete a Guest Request Form (available in the Residence Halls), have it signed by a dorm counselor and present the completed form to the Campus Safety Officers at the Front Gate prior to the arrival of your guest (to minimize any delays).
   b. The Campus Safety Officer will verify the sponsor’s ID and validate the Guest Request Form.
   c. Upon the arrival of the guest, Campus Safety will notify the sponsor, if requested at a contact number provided.

**PARKING AND TRAFFIC REGULATIONS**

1. All motor vehicles must meet the safety requirements of State of Florida.

2. Students, faculty and staff must have a valid University parking sticker in order to receive parking privileges on the campus.

3. Office of Campus Safety will maintain a copy of registration information.

4. Only University-owned vehicles on official business may park on the grass or University walkways.

5. The campus speed limit is 15 mph.

6. Penalties for violating parking regulations are as follows (See also the schedule of fines in the Section VI and the Parking and Traffic Regulations):
   a. Vehicles improperly parked on the grass, walkways, service roads, and guest parking area or in unauthorized parkways may be towed away at the owner’s expense.
   b. Unauthorized vehicles (vehicles which are not registered with Campus Safety as evidence by a University sticker) will be subject to a fine or towed at the owner’s expense.
   c. Speeding, reckless driving, drunk driving, improper or false registration of a vehicle may result in disciplinary action such as a fine, warning or suspension.
   d. Fines must be paid within 15 days to the cashier in the Business Office. The Business Office will notify the Office of Campus of payment.
**SCHEDULE OF PARKING FINES AND TRAFFIC FINES**

1. The fine for all parking violations is $15.00, except for the following:
   a. Parking within 20 ft of a fire hydrant ...............................................................$20.00
   b. Parking in a Fire lane .........................................................................................$30.00
   c. Parking in a handicap space without a permit .................................................. $100.00

2. Other Parking and Traffic Related Fines are listed below:
   a. Speeding violation ...............................................................................................$50.00
   b. Parking Decal taped to window .............................................................................$15.00
   c. Parking Decal not affixed to window ...................................................................$20.00
   d. Parking Decal fraud .............................................................................................$100.00

**APPEAL PROCEDURES**

1. Any person found in violation of University Parking and Traffic Regulations, and consequently cited, shall have the opportunity to appeal citation to the Vice President for Student Affairs.

2. Appeals may be made on the grounds that the facts cited in the citation are in error, which the citation was issued in error or that were extenuating or mitigating circumstances which may excuse the violation.

3. Appeals must be made within ten (10) working days of the date of issue the citation.

4. Appeal request forms are available in the Campus Safety Office located in the Student Service Building, Room 101.

**PERSONAL SAFETY AND SECURITY**

All residents are asked to exercise the following simple and easy precautions to protect themselves as their property from crime:

1. Keep your door locked at all times.

2. Always find out who is knocking before you open the door.

3. Keep your keys safe, do not lend them to anyone and don’t leave them lying around.

4. If your key is stolen or lost report it to your Residential Counselor immediately.

5. Have your keys ready before you get to your door or your car, especially after dark.

6. Don’t walk alone at night.

7. Avoid dark paths or shortcuts. Always use public walkways.

8. Carry identification with you at all times.

9. Let your roommates know where you are going and when you will return.
(Reminder: Crime can happen anywhere, anytime, to anyone, so be on guard at all times. If you see a crime being committed, call crime stoppers at 305-626-3772).

<table>
<thead>
<tr>
<th>RAPE/SEXUAL MISCONDUCT</th>
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<tbody>
<tr>
<td>1. Unfortunately, there may be instances of forced sexual activity that could occur involving students, both on and off campus. Rape, called “sexual battery” in the State of Florida, refers sexual contact without consent: sexual intercourse does not have to occur.</td>
</tr>
<tr>
<td>2. Acquaintance rape, or date rape, is much more on University campuses than is stranger rape. So do be careful to communicate directly with your social contacts about level of comfort with specific behaviors.</td>
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<tr>
<td>3. If you have been victimized by unwanted sexual contact, the University’s first concern is your safety. Please notify any official of the University community as soon as you can your RA, Residence Hall Counselor, Counseling Center or Health Center.</td>
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<tr>
<td>4. To report an assault officially, you may call Campus Safety at 626-3771/3772.</td>
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<tr>
<td>5. If you decide to prosecute the offender, physical evidence of the assault needs to be obtained within 72 hours following the encounter. Do not shower, or douche; any clothes you are wearing can also be important evidence.</td>
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<tr>
<td>6. If you just want someone to talk to about unwanted sexual contact, counselors from the Student Development Center, Student Support Services, and the Health Center are available.</td>
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<th>THEFT</th>
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<tr>
<td>1. If you are the victim of any type of theft while on University property, you should immediately notify Campus Safety.</td>
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<td>2. Campus Safety will assist you in getting a police report. This report will be needed for insurance purposes should you decide to claim the loss.</td>
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<tr>
<td>3. The campus Safety incident report also furnishes the University and Campus Safety with crime occurrence information needed to redirect crime prevention efforts.</td>
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<tr>
<td>4. If you live on campus and theft occurred in the resident hall, you should also report the occurrence to your resident assistant or resident hall counselor, who will complete a report.</td>
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<tr>
<td>5. Please be aware that the Residence Life report, Campus Safety Incident report, and the police report are separate documents. Notification of one of the above does not guarantee completion of the others.</td>
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<tr>
<td>6. Always keep your resident hall room door locked: a majority of all residence hall thefts occurred in an unlocked room.</td>
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<tr>
<th>INTERCOLLEGIATE ATHLETICS</th>
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The office of Intercollegiate Athletics provides the opportunity for student athletes to receive financial assistance (grants, aid and scholarships) to attend University and pursue a field of study. Our school is committed to student-athletes and provides training, competition, and discipline to build character and enhance their ability to have a successful life. Any student interested in participation in Athletics should contact the Athletic Department at (305-626-3165) or stop by the Athletic trailer next to the A. Chester Robinson Gymnasium.

Sports are an integral part of student life. The University participates in intercollegiate and intramural athletic competitions. At the intercollegiate level, the University holds membership in the National Association of Intercollegiate Athletics (NAIA) and Florida Sun Conference. Florida Memorial University competes in the following intercollegiate sports:

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
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</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Baseball</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Track and Field</td>
</tr>
<tr>
<td>Track and Field</td>
<td>Volleyball</td>
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**ELIGIBILITY**

To be eligible to represent Florida Memorial University in any intercollegiate contest, entering freshman must meet two of three entry level requirements:

1. Achieve a minimum score of 18 on the ACT or 860 on the SAT. Scores must be achieved on a single test.
2. Achieve a minimum overall high school grade point average of 2.00 on a 4.00 scale.
3. Graduate in the top half of your high school graduating class.

**CHEERLEADERS**

Florida Memorial University sponsors competitive cheerleading. Tryouts are conducted every fall semester. All interested students (male and female) are encouraged to participate. For further information contact the Athletic Department at (305) 626-3166.

**THE BOOKSTORE**

The Bookstore (Barnes & Noble) is located in the J.C. Sams/Ocean Bank Student Center. The Collegiate Bookstore provides for the purchase of textbooks and supplies by students and faculty. It carries personal items, such as toiletries and sundries, candy, stationery, clothing, and jewelry. Purchases may be made with cash, MasterCard, Visa, American Express, certified checks, money orders, traveler’s check and “The Lion’s Express” Debit Card.

**Regular Hours:** Monday - Thursday 8:00 a.m. to 8:00 p.m., Friday- 8:00 a.m. -6:00 p.m.

Saturday 9:30 a.m.-1:30 p.m.

**Returns:** Textbooks and supplies can be returned for credit up to fourteen (14) days after purchase and must be accompanied by a receipt. Merchandise must be in resalable condition. Cash refunds only if your class is cancelled. Used books are non returnable. General and special order books...
may be returned for credit within fourteen (14) days. **ALL RETURNS MUST BE ACCOMPANIED BY A RECEIPT.**

**LIBRARY SERVICES**

The Nathan W. Collier library is a learning-friendly, user-oriented library that serves a vital on-campus role as a center for the enhancement of skills and knowledge to ensure students’ college success and encourages post-graduate life-long learning. The library is a place where the highest quality learning tools in information gathering and usage are provided, thereby enhancing its students’ academic and learning experiences.

- **Administrative Office** – 305-626-3641
- **Archives** – 305-626-3634
- **Ask-A-Librarian** – 305-626-3787
- **Audio-Visual/Media Services** – 305-626-3644
- **Circulation/Reserve Books** - 305-626-3640
- **Periodicals** – 305-626-3646
- **Readers Services Office** – 306-626-3645
- **Reference** – 305-626-3647
- **Technical Service** – 305-626-3643

The University Library offers resources, which reinforce and expand upon materials used in the classroom. The library staff will assist you in locating information, books, and other materials.

**LOCATING BOOKS IN THE LIBRARY:**

The public card catalog and the OPAC (On-line Public Access Catalog) are indexes to materials in the library collection. The Florida Memorial University Library uses the Library of Congress Classification System. Please become familiar with this system to use the materials collection effectively. The Library Handbook will provide further information.

**BORROWING PROCEDURES:**

Library materials will be issued to Florida Memorial University students upon the presentation of a valid Florida Memorial University I.D. card. Students must have I.D. cards validated each semester and summer session during regular registration for classes. A library patron bar code will be affixed to the University I.D. Card. Please report lost library cards at the circulation desk.

**Library Hours:**

- **Monday – Thursday** .............................. 8:00 am – 1:00 am
- **Friday** .................................................. 8:00 am – 5:00 pm
- **Saturday** ............................................. 10:00 am- 6:00 pm
- **Sunday** ................................................ 1:00 pm – 11:00 pm

Library hours will be posted when classes are not in session, during the summer session, and on holidays.

**MAIL CENTER**

The mail center is located in a state of the art facility in the J.C. Sams-Ocean Bank Student Center.

**Regular Hours:**  Monday-Friday 8:00 am to 5:00 pm
Mailboxes are accessible Mon-Fri 8:00am-8:00pm and Sat 9:30 am – 1:30 pm

**How to Address Mail:**

Student’s Name  
Student’s Residence Hall and Room Number  
Florida Memorial University  
15800 NW 42nd Avenue  
Miami Gardens, FL 33054

**THE COPY CENTER**

The Copy Center (Printing and Duplicating) is located in the Anderson Bacon Building.

**STUDENT IDENTIFICATION CARD**

All students are required to have a validated University Student Identification Card (“Lion’s Express I.D. Card). It must be carried at all times while on campus. Failure to present one’s I.D. card upon request by a University official is a violation of University policy. Student I.D. cards are obtained during the registration process, from the Printing and Duplications Department.

The I.D. card is non-transferable, and the lending of the cards subjects the holder to disciplinary action. It is for the student’s exclusive use and its privileges may be canceled any time it is misused.

I.D. cards are the property of the University and must be surrendered to the University upon suspension, withdrawal, or graduation. Lost cards must be reported to the Business Office in the Student Educational Service Center. Students must pay a $25.00 replacement fee for lost I.D. cards.

**BURSAR’S OFFICE**

The Bursar’s Office handles all financial aspects of a student’s account at FMU. Some of the services provided are:

1. Check Cashing  
2. Housing Deposits  
3. Transcript Financial Clearance  
4. Student Refund and CWS Check Disbursement  
5. Payment Processing

For faster service, please direct your call to the appropriate department.

1. Bursar – 305-626-3739  
2. Collections – 305-626-3736  
3. Student Deferments – 305-626-3737  
4. Student Refunds and Inquiries – 305-626-3738  
5. University Work Study Checks – 305-626-3738  
6. Direct Loans – 305-626-3115

**Hours of Operation:**

Monday – Friday 8:00 am – 5:00 pm  
Hours are extended until 7:00 pm on Wednesdays
CASHIER SERVICES

PAYMENT:

All charges (tuition, room, board, and fees) are due at the time of registration. New charges are due when assessed. We accept Visa, Mastercard, American Express, cash, cashier’s checks, money orders, and wire transfer of funds.

Cashier’s checks and money orders should be in U.S. dollars, drawn on a U.S. bank, and made payable to Florida Memorial University.

Personal Checks Are NOT Accepted

WIRE TRANSFER OF FUNDS:

Wire transfer of funds for payment on account at Florida Memorial University can be handled through any full service bank in your area. Direct the transfer to:

Bank of America
Miami Lakes Branch
16320 NW 57th Avenue
Miami Lakes, FL 33014
For Credit to Florida Memorial University
Account# 159565-7376
ABA# 063100277

Include your name, student ID number and/or social security number for funds to be credited to your account.

INSTALLMENT PLAN:

Students may choose to pay (Fall and Spring Semester only)) charges owed for an upcoming semester through a University approved 10-month installment plan or semester (5) month installment plan. A non-refundable payment plan application fee of $50.00 for annual plans or $50.00 for each semester plan is required. The first month payment is due July 1 for Fall semesters. All inquiries and applications should be made directly to:

Tuition Management Systems (TMS)
1-800-722-4867
www.aford.com

Applications for Tuition Management Systems (TMS) are available at the Student Accounts Offices

NOTE: This plan is not available for the summer term.

Check Cashing:

Personal checks up to $25.00 may be cashed on campus during posted hours at the Cashier’s window located in the Student Services Building. There is a service charge of $.25 per item. Personal check cashing will be limited to one check per week. Persons cashing checks must complete an application for a check cashing card. Check cashing card applications are available at the cashier’s window.

To manage cash available to our customers, we must limit our check cashing for work-study checks to $25.00. No other payroll checks will be cashed. No third-party checks will be cashed. A $25.00 fine will be assessed for returned checks. Your check cashing privileges will be canceled if your bank does not honor (returns) two of your
checks cashed at Florida Memorial University. When a check is returned, the University reserves the right to require payment by certified funds or cash.

REGISTRATION SERVICES

Students must comply with student load requirements as explained in the Academic Regulations section of this catalog.

Dates for early registration, registration, and late registration for fall, spring, and summer semesters are published in the University Academic Calendar. Students are required to register in accordance with this schedule.

Schedules of classes are available on the university’s web site (www.fmuniv.edu). Students are urged to study schedules carefully and, in conjunction with their advisors, plan courses of study on the official registration worksheet form. This form is available in the academic advisors’ offices.

Students currently enrolled will be charged a late registration fee if not registered early. Students have not completed registration until cleared by the University’s Business Office. Registration will be canceled if not completed by the established deadline.

Students will not be permitted to enroll after the late registration period.

COURSE CANCELLATION

Course(s) may be canceled by school deans in the event of insufficient enrollment or lack of an instructor.

Add, Drop and Withdrawals

Courses may be added during the designated add period at the beginning of each semester. Students may neither register for nor add courses after this period. Courses may be dropped through the second week of the semester. (See appropriate date on the academic calendar.) Students may not drop a course after this period but may only withdraw from the course or the University. Dropped courses are not reflected on the student’s transcripts.

Withdrawal from Courses

At the end of the drop period, students may withdraw from one or more courses during the withdrawal period indicated on the academic calendar. “WP” (Withdraw - Passing) or “WF” (Withdraw - Failing) will be given to reflect academic progress at the time of withdrawal.

Withdrawal from the University

Students may withdraw from the University as late as one week before the last week of classes. After this time, official documentation should support an emergency beyond the control of the student. An official withdrawal form must be executed during the term for which the student wishes to withdraw from the University. Students who wish to withdraw from the University should contact the Office of the Registrar for procedural information. The effective date of the withdrawal is the student’s last date of attendance according to faculty records. Failure to adhere to these procedures will result in a grade of “F” in all courses in which the student is registered.

A student who leaves the University without official notification due to extraordinary circumstances beyond the student’s control and receives failing grades may submit a written request for an academic retroactive withdrawal no later than one semester after the receipt of final term grades. Relevant documentation and a letter of explanation must be submitted to the Registrar’s Office. The withdrawal effective date will be the last day of classes of the term in question, according to the University’s Academic Calendar.

Students can also be administratively withdrawn from the University at any time by the Registrar upon recommendation by the Vice President for Student Affairs, Executive Vice President and Provost, or the President.
Such withdrawals may be made for disciplinary reasons, or when students fail to meet financial obligations or academic regulations.

Students whose enrollment at Florida Memorial University is interrupted for more than one semester are required to submit applications for re-admission. The applications must be sent to the Office of Admissions. Students placed on academic suspension must remain in that status for one semester (fall or spring) before being considered for readmission. Students who voluntarily withdraw from the University for one or more academic years are required to apply for re-admission. Degree requirements stated in the University Academic Catalog for the academic year a student is readmitted must be satisfied.

Auditing a Course
Students may register to audit courses with the written approval of the instructor and the dean of the major school. Credit will not be granted for audited courses. Students are not required to prepare written assignments or to take examinations. A per credit hour fee for each course audited is assessed according to the current fee schedule.

Concurrent Enrollment at another University
Students may be allowed, in extenuating circumstances, to enroll in another regionally accredited institution for specified courses. Approval of the school dean and Provost and Vice President for Academic Affairs is necessary. Failure to obtain approval will cause denial of credit. Further, students seeking concurrent enrollment are limited to the conditions of Florida Memorial University student credit load and grade requirement policies.

**TRANSIENT PERMIT**

*Florida Memorial University* - Students who enroll at other institutions with the intention of using credits earned toward graduation from Florida Memorial University must receive prior permission from the school dean and the Provost and Vice President for Academic Affairs. Students must complete a Transient Permit Form available from the Office of the Registrar. Students may take courses only at other regionally accredited institutions. Only grades of “C” or better can be applied to Florida Memorial University transcripts.

*Other Institutions* - Students from other institutions who enroll at Florida Memorial University should present approval from the home institution prior to registering for courses.

Classification of Students
Florida Memorial University classifies students by level and special status according to the number of hours completed.

Classifications by level are as follows:

- **Freshman** - 0 to 29 semester hours
- **Sophomore** - 30 to 59 semester hours
- **Junior** - 60 to 89 semester hours
- **Senior** - more than 89 semester hours

*Students who are not enrolled in degree programs are classified as non-degree seeking students.*

**TEACHERS CERTIFICATION PROGRAM**

Full payment is due at registration for each teacher certification session. The acceptable forms of payments are cash, credit cards (Visa, Mastercard, & American Express), money orders and cashier checks. No personal or company checks are accepted. Tuition charges are nonrefundable after the first day of each teacher’s certification session. (Florida Memorial University no longer offers teachers a discount).
SPECIAL BILLINGS TO THIRD PARTIES

A written authorization is required for special billing arrangements. If a third party is to pay all or part of your tuition and fees, the Student Account Office will bill your sponsor directly. Bring or send a copy of your award letter or sponsor agreement to the Bursar’s Office before registration. Sponsorship payments are due within 30 days after the semester begins.

WITHDRAWAL AND REFUND POLICY

Once you have registered, you must withdraw from the University if you decide you will not return for the semester. Having executed the required official withdrawal forms, students will receive tuition refunds at the following rates (except for special contacted programs):

EACH SEMESTER

- 1st – 5th day of classes 100%
- 6th – 10th day of classes 80%
- 11th – 15th day of classes 60%
- 16th – 20th day of classes 40%

No refunds will be made after the 20th day of classes.

EACH SUMMER SESSION:

No refunds will be made after the 5th day of classes.

Tuition refunds are based on total tuition charges and not on amount paid. Board charges are refundable on a prorated basis to a student who properly withdraws. If a student has been awarded financial aid, the financial aid program from which the funds were disbursed will be refunded in accordance with the formula by federal law.

Please Note:

1. Neither fees nor room charges are refundable.
2. No portion of a scholarship from Florida Memorial University is refundable.

REFUNDs OF CREDIT BALANCES:

1. Refunds will not be processed during registration.
2. Student accounts with a credit balance will be automatically processed within fourteen (14) days after the credit occurs on the student’s account.
3. Refund checks will be available at the cashier’s window. All checks not picked up within three (3) days after processing will be mailed to the student’s address on file.
4. Your current “Lion’s Express” ID must be presented before the issuance of your check.

CANCELED CLASSES AND REFUNDS:

If a course you selected is canceled, you must complete an official withdrawal add/drop form to ensure financial adjustment to your student account.

FOOD SERVICE
Food service is provided in the dining hall. Students receiving dining room privileges must present their validated meal I.D. card at all meals. Students who do not have their I.D. must pay in cash.

All persons eating in the dining hall are required to observe the Rules and Regulations of the Dining Hall. Any violations of the Dining hall rules and regulations will result in a Dining Hall suspension of at least 24 hours from the time of the violation pending a final decision.

RULES AND REGULATIONS:

1. Transfer of ID cards (in order to get a meal) is not permissible.
2. Appropriate dress is required – shoes must be worn. Mini-shorts, cut-off shirts, and tank tops are not allowed.
3. Hats may not be worn in the cafeteria.
4. Trays must be removed from tables after each meal and placed in the designated area.
5. Ice cream and fruit are the ONLY foods that may be taken from the Cafeteria, unless you have (and present when requested) an official note from your family physician or the University nurse.
6. Containers may not be brought into the cafeteria.
7. Cafeteria utensils and chairs are not allowed outside the cafeteria.
8. A resident ID card must be presented in order to eat; otherwise meals must be paid for in cash.
9. Profanity may not be used in the cafeteria.
10. Cafeteria Management and Staff members are available to provide assistance and directions. Students must obey management and staff.

MEAL SERVICE SCHEDULE:

During the fall and spring semesters, meal services will be available during the following hours:

Monday through Friday:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00 am – 9:00 am</td>
</tr>
<tr>
<td>Continental Breakfast</td>
<td>9:00 am – 10:00 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 am – 2:00 pm</td>
</tr>
<tr>
<td>Late-Lunch</td>
<td>2:00 pm – 3:00 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30 pm – 7:00 pm</td>
</tr>
<tr>
<td>Snack Bar</td>
<td>8:30 pm – 10:00 pm Excluding Fridays</td>
</tr>
</tbody>
</table>

Saturday & Sunday:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunch</td>
<td>10:30 am – 1:00 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30 pm – 7:00 pm</td>
</tr>
</tbody>
</table>

During spring break and on holidays:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunch</td>
<td>10:30 am – 12:30 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>3:00 pm – 5:30 pm</td>
</tr>
</tbody>
</table>

INFORMATION TECHNOLOGY

The Division of Information Management and Technology (IMT) provides computing support to students, faculty, and administrative staff at Florida Memorial University. To view the most current information on computing resources at the University, visit the IMT website at [www.fmuniv.edu](http://www.fmuniv.edu) and select the “Technology Center” link.
There are many services offered by IMT that will help you to be a successful student and it all begins with the assignment of a Florida Memorial University student network account. This is your personal key to the Florida Memorial University network. It permits access to the World Wide Web (www), email, the Florida Memorial University servers and the Web CT course management software. Web CT is used to view requirements and assignments for some academic courses. The student’s network ID and password are assigned during new student orientation or can be requested in person at the IMT Helpdesk Office in Room 211 of the Lehman Aviation Building.

The network ID and password also gives students access to a shared folder on a Florida Memorial University central server for data storage. A separate folder is reserved for each student as a secure, personal workspace. Students can save personal documents, projects and course assignments in this folder. Each student’s folder will hold up to 5 MB of data. A shared folder can be accessed with the student’s network account ID and password from any computer on campus.

The University maintains a variety of student computer laboratories for student use. All of the computer labs have extensive hours of operation and allow students to access the World Wide Web (www) for research, review and send email and includes the software required to complete course assignments. Print capabilities are also provided in the computer labs. Computer lab schedules can be viewed on the Florida Memorial University Technology Center web page. Select the “Student Computing” link.

It is important to remember that Florida Memorial University has rules which all students must follow to insure that every student has equal access to the technology resources of the University and to protect the institution legally. Technology policies include rules that govern computer access, student conduct in the laboratories, use of licensed computer software and other regulations. To review all of Florida Memorial University’s computer policies, access the “Florida Memorial University Computing Policies” web page on the Florida Memorial University Technology Center website.

There are many other technology resources at the University that complement the services of the Division of Information Management and Technology. Remember, technology is a valuable learning too - use it.

### ATTENDANCE POLICY-ADMITTANCE TO CLASS FORM

Students are required to attend all classes for which they registered and are not authorized to attend classes for which they are not registered. Students missing a class must obtain and “Admittance to Class Form” in order for the absence to be excused. An Admittance to Class Form can be obtained from the Office of the Vice President for Student Affairs located in the Student Services Building across from the Registrar’s office. Acceptable absences include: illness, serious family emergencies, special curricular requirements (e.g. university fairs, field trips, approved meetings), military obligations, and participation in official university-sponsored activities such as music performances and athletic competitions. Admittance to Class Forms are also used to excuse absences from class for court-imposed legal obligations (e.g. jury duty or subpoena).

To obtain an Admittance to Class Form, students must present substantiating documentation that confirms their reasons for missing class. Without substantiating documentation, the Office of the Vice President for Student Affairs will only excuse up to three days of unsubstantiated absences. If and when a student determined that he or she will be absent for more than three days, every effort should be made to advise the Office of the Vice President for Student Affairs of your status. It is important to note that students missing class are still responsible for any and all coursework missed. Therefore, it is advisable to contact your instructors during extended absences, as well as, the Office of the Vice President for Student Affairs.

Students exceeding the number of unexcused absences will be in jeopardy of failing the course and may be withdrawn from the class by the instructor. Please review a more detailed description of the university’s Attendance Policy in Florida Memorial University’s catalog.
INTERNATIONAL STUDENT SERVICES

The International Student Services Advisor is an exciting and innovative extension of the Office of Admissions. The Advisor is literally touching and shaping the world.

The first responsibility of the International Advisor is to make certain every international student remains in “STATUS.” Meaning, each student must be classified as a full time student, taking 12 or more hours per semester. Each international student must have an F-1 Visa before entry into the United States to begin their education.

Upon entry into the United States each international student must have a copy of page 3 and 4 of the I-20 document, the I-94 Arrival – Departure Record card, their passport/Visa, and any other pertinent documents and identification such as driver’s license, etc.

Once the International student arrives on campus he/she must report to the Office of Admissions to see the International Student Advisor. It is essential that the International Student Advisor have a copy of all international students’ documents to put in the student’s file to keep accurate account of all documents pertaining to INS.

Each semester there will be a thorough orientation of campus and American life, as well as workshops on Immigration and INS regulations. In addition, the Advisor oversees the International Student Union, which is the umbrella for all the other International Organizations on campus.

For further information regarding International Student Services, please contact the following office:

Mr. Trevor Lewis
Advisor
Office of Admissions
Student Services Building
305-626-3751

LOST AND FOUND

A lost and found service is located in the Office of the campus Safety dispatch Office, located in the Student Services Building. Persons finding a lost article(s) should take the item(s) to the Director of Safety office during normal duty hours or to the Safety gate at the front entrance of the campus during other times. Articles turned in will be tagged and dated, and if not claimed within 30 days will be disposed of in accordance with University Policy.

Persons who have lost articles should report the loss to the Lost and Found Service. To recover a lost article(s), the owner must furnish an adequate description of the article and sign a receipt for it when ownership has been established and the item returned.

PUBLIC AFFAIRS

The Office of Public Affairs is located in the Royal W. Puryear Administration Building. The purpose of this office is to communicate the activities, programs and goals of the University both internally and externally, including maintaining media relations.

STUDENT CONCERNS AND COMPLAINTS POLICIES

This policy provides a process for students to raise concerns and file complaints when they are dissatisfied with a university service or policy or an action by a university employee. The process aims to be constructive and positive in resolving differences and working toward a better community at Florida Memorial University.
The policy covers academic and non-academic matters except in areas where other formal policies and procedures take precedence. These other policies include the Grade Appeal Policy, Policy Prohibiting Discrimination and Harassment, Standards of Conduct, and the Honor Code.

**Anti-Hazing Policy**

Hazing of students will not be a part of any initiation practices, whether for new students, social clubs, or Greek-letter organizations. Hazing done in the name of an organization can result in the organization’s loss of privileges, including suspension of its operating privileges on campus. Hazing done by a student as an independent act can result in the student’s dismissal from the University. Violation of this regulation must be reported to the Vice President for Student Affairs. All cases involving hazing will be referred to the Judicial Affairs Committee.

**Grievance Procedures for Students**

Florida Memorial University has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by this anti-hazing policy and/or conduct in violation of Title VI, Title VII, Title IX, Section 504, the Age Discrimination Act, and the Americans with Disability Act. The following university officials have been designated to respond to allegations regarding any such violation: The Vice President for Student Affairs, The Provost and Executive Vice President, the Director of Human Resources Management, or the Counseling Center Coordinator. Complainants alleging misconduct as defined in this policy should be reported within 90 days of the alleged offense. Complainants may seek informal or formal resolution. All complainants must complete a written Discriminatory Harassment Report in the form of a memorandum. The report must include the name of the person or office alleged to have committed the offense, the date(s) or time period of the offenses, specific examples of the offending behavior(s) or actions, and the complainants contact information. Complainants are encouraged to explore an informal resolution before filing a formal complaint. An informal resolution focuses on communication and education, while formal procedures focus on investigation and discipline. Informal complaints will be resolved within 15 working days with a written resolution given to each of the parties involved. If the situation results in an impasse, complainants will be given a notice of impasse with 15 working days from the filing of the incident. If a notice of impasse is given and complainants wish to file a formal written complaint, complainants must do so within 30 working days of the date of notice of impasse unless a waiver in filing time is requested.

When a formal complaint is filed, an investigation will be initiated. The person accused of misconduct will be given 10 days to provide a signed response to the requesting official. A copy will be provided to the complainant. If the alleged fails to respond, the presumption will be made that the allegation(s) in the complaint are true. A written determination will be issued to the complainant within 60 working days of the receipt of the formal written complaint. If the procedure requires an extension of time, the complainant will be informed in writing of the reasons, the status of the investigation, and the probable date of completion. If complainants dispute the findings or are dissatisfied with the recommendations, complainants may request reconsideration of the case to the president in writing within 45 working days of receipt of the written determination. Complaints also have the right to file with the appropriate state or federal authorities as set forth in the applicable statutes. Cases that may require disciplinary action will be handled in accordance to the established discipline procedures of the University. Student organizations in violation of this policy may be subject to the loss of university recognition. Complainants shall be protected from unfair retribution. Nothing in this policy statement is intended to infringe on the individual rights, freedom of speech, or academic freedom provided to members of the Florida Memorial community. The scholarly, educational, or artistic content of any written or oral presentation or inquiry shall not be limited by this policy. Accordingly, this provision will be liberally construed but should not be used as a pretext for violation of this policy.

**General Principles**

- Whenever possible and in a timely manner, students should raise concerns informally with the faculty member, staff member or other student involved.
- The appropriate division chair, or school dean or vice president will handle student complaints as quickly and as fairly as possible.
- As a measure of good faith, students should be prepared to make their identities known when they raise concerns or complaints. Matter raised anonymously will not be addressed formally.
- There will be no adverse effect on or retaliation against a student raising a concern or complaints in good faith or against any person who is good faith provides information regarding a concern or complaint.
- Written complaints will receive written responses within 30 days and will be kept on file.

PROCEDURE

- Academic matters: if a student has a complaint or concern about a course or faculty member, it should be directed first to the appropriate division chair or school dean, then to the provost. If the student has a complaint about an academic policy or its enforcement, it should be addressed to the office of the provost for academic affairs.
- Non-academic matter: If a student has a complaint or concern about a non-academic matter, it should be addressed to the vice president for student affairs.

CAREER DEVELOPMENT CENTER

The Career Development Center, located in the Student Services Building, Suite 114, is charged with assisting its students and alumni in becoming global leaders. The Career Center seeks to assist students with identifying their career needs and interests, gaining relevant work experience through co-ops and internships, as well as providing guidance in full-time professional job search. The Career Development Center also provides group and individual counseling, job readiness workshops, career assessment inventories, resume preparation and interviewing techniques, etiquette training and proper business decorum.

Employer relations focus on establishing and maintaining strong relationships with employers and assisting them in their recruiting needs. Career fairs, on-campus recruitment, and resume referrals are provided to assist organizations in meeting their staffing needs, goals, and objectives.

Available Services
- Walk-In Advising
- Job Search Techniques
- Career Advising & Assessment
- Resume Referral Service
- Mock Interviews
- Internship Program
- On-Campus Recruiting
- Career Fair
- Graduate School Expo
- Black Executive Exchange Program
- Career Seminars and Workshops
- Service Learning

ACADEMIC AFFAIRS

Florida Memorial University is administered by the Office of the Provost. The Academic programs are designed to broaden the intellectual experiences and abilities of students and, at the same time, recognize and provide for intellectual diversity as individual interests and goals are satisfied. Academic Affairs consists of the following academic schools and support units:

School of Arts and Sciences
Department of Aviation and Safety
Department of Computer Sciences and Mathematics
School of Business
   Graduate Program (Business)

School of Education
   Graduate Programs (Education)

Department of Continuing Education

Department of Freshman Studies
   Center for Advisement and Retention
   Testing Center

Grants and Sponsored Research

Honors Program

Institutional Effectiveness
   Institutional Assessment
   Institutional Research

Study Abroad Program
University Library and Services
University Registrar

The Department of Freshman Studies does not offer degrees. The Schools offer majors in subject areas leading to the Bachelor of Arts and Bachelor of Science degrees and the School of Graduate and Continuing Education offers the Bachelor of Science and Master of Science degrees.

Academic Programs are designed to broaden the intellectual experiences and abilities of students and, at the same time, recognize and provide for intellectual diversity as individual interests and goals are satisfied.

ACADEMIC REGULATIONS, PROCEDURES, AND STANDARDS
The academic year consists of two semesters, fall and spring, of approximately fifteen weeks each. The University also offers several summer sessions. Students enrolled in twelve to eighteen credit hours per semester are classified as full-time. Students wishing to take more than eighteen credit hours must obtain approval prior to registering from the School’s Dean and the Provost. A reduced credit load is a maximum of twelve semester credit hours. Reduced loads are assigned to students in educational development programs, on academic probation, or involved in work activities that interfere with the student’s academic progress. Part-time students are those who enroll in fewer than twelve semester credits.

DEGREE PROGRAMS
Thoughtful consideration should be given to the selection of a major. It is not necessary to declare a major during the freshman year. Careful selection of courses in the general interest area is recommended. Requirements for a major are set by each school. By the end of the sophomore year, students must officially declare a major. Transfer students with an associate degree must declare a major upon entering the University. When declaring a major, students must submit a formal application to the respective school dean. At this time, a faculty advisor will be assigned. Majors offered at Florida Memorial University are:

SCHOOL OF ARTS & SCIENCES
Department of Aviation and Safety
Airway Science (concentration in Airway Science Management)
Aeronautical Science (concentration in Flight Education)
Homeland Security

Department of Computer Sciences and Mathematics
Computer Information Systems
Computer Science
Management Information Systems
Mathematics

Department of Health & Natural Sciences
Biology
Biology/Nursing (Dual Program with University of Miami and Florida International University)
Chemistry (B.A. and B.S.)
Chemistry (B.A. with concentration in Radiochemistry)
Pre-Engineering (Dual Program with Florida International University)
Environmental Studies
Physics

Department of Humanities
Communications (concentration in Public Relations)
Communications (concentration in Television)
English
Interdisciplinary Studies
Religion and Philosophy

Department of Social Sciences
Criminal Justice
Criminal Justice (concentration in Criminology)
Criminal Justice (concentration in Pre-Law)
Political Science/Public Administration
Psychology
Social Work
Sociology

Department of Visual and Performing Arts
Music (with concentrations in Church Music, Jazz Studies and B.A. in Music)

SCHOOL OF BUSINESS
Accounting
Business Administration
Finance
Hospitality Management (Dual Program with Florida International Univ.)
Marketing

Graduate Program
Master of Business Administration (MBA)

SCHOOL OF EDUCATION
Elementary Education/ESOL
Exceptional Student Education/ESOL
Middle Grades General Science (5-9)
A major consists of a minimum of 62 hours in an area; a minor consists of a minimum of 18 hours. Minors are available in most areas where a major is offered, in addition to African-American Studies, economics, finance, history, and social work. Upon selection of a major, students are required to file a proposed program of courses with the school advisor and with the dean’s approval. To change a major, students must
1. Obtain a Declaration/Change-of-Major form from their current school
2. Obtain the signature of the appropriate school deans (previous and new) and
3. Submit the form to the Office of the Registrar

The change of major becomes effective on the date the change of major form is filed in the Office of the Registrar.

CREDIT BY EXAMINATION
The purpose for credit by examination is to validate credits earned at other institutions or to exempt students from courses in which they have had related professional experience(s). Students who satisfy either one of the aforementioned criteria may earn a maximum of 15 credits using this method. Credit by examination may not be used to satisfy course work for which the student has received a grade from Florida Memorial University. To apply for credit by examination, students must obtain an application from the Office of the Registrar and have the application approved by the dean of the specific school and the Provost prior to paying the examination fee. The dean and a committee of faculty will review the data submitted, interview the student, and determine if that student may take the examination. Examinations are prepared or selected by the school’s faculty. Examinations will include a comprehensive coverage of course materials. Students may be required to complete written assignments as well as standardized short-answer and/or essay questions. Students may not apply for credit by examination during their expected term of graduation. A letter grade of “P” will be assigned upon successful completion of the examination. If unsuccessful, the grade of “F” will be assigned. Credits earned by credit by examination cannot be used to satisfy residency requirements, nor are these credits included in the calculation of the grade point average. Students who qualify for credit by examination will have only one attempt to satisfy course requirements using this method.

Academic Standing
Good Academic Standing, Warning, Academic Progress, Probation, Suspension, Dismissal, Academic Appeal, and Readmission

Good Academic Standing
The required cumulative grade point average (GPA) for Good Academic standing and eligibility for graduation at Florida Memorial University is 2.0 for all programs except for the School of Education, which requires a cumulative GPA of 2.5 for graduation.

Academic Warning (Freshman Only)
Freshman who have attempted 0-29 credit hours and whose cumulative grade point average falls below 2.0 will be placed on Academic Warning for one semester. All students on Academic Warning must meet with their academic
advisor. Students on Academic Warning can take a maximum of 12 credit hours. These students will not be allowed to complete their registration for the following semester without the academic advisor’s signature on the Academic Referral Form. The advisor may require adjustment of the student’s courses or course load.

**Academic Probation**
Students will be placed on Academic Probation when they fail to earn and maintain a cumulative GPA of 2.0. Students placed on Academic Probation must receive their advisor’s approval to register for more than 12 credit hours. Students are removed from Academic Probation when their cumulative grade point average reaches a minimum of 2.0.

**Academic Suspension**
Students will be suspended from the University for one semester (Fall or Spring) if they fail to satisfy the aforementioned requirements. All suspended students must apply for re-admission to the Academic Standing Committee.

**Academic Appeal**
Students on Academic Suspension will be granted the right to appeal in writing. The Academic Standing Committee will make the final decision concerning suspension. If the suspension is rescinded, the student will be returned to Academic Probation status.

**Academic Dismissal**
Students returning from Academic Suspension who fail to achieve and maintain a cumulative GPA of 2.0 after two consecutive semesters of study will be dismissed from the University. Academic Dismissal carries a separation from Florida Memorial University for one (1) academic year before eligibility for re-admission may be restored.

**Re-admission**
Students in good academic standing (2.00 cumulative GPA or above), who separate from the University for one or more years, are required to apply for re-admission to the Admissions Office. Students must satisfy the degree requirements for graduation stated in the University catalog for the academic year in which they are readmitted. A one semester separation from the University does not require a student in good standing to file for readmission.

Students not in good academic standing (suspended or dismissed) who separate from the University for one or more years are required to apply for readmission in the Office of the Provost.

Students on probation who withdraw from the University must submit a personal statement and two letters of recommendation to the Provost to be considered for re-admission.

**Transfer of Credits Policy**
Florida Memorial University accepts courses earned at other institutions provided that

- The grade earned for these courses is a “C” or higher.
- The courses represent collegiate coursework relevant to the degree program being pursued at the Institution.
- The course content, level of instruction and resulting competencies are equivalent to those of students enrolled at the institution.
- All Official University transcripts are submitted to the institution for evaluation prior to the transfer students’ admission to the University.

A maximum of 94 credits total may be transferred to Florida Memorial University. Furthermore, the number of credits awarded for a particular transfer course may not exceed the number of credits assigned to the equivalent course at the University. The school’s dean and the Provost must approve all transfer credits used toward a degree.
Verification of content of transfer courses is made from University catalogs, course syllabi, and certified copies of military documents, and by following guidelines published by the American Council on Education or the American Association of Collegiate Registrars and Admissions Officers.

**Advanced Placement Program**

Florida Memorial University cooperates fully with accredited high schools and colleges in the Advanced Placement (AP) Program of the College Entrance Examinations Board. AP courses are available to juniors and seniors in most United States high schools.

- Students must earn a score of 3 or higher on the nationally administered exam.
- An official Grade Report must be submitted for credit.
- Credits will not be awarded for examination that duplicate course work or other exam credits previously posted to a student’s academic record.
- Students are awarded credits only; they are not given grades for Advanced Placement Courses, and Advanced Placement Courses are not included in the GPA.
- All AP credits granted will meet Florida Memorial University’s degree requirements.
- There are no additional fees involved for providing Advanced Placement services.

**Florida Memorial University Advance Placement (AP) Credit Course List**

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Min. AP Score</th>
<th>Sem. Hrs</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of Art</td>
<td>3</td>
<td>3</td>
<td>ART 101</td>
</tr>
<tr>
<td>Studio Art-Draw Portfolio</td>
<td>4</td>
<td>3</td>
<td>ART 131</td>
</tr>
<tr>
<td>Studio Art-General Port</td>
<td>3</td>
<td>3</td>
<td>ART 121</td>
</tr>
<tr>
<td>Biology</td>
<td>4</td>
<td>6</td>
<td>BIO 101, BIO 130</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>5-10</td>
<td>CHE 110, CHE 111</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CHE 112, CHE 113</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>4</td>
<td>3</td>
<td>CSC 101</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>4</td>
<td>6</td>
<td>CSC 101, CSC 232</td>
</tr>
<tr>
<td>Economics-Microeconomics</td>
<td>3</td>
<td>3</td>
<td>ECO 202</td>
</tr>
<tr>
<td>Economics-Macroeconomics</td>
<td>3</td>
<td>3</td>
<td>ECO 201</td>
</tr>
<tr>
<td>English-Lang &amp; Comp</td>
<td>4</td>
<td>6</td>
<td>ENG101, ENG102</td>
</tr>
<tr>
<td>English-Liter and Comp</td>
<td>4</td>
<td>6</td>
<td>ENG 101, ENG 202</td>
</tr>
<tr>
<td>French Language</td>
<td>3</td>
<td>6</td>
<td>FRE 201, FRE 202</td>
</tr>
<tr>
<td>French Literature</td>
<td>3</td>
<td>6</td>
<td>FRE 305, FRE 306</td>
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<td>Gov and Politics-Comp</td>
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<td>POL 311</td>
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<tr>
<td>Gov and Politics-U.S.</td>
<td>3</td>
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<td>POL 301</td>
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<tr>
<td>History-European</td>
<td>3</td>
<td>3</td>
<td>HIS 101</td>
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<tr>
<td>History-United States</td>
<td>3</td>
<td>3</td>
<td>HIS 200, Math-Calculus AB 4 3 MAT 200</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>4</td>
<td>6</td>
<td>MAT 201, MAT 202</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3</td>
<td>6</td>
<td>MUS 101, MUS 102</td>
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<tr>
<td>Physics B</td>
<td>4</td>
<td>8</td>
<td>PHY 200, PHY 201</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PHY 202, PHY 203</td>
</tr>
<tr>
<td>Physics C (Mechanics)</td>
<td>4</td>
<td>4 P</td>
<td>PHY 200, PHY 201</td>
</tr>
</tbody>
</table>

**Articulation Agreement**
Florida Memorial University cooperates fully with the community college system of Florida through an articulation agreement. Under this agreement, students who have completed an associate of arts degree (AA) from a regionally accredited community college in Florida will be admitted to Florida Memorial University as juniors, with the understanding that some prerequisite work may be required for the degree programs in which they enroll. Students with an associate of arts degree from other regionally accredited colleges outside the state of Florida will also be admitted as juniors with the same stipulations as described above.

**College Level Examination Program (CLEP) Policies**

**General Information**
Florida Memorial University recognizes that a well-rounded education contributes to the quality of life. The University expects that students will leave its community of scholars and traditions prepared to participate fully in society. The University also recognizes and honors students’ prior learning and may award credit for knowledge gained through independent study, advanced high school or honors classes, or other experiences outside of the University’s classroom. CLEP tests measure the mastery of University-level introductory course content in a wide range of disciplines.

**Credits Awarded**
Florida Memorial University will not award CLEP credits for the following:
- Credit will not be awarded in a subject in which student has once been enrolled at the University level.
- Credit cannot be earned through CLEP while on academic suspension from the University.
- Credit will not be awarded for any course in which a student previously earned a failing grade.
- Credit cannot be earned to raise a grade previously earned in a University course.
- Credit will not be awarded for exams taken without written approval from department chair and or an academic advisor.
- Total number of credits by examination that a student may earn is twenty-four (24). Credits exceeding that amount will not be awarded. **NO EXCEPTIONS.**
- Credit will not be awarded as part of the last 30 hours applicable to a degree.

**Score minimums, credit hours awarded, and course equivalencies awarded are subject to change for any examination without prior notice.**

**Test Fee**
The fee for taking a test is $50 per test. A student may pay by check or money order made payable to CLEP, or by credit card (Visa, MasterCard, or American Express). There is also a $50 institutional fee, which is due at the time

**Acceptable Scores and Credits**
Based on the American Council on Education’s recommendation, Florida Memorial University will accept and award credits for the following CLEP courses:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>ENG 111</td>
</tr>
<tr>
<td>English Composition with Essay</td>
<td>ENG 101</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENG 303</td>
</tr>
<tr>
<td>English Literature II</td>
<td>ENG 304</td>
</tr>
<tr>
<td>French Language Level 1 (2 semesters)</td>
<td>FRE 201</td>
</tr>
<tr>
<td>French Language Level 2 (4 semesters)</td>
<td>FRE 202</td>
</tr>
<tr>
<td>Spanish Language Level 1 (2 semesters)</td>
<td>SPA 201</td>
</tr>
<tr>
<td>Spanish Language Level 2 (4 semesters)</td>
<td>SPA 202</td>
</tr>
<tr>
<td>American Government</td>
<td>POL 301</td>
</tr>
<tr>
<td>Hist. of the U.S. Early Colonization to 1877</td>
<td>HIS 321</td>
</tr>
<tr>
<td>Hist. of the U.S. II 1865 to the Present</td>
<td>HIS 324</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>PSY 306</td>
</tr>
</tbody>
</table>
Humanities                  DR 200  
Principles of Macroeconomic  ECO 201  
Principles of Microeconomic  ECO 202  
Introductory Psychology      PSY 200  
Social Science & History     SSC 101  
Social Science II            SSC 102  
Introductory Sociology       SOC 200  
Biology                     BIO 101  
College Algebra              MAT 111  
Intermediate Algebra         MAT 110  
College Math II              MAT 102  
Physical Science             PSC 101  
Trigonometry                 MAT 113  
Principles of Accounting     ACC 211  
Introductory Bus Law         BUS 311  
Information Systems & Comp Application  CSC 101  
Principles of Marketing      MAR 301  
Principles of Management     BUS 211  

**Registration**

For further information, please contact the Testing Center located in the Sarah Blocker Hall Building, room 211-212 at (305) 626-3775.

**Transfer Credits from International Institutions**

Postsecondary credits earned by international students at colleges and universities which pattern themselves after the British or other non-American education systems must be evaluated by an external transcript evaluation organization approved by Florida Memorial University.

**Graduation Requirements**

Advisors and faculty will advise students toward meeting requirements for graduation; students have the ultimate responsibility of fulfilling requirements for graduation. Students are responsible for filing an application for a degree in the Office of the Registrar the semester prior to graduation. All Graduation Fees are due upon applying for graduation. Following are the basic requirements for graduation:

1. Students must satisfy the curriculum requirements, complete a minimum of 120 credit hours, and meet the curriculum requirements for graduation specified by their degree program;
2. A minimum cumulative grade point average of 2.0 or (2.5, for education and pre-hospitality management graduates)
3. Completion of a minimum of twenty-five percent (25%) of the total number of credits required in the major at Florida Memorial University
4. Completion of a senior thesis or project for non-education majors
5. Fulfillment of all financial obligations and procedural requirements.
6. All requirements for graduation must be satisfied at least 24 hours after the last day of final examinations. Students who fail to complete requirements are required to file a new graduation application. (See Academic Calendar for deadlines.) Only those students who have completed all requirements for graduation will be permitted to participate in commencement exercises.

**Second Baccalaureate Degree**

A second bachelor’s degree may be awarded when:
1. Requirements of an appropriate academic school for a second degree have been met.
2. The student has completed a minimum of 30 credit hours at Florida Memorial University.
3. Requirements for graduation from the University have been met. A bachelor’s degree has been earned from an accredited four year college or university, of course work are completed at Florida Memorial University.

Dual Majors
A student who desires to have dual majors must simultaneously meet the demands of both majors. Requirements for each major must be successfully satisfied. Transcripts will indicate the completion of dual majors; however, one degree will be awarded.

ATTENDANCE POLICY
Students are expected to attend all classes for which they are registered and are not authorized to attend classes for which they are not registered. Absences during the first two weeks of classes are especially discouraged as professors are required to report to the Registrar’s office the students who are registered in their courses but have not attended. The Registrar’s office will proceed to drop these students from the reported courses; however, it is the students’ ultimate responsibility to drop or withdraw from the courses they no longer plan to attend. Students are permitted one unexcused absence per credit hour of day courses. Students are permitted two unexcused absences for courses offered during the evening. Students exceeding the number of unexcused absences will be in jeopardy of failing the course and may be withdrawn from the class by the instructor. Calculation of absences begins from the first class meeting for students whose names appear on the initial class roster. Acceptable absences include illness, serious family emergencies, special curricular requirements (e.g., University fairs, field trips and approved meetings), military obligations, and participation in official University-sponsored activities, such as music performances and athletic competitions if the students are in good academic standing. If accompanied by a letter from the Vice President for Student Affairs, absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) will be excused. Participation in University-sponsored activities is excused if the students are in good academic standing. Students are responsible for any and all class work and may not use University-sponsored activities as a plea for extension of time to complete assignments, or for permission to take makeup examinations or quizzes, or to excuse missed exams/coursework.

GRADING SYSTEM AND QUALITY POINTS

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F 0.00</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal from the University</td>
</tr>
<tr>
<td>WP</td>
<td>Withdraw passing</td>
</tr>
<tr>
<td>WF</td>
<td>Withdraw failing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>Passed</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory*</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>NC</td>
<td>No credit *</td>
</tr>
</tbody>
</table>

Developmental Courses
Students must complete reading, English, mathematics, and all major required courses with a minimum grade of “C.” The “C-” grade is not a passing grade in the aforementioned courses. Students who are failing a general
education course at midterm must pre-register to repeat that course during the next scheduled offering. **All repeated courses must be taken at Florida Memorial University.**

Students may be given an “I” only if a small part of the course is missed because of unavoidable circumstances and there is a reasonable chance of obtaining a “C” or better if the students complete the missing work. Students must complete this work within the established period of time (see Academic Calendar) without further registration or class attendance. Failure to adhere to this policy within one semester after receiving a grade of incomplete will result in the grade of “I” converting to the grade of “F.” Students who have filed for graduation may not receive an “I” during the term in which they plan to graduate. If a grade of “I” is received, the student must reapply for graduation at the next scheduled application period.

**Grade Reports**

Students may review their grades via the University’s website. A password is necessary to access this program. The report will also reflect the term grade point average and a cumulative grade point average. Grade reports are unofficial records. The University reserves the right to withhold the grade reports of students with financial obligations.

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**ACADEMIC HONORS**

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**Honors at Graduation**

The following honors are awarded at graduation to students who have maintained high scholarship:

- **Cum Laude** - cumulative grade point average of 3.20 to 3.49.
- **Magna Cum Laude** - cumulative grade point average of 3.50 to 3.79.
- **Summa Cum Laude** - cumulative grade point average of 3.80 or higher.

**Other Academic Honors**

- **The President’s List** - Full-time students who have earned a semester grade point average of 4.0 (with a minimum of 12 semester hours and above)
- **The Dean’s List** - Full-time students who have earned a semester grade point average of 3.5 to 3.99 (with a minimum of 12 semester hours and above)
- **The Honor Roll** - Full-time students who have maintained a semester grade point average of 3.0 to 3.49 (with a minimum of 12 semester hours and above)

Students enrolled in fewer than 12 semester hours of coursework, who have incomplete grades or pending grade changes, will not be considered for academic honors for that semester.

**HONOR SOCIETIES**

**Alpha ETA Rho** – is an international professional college aviation fraternity (open to male and female students) that serves as a contact between the aviation industry and educational institutions to foster, promote, and mentor today’s college students towards successful careers in any aviation field. Established in 1929, membership is open to aviation-related majors who maintain a GPA of at least 3.0.

**Alpha Kappa Mu** - Alpha Kappa Mu National Honor Society is a general scholarship honor organization that is open to junior and senior men and women in all academic areas. The society was founded at Tennessee A & I State University in Nashville on November 26, 1937. Alpha Phi Chapter of Alpha Kappa Mu at Florida Memorial University is open to all juniors and seniors with a GPA of 3.3 or better. The purpose of the Society is to promote
high scholarship, to encourage sincere and zealous endeavor in all fields of knowledge and service, to cultivate a high order of personal living, and to develop an appreciation for scholarly work.

**Sigma Tau Delta** - Sigma Tau Delta is an International English Honor Society. Sigma Tau Delta’s central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature. One of the largest members of the Association of College Honor Societies, Sigma Tau Delta has over 600 active chapters, more than 900 faculty sponsors, and inducts approximately 7,000 members annually. Members have the opportunity to be recognized for their outstanding achievements, enrich their education, receive help making career choices, and advance their careers.

**Kappa Delta Pi** - Kappa Delta Pi is an International Honor Society dedicated to scholarship and excellence. The Society was founded March 8, 1911. Florida Memorial University received its Charter April 23, 1995. The Society subscribes to four ideals: Fidelity to Humanity, Science, Service and Toil. Invitation to membership in the FMU Phi Eta Chapter is extended to undergraduates who have obtained or earned an overall grade point average of 3.0 or above and to faculty and University administrators.

**Delta Mu Delta** - Delta Mu Delta National Honor Society in Business Administration is to promote higher scholarship in training for business and to recognize and reward scholastic attainment in business subjects. Membership in Delta Mu Delta should be the goal of every student in the School of Business. To be eligible for membership, the academic ranking of those being considered must place them in the upper 20 percent of the junior and senior level classes.

**Psi Chi** - Psi Chi National Honor Society in Psychology was founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Membership is open to graduate and undergraduate men and women who are making the study of psychology one of their major interests and who meet the minimum qualifications. Psi Chi is a member of the Association of University Honor Societies (ACHS) and is an affiliate of the American Psychological Association (APA) and the American Psychological Society (APS). Psi Chi functions as a federation of chapters located at more than 975 senior colleges and universities in the USA. The national office is located in Chattanooga, Tennessee.

**Upsilon Pi Epsilon** - An International Honor Society for the Computing and Information Disciplines. The mission of UPE is to recognize academic excellence at both the undergraduate and graduate levels in the Computing and Information Disciplines. UPE is a member of the Association of College Honor Societies (ACHS).

**Grade Appeal**

Students may appeal as a federation of chapters if it is demonstrated that a faculty member has made a capricious or prejudicial evaluation in grading. To resolve grade grievances, students must adhere to the following procedures:

1. Discuss the problem with the instructor with whom they have the grievance
2. Meet with the school dean if the problem cannot be resolved with the instructor
3. File a written grade appeal with the Grade Dispute Committee if the school dean cannot resolve the problem.

A written grade appeal must be appropriately filed in the semester following the one in which the disputed grade was given.

**Change of Grades**

Final grades can be changed only in instances of documented error. Grade changes must be reported by the professor on the Change of Grade Form. The form must be signed by the instructor and submitted with the appropriate documentation to the dean who in turn will submit it the Provost and Vice President. Upon approval, the form is forwarded to the Office of the Registrar where the grade change is recorded. Upon request, a student whose grade is changed will receive a student copy of the transcript reflecting the grade change. A grade may not
be changed after two (2) semesters have elapsed, unless a written appeal by the student has been upheld, after the aforementioned time period.

FRESHMAN STUDIES

The principal mission of the Freshman Studies Department is to provide freshmen with the skills and support necessary to become successful in their chosen field of study and to implement a comprehensive program for their retention. To this end, Freshman Studies offers and instructs students in a college success and study skills seminar and oversees and monitors the progress of the students. Freshman Studies also provides instruction for students in developmental English, mathematics, and reading courses. The Department serves as the initial point of entry for all first-year students and for undeclared transfer students who have earned less than 60 credit hours. Additional academic services provided by the Department include academic advising, degree plan development, skill enhancement and reinforcement, tutorial services and thematic workshops for student development. In its institutional role, the Freshman Studies Department:

- provides academic advisement for students during their tenure as freshmen;
- provides comprehensive support for retention;
- orients new students to the University;
- instructs students in preparatory level English, reading, and mathematics;
- offers a college and life success seminar (FMU 101);
- provides supplemental instruction through academic skills laboratories;
- oversees and monitors the academic progress of students; and
- certifies student for major department transitioning.

Entrance Requirements

Most new students are required to take the Accuplacer Computerized Placement Test (CPT) or an equivalent standardized placement examination prior to registering for classes. The CPT measures achievement levels in reading, English, and mathematics. Based on the results of the test, students are assigned appropriate college–level courses, pre-college level preparatory courses or both. New, non-transfer, students are not required to take a placement test if they have the minimum scores and/or grades listed on either of the tests below:

- ACT 19 (Composite)
- SAT Math (Quantitative) 440
- SAT Verbal or Writing 420

International students with passing grades (or scores I-V) in Ordinary Level (O Level) and GCE Advance Level (A Level – now known as CAPE) are also exempt from taking the placement test. Transfer students who have declared a major (and are not required to take pre-college/developmental studies courses in English, mathematics, and reading) are referred immediately to the degree-granting school of choice for advisement.

Progression Standards

Students must pass each course in any sequence of reading, English, or mathematics courses with a grade of “C” or better. Students who earn midterm grades of “C-”, “D”, “D+” or “F” in any reading, English, or mathematics course(s) must pre-register for that same course(s) before advancing to the next course in the sequence. Grades of “C-”, “D”, “D+” and “F” are not passing grades, and the class must be repeated immediately before enrolling in the next level of the course. The grade of “C-” is considered passing in FMU 101 – University 101.

Mathematics Resource Center

The Mathematics Resource Center is a supplemental learning assistance facility in the Freshman Studies Department. The Mathematics Resource Center provides a supportive environment where students can work to

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enhance academic performance on concepts explored in class. The Mathematics Resource Center services include tutoring, remediation, reinforcing, enriching, and classroom work. Priority is given to students who must complete required laboratory hours in conjunction with their courses although other students seeking assistance are served. The essential assistance strategy is one-on-one and small group tutoring with subject area professionals and peer tutors. Thematic workshops related to mathematical concepts are organized to address a limited range of academic concerns. In addition, tutors work with study groups to review for midterm and final examinations.

**Academic Skills Laboratory**

The computerized Academic Skills Laboratory provides students an opportunity to reinforce classroom instruction and to eliminate specific academic deficiencies through the use of computer software programs. The Skills Lab is used by students primarily to strengthen skills in all areas. Students may also develop skills in the use of computers (especially word processing). The laboratory coordinator and staff assist, monitor, and supervise students who are referred to the laboratory by instructors.

**Writing Center**

The Writing Center is a complimentary laboratory component of the Freshman Studies Department designed to assist students in developing, improving, and enhancing their writing skills. Students are aided in acquiring the necessary skills to write effectively through individualized tutoring and computer-assisted instruction. Portfolios are maintained by the Center’s personnel for students and instructors to monitor students’ progress.

**CENTER FOR ACADEMIC ADVISEMENT**

The mission of the Center for Academic Advisement (CFAA) is to coordinate the institutional advising system and provide academic support services which promote academic success and student progress toward graduation. The CFAA provides developmental, educational and academic skills workshops and serves as a resource for Florida Memorial University faculty, staff and students for issues related to academic advising.

**Academic Advisement in Freshman Studies**

The Freshman Studies Department is responsible for the initial academic advisement and course scheduling of all new students and the on-going continuous advisement for freshmen and undeclared majors. These processes occur in the Center for Advisement and Retention within the department. The academic advising program is designed to provide students with guidelines necessary to progress through college-level credit courses and chart appropriate initial courses of study and assist students in determining where they may be best suited in exploring major career options. The advising process begins prior to new student orientation and continues throughout the students’ tenure in the department. Components of the advising process are workshops and seminars, the college catalog, degree plans, check sheets, transcripts/academic history, related test scores, transfer credits, and the assigned advisor. Students should confer with an advisor regularly. However, advising errors do not exempt students from the responsibility of meeting all degree requirements for graduation.

**Pre-College/Developmental Studies Program**

The goal of the Pre–College/Developmental Studies Program is to strengthen academically under-prepared students in English, mathematics, and reading through intensive instruction and tutorial assistance. As a consequence, students’ skills are improved and brought to college-level in the related areas. These courses are required for all freshmen and some transfer students whose college placement test results fall below the minimum requirement for enrolling in required courses in the core/general education curriculum. All Pre-College/Developmental Studies Program courses include laboratory assignments in addition to regular classroom assignments and participation. Students must successfully complete pre-college/developmental courses within three (3) grading periods. Pre-College/Developmental Studies Program courses require a minimum grade of “C” for passing. Because of the preparatory nature of the program, credits earned in pre-college developmental courses...
do not count toward minimum graduation requirements. Students may use credits earned in these courses to qualify for financial aid, however. Additionally, grades and credits earned in these courses continue to be included in the GPA and are not deleted from the calculation until all other degree requirements have been met.

Pre-College Developmental Studies Program Guidelines
1. Students testing into DSE 099 may not enroll concurrently in writing intensive courses.
2. Students testing into DSM 099 may not enroll concurrently in computation intensive courses.
3. Students testing into DSR 099 may not enroll concurrently in reading intensive courses.
4. Students enrolled in two or more pre-college/developmental studies courses may enroll in a maximum of 15 credit hours at the discretion of a Freshman Studies advisor with appropriate courses.

Testing Center

The Testing Center provides testing services for Florida Memorial University students, faculty, staff and the community. Florida Memorial University is a national test center. National tests include ACCUPLACER, ACT, SAT, CLEP, DSST, LSAT, and TOEFL. As a member of NCTA (National College Testing Association), the Center also participates in the CCTC (Consortium of College Testing Centers) which is a referral service that facilitates test administration services for distance learning students. In addition, the Center serves as a test site for several of the nation's leading certification and licensure testing companies. Services for faculty include proctoring exams, scoring multiple-choice tests and providing analyses of the results. Testing Center administers placement tests to freshmen to identify the students’ academic levels in reading, writing and mathematics. Results from the assessment are used to advise students and design course schedules that encourage students to take advantage of their strengths and move toward improvement of their weaknesses. Florida Memorial University awards college credit for standardized examinations that authenticate the required knowledge and competencies for one or more subject areas. The credit awarded, based on the University’s approved course equivalents, will appear on the student’s official College transcript as earned credit only.

CORE CURRICULUM

The purpose of the core curriculum is to expose students to a common body of knowledge which lays the foundation for upper level courses. The core curriculum is also designed to ensure that students have some exposure to the content and methods of inquiry in the major subject fields in a liberal arts education.

Pre-College/Development Courses

Students who on the basis of test scores administered by Florida Memorial University exhibit deficiencies in English, reading, or mathematics will be required to take appropriate courses prior to enrolling in courses in the Core Curriculum. Students will receive letter grades for these courses. Developmental courses will not be counted as part of credit hours required for graduation. Developmental courses become a part of the student’s permanent academic record. Additional information pertaining to these courses is found in the Freshman Studies section of the catalog.

HONORS PROGRAM

The Honors Program provides an alternative academic curriculum for highly motivated students. This advanced curriculum helps prepare students for study in graduate and professional schools upon graduation. The mission of the Honors Program is to inspire students to become leaders within both their professions and communities.

Admission Criteria
Admission to the Honors Program requires
- High School GPA of 3.5 and above
- Letters of Recommendation
- SAT score of 1000 or better or ACT score of 23 or better
Retention in Honors Program
Students must maintain a cumulative grade point average of 3.0 or better to continue in the Honors Program. If the GPA falls below 3.0, the student will be allowed one semester to raise the GPA to the required level.

Honors Program Curriculum
Students in the Honors Program curriculum take courses which replace certain core courses of the general education curriculum. Honors students will take Honors Seminar I & II in lieu of education and life seminar requirement; Honors Mathematics I and II in lieu of core mathematics requirement; Honors English I and II in lieu of core English requirements and Reading 101; Insight I and II in lieu of core science requirements; Technology (honors) in lieu of Introduction to Computers; African American History I and II. Please see the Honors Advisor for approval upon satisfactory completion of courses.

FRESHMAN AND NEW STUDENT ORIENTATION

A collaborative effort between the Offices of Student and Academic Affairs is designed to help entering freshman and new/transfer students become adjusted and make a successful transition to university life at Florida Memorial University. During the orientation period, students attend a series of workshops, seminars, and social activities where they are presented information about the University’s history, support centers, services, facilities, testing, and placement. Students are also presented with University policies and regulations, introductions to University personnel in both formal and informal settings and are assigned an academic advisor who assists them throughout the year. Registration is also an integral component of the orientation program. The objective of the orientation period is to provide students with information that will help them cope with the independence and responsibility of becoming a university student.

Anti-Hazing Policy
Hazing of students will not be a part of any initiation practices, whether for new students, social clubs, or Greek-letter organizations. Hazing done in the name of an organization can result in the organization’s loss of privileges, including suspension of its operating privileges on campus. Hazing done by a student as an independent act can result in the student’s dismissal from the University. Violation of this regulation must be reported to the Vice President for Student Affairs. All cases involving hazing will be referred to the Judicial Affairs Committee.

Grievance Procedures for Students
Florida Memorial University has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by this anti-hazing policy and/or conduct in violation of Title VI, Title VII, Title IX, Section 504, the Age Discrimination Act, and the Americans with Disability Act. The following university officials have been designated to respond to allegations regarding any such violation: The Vice President for Student Affairs, The Provost and Executive Vice President, the Director of Human Resources Management, or the Counseling Center Coordinator. Complaints alleging misconduct as defined in this policy should be reported within 90 days of the alleged offense. Complainants may seek informal or formal resolution. All complainants must complete a written Discriminatory Harassment Report in the form of a memorandum. The report must include the name of the person or office alleged to have committed the offense, the date(s) or time period of the offenses, specific examples of the offending behavior(s) or actions, and the complainants contact information. Complainants are encouraged to explore an informal resolution before filing a formal complaint. An informal resolution focuses on communication and education, while formal procedures focus on investigation and discipline. Informal complaints will be resolved within 15 working days with a written resolution given to each of the parties involved. If the situation results in an impasse, complainants will be given a notice of impasse with 15 working days from the filing of the incident. If a notice of impasse is given and complainants wish to file a formal written complaint, complainants must do so within 30 working days of the date of notice of impasse unless a waiver in filing time is requested.

When a formal complaint is filed, an investigation will be initiated. The person accused of misconduct will be given 10 days to provide a signed response to the requesting official. A copy will be provided to the complainant. If the
alleged fails to respond, the presumption will be made that the allegation(s) in the complaint are true. A written determination will be issued to the complainant within 60 working days of the receipt of the formal written complaint. If the procedure requires an extension of time, the complainant will be informed in writing of the reasons, the status of the investigation, and the probable date of completion. If complainants dispute the findings or are dissatisfied with the recommendations, complainants may request reconsideration of the case to the president in writing within 45 working days of receipt of the written determination. Complainants also have the right to file with the appropriate state or federal authorities as set forth in the applicable statutes. Cases that may require disciplinary action will be handled in accordance to the established discipline procedures of the University. Student organizations in violation of this policy may be subject to the loss of university recognition. Complainants shall be protected from unfair retribution. Nothing in this policy statement is intended to infringe on the individual rights, freedom of speech, or academic freedom provided to members of the Florida Memorial community. The scholarly, educational, or artistic content of any written or oral presentation or inquiry shall not be limited by this policy. Accordingly, this provision will be liberally construed but should not be used as a pretext for violation of this policy.

Student Concerns and Complaint Policies
This policy provides a process for students to raise concerns and file complaints when they are dissatisfied with a University service, policy, or an action by a University employee. The process aims to be constructive and positive in resolving differences and working toward a better community at Florida Memorial University. This policy covers academic and non-academic matters except in areas where other formal policies and procedures take precedence. These other policies include the Grade Appeal Policy, Policy Prohibiting Discrimination and Harassment, Standards of Conduct, and the Honor Code.

General principles
- Whenever possible and in a timely manner, students should raise concerns informally with the faculty member, staff member, or other student involved.
- If the student is unsuccessful with informal resolution, the complaint should be taken to the appropriate division chair, school dean, or vice president who will handle student complaints as quickly and as fairly as possible.
- As a measure of good faith, students should be prepared to make their identities known when they raise concerns or complaints. Matters raised anonymously will not be addressed formally.
- There will be no adverse effect on or retaliation against a student raising a concern or complaint in good faith or against any person who in good faith provides information regarding a concern or complaint.
- Written complaints will receive written responses within 30 days and will be kept on file.

Procedures
- Academic matters: if a student has a complaint or concern about a course or faculty member, it should be directed first to the appropriate division chair or school dean, then to the provost. If the student has a complaint about an academic policy or its enforcement, it should be addressed to the office of the Provost for Academic Affairs.
- Non-academic matter: If a student has a complaint or concern about a non-academic matter, it should be addressed to the Vice President for Student Affairs.

ACADEMIC HONOR CODE

Florida Memorial University recognizes honesty and integrity as necessary to the academic purpose and function of the institution. The University, therefore, expects a high standard of individual honor in all academic endeavors from each student. Academic dishonesty includes cheating, plagiarism, forgery, collusion, and credential misrepresentation. Students found guilty of academic dishonesty are subject to disciplinary action, including loss of credit, suspension, or immediate dismissal from the University.
Cheating - The use or attempt to use unauthorized materials, information, study aids, or computer-related information. This includes giving or receiving, offering or soliciting information on tests or written assignments, and/or using notes or books other than those explicitly permitted by the instructor during an examination.

Plagiarism - Representation of words, data, works, ideas, computer programs, or anything not generated in an authorized fashion properly cited as one’s own.

Forgery - Willful misrepresentation or altering of documents with intent to defraud. It is a crime punishable by law. Its most common occurrence among students includes, but is not limited to, the misrepresentation of signatures (especially that of an academic advisor) on official documents of the University or the attempt to cash checks that are not lawfully their own.

Collusion - Cooperation of student(s) with staff personnel in securing confidential information/material (tests, examinations, etc.); bribery by student(s) or staff personnel to change examination grades and or grade point average(s); cooperative efforts by students and student assistant(s) in gaining access to examinations or answers to examinations for distribution; and resubmission of term papers and/or reports that have been submitted previously and graded, but have been secured and re-circulated among students.

Credential Misrepresentation - Use of untrue written statements regarding matters of fact in order to gain admission to or employment at Florida Memorial University. This also includes misstatements of fact, distribution of false printed material, and conduct manifestly intended to deceive or mislead.

STUDENT RECORDS

Florida Memorial University does not release student record information, except as permitted under the Buckley-Pell Amendment to the Family Educational Rights and Privacy Act of 1974 (FERPA).

Student records are confidential, and information which can identify a student will not be released to a third party unless authorized by the student. A record of all authorizations will be kept in the student’s file. Students may request, in writing, access to personal official records and may challenge the accuracy of records maintained by the University. The Office of the Registrar will respond to any request within ten working days.

Requests for official or unofficial Florida Memorial University transcripts are made in person to the Office of the Registrar or by the U.S. mail. Telephone requests will not be honored. Third party requests must include a signed release authorization from the student.

The following information is necessary to process a transcript:

• Student name
• Student identification number or Social Security number
• Date of birth
• Dates of attendance
• Degree(s) obtained (if any)

The request must be signed and dated by the student the full address of the person or institution receiving the transcript. A $3.00 fee is required, in cash or money order for each copy of the transcript.

Transcript requests should be addressed to:

Registrar’s Office
Florida Memorial University
15800 NW 42nd Ave.
Miami, FL 33054
Students negotiating with co-op employers who require grades should request a transcript in the usual manner and allow the usual time.

Rights Granted To Students Under The Buckley-Pell Amendment To The Family Educational Rights and Privacy Act Of 1974 (FERPA-Public Law 93-380)

To comply with the Buckley-Pell Amendment to the Family Education Rights and Privacy Act of 1974, commonly called the Buckley Amendment, the administration of Florida Memorial University informs the students of their rights under this act. The law affords students rights of access to educational records and protects students from the release and disclosure of those records to third parties. Educational records are those records, files, and other materials that contain information directly related to a student’s academic progress, financial status, medical condition, etc., and are maintained by the university or a party acting on behalf of the university.

EDUCATIONAL RECORDS

Educational records are defined as those records created to assist the offices of academic divisions, admission, business, evening degree program, financial aid, president, provost, registrar, student affairs and institutional research in their support of basic institutional objectives and any records identified by student name that contain personally identifiable information in any medium. Educational records, with the exception of those designated as directory information (described below), may not be released without the written consent of the student to any individual, agency, or organization other than the following authorized personnel or situations:

1. Parents, if student is a dependent as defined by Section 152 of the Internal Revenue Code of 1954.
2. Florida Memorial University faculty and staff who have an educational interest in the student.
3. Officials of other schools in which the student seeks to enroll (transcripts).
5. An accrediting agency in carrying out its function.
6. In emergency situations where the health or safety of the student or others is involved.
7. Educational surveys where individual identification is withheld.
8. In response to a judicial order.
9. In a campus directory after the student has deletion options.
10. In connection with financial aid.

Student may request, in writing, an opportunity to review their official educational records maintained by the university. Educational records excluded from student access are:

1. Confidential letters and statements of recommendation which were placed in the record before January 1, 1975.
2. Medical and psychological information.
3. Private notes and procedural matters retained by the maker or substitutes.
4. Financial records of parents or guardian.

Students may challenge any data in their educational record that is considered to be inaccurate or misleading. Student must submit the challenge in writing as stated below. For more information about educational records maintained by the university, students should contact the Registrar.

DIRECTORY INFORMATION

The university may release directory information to parties having a legitimate interest in the information. Directory information consists of the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, date of attendance, degrees and awards received and most recent previous educational agency or institution attended.
by the student. Mailing lists of Florida Memorial University students will not be provided outside the university community except to the U.S. Department of Defense for military recruiting purposes as required by the Solomon Amendment. Students who wish to exercise their rights under the law to refuse to permit release of any or all of the categories of personally identifiable information with respect to themselves must notify the registrar in writing, preferably before completion of registration for the first term of enrollment for that academic year.

STUDENT REVIEW OF RECORDS

To review his or her student records, a student must submit a written request to the registrar. Request forms for such a hearing and information about the procedures to be followed are available in the registrar’s office. Access will be made available within 45 days of receipt of the written request. Certified transcripts may be withheld if a student has not met all obligations to the university. After inspection of a record, the student has the right to challenge any material which may be inaccurate or misleading or which violates the student’s privacy. The student may do so by requesting the correction or deletion of such information in writing on the above listed form. This appeal may be handled in a formal meeting with the party or parties concerned or through a formal hearing procedure. Formal hearing procedures are as follows:

a) The hearing shall be conducted and decided within a reasonable period of time following the request for a hearing.

b) The hearing shall be conducted and the decision rendered by an institutional official or other party who does not have a direct interest in the outcome of the hearing.

c) The student shall be offered a full and fair opportunity to present evidence relevant to the issues raised.

d) The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

Note: A hearing may not be convened to contest grades. The grade appeal procedures are listed in the Grade Appeal policy of the catalog.

Student’s Written Consent to Release Educational Records

Written consent by the student to release educational records to a third party must specify the records to be released and the recipient of such records. Request forms for the release of appropriate records are available in each office containing educational records.

Notification of Parents

Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and after it has determined that the child is legally their dependent. Florida Memorial University recognizes the importance of support and interest of parent and families of students in all areas of the college program. Students are encouraged to share information about their experience and programs with their families. In keeping with the philosophy, it is not Florida Memorial University’s policy to disclose non-directory information based solely on dependent status. Parents may also acquire non-directory information by obtaining and presenting a signed consent from their child. Further information relating to the Buckley-Pell Amendment to the Family Education Rights and Privacy Act of 1974 (FERPA) may be obtained by contacting the Registrar, Florida Memorial University, 15800 NW 42nd Avenue, Miami Gardens, Florida 33054.

VETERANS AFFAIRS
Florida Memorial University maintains a Veterans Affairs Office in the Office of the Registrar to assist veterans and dependents of veterans who are entitled to V.A. educational benefits under Chapter 30, 32, or Chapter 35 of Title 38, U.S. Code and Chapter 106, Title 10, USC.

STANDARDS OF PROGRESS POLICY FOR VETERANS
Students are considered to be in good academic standing when their cumulative grade point average is a minimum of a 2.0. Florida Memorial University’s policies on academic warning, probation and suspension are based on the potentiality that students can overcome academic difficulty and make appropriate progress toward a degree.

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Termination of Veterans Benefits - A student receiving Veterans Educational Benefits who is placed on academic warning must regain a cumulative grade point average of 2.0 or better at the end of the semester following the notification. If, at the end of this semester, the cumulative grade point average is below 2.0, the U.S. Department of Veterans Affairs will be notified concerning termination of the student’s veteran’s educational benefits.

DRESS CODE
Florida Memorial University expects students to dress appropriately for class, programs, and recreational activities as well as sponsored University events (i.e. workshops, worship services, formal dining events and pageants). Consistently displaying standards of appropriate attire to specific occasions and activities are an integral part of the educational process.

Students will be denied admission to various functions if their attire is deemed in appropriate and not within the scope of approved attire for Florida Memorial University. Therefore Florida Memorial University students are expected to be attired neatly and appropriately at all times.

The following are example of appropriate dress for various occasions:

- Classroom, Student Activity Center, Chapel, University offices and Cafeteria- neat, modest, casual or dressy attire.
- Formal programs in the Lou Rawls Center for Performing Art and the Susie C. Holley Religious Center- business or dressy attire.
- Interviews (on and off campus)-business attire.
- Social/Extracurricular activities which occur campus wide-neat, modest or dressy attire depending upon the occasion.
- Balls, galas and cabarets-semi-formal, formal or dressy depending upon the occasion.

The following are examples of inappropriate attire:

- Hats or head coverings for men in any building. This item does not apply to headgear considered as a part of religious or cultural dress.
- Do-rags, stocking caps, skull caps and bandanas are prohibited at all times on the campus of Florida Memorial University. Students can only wear these items within their living quarters.
- Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
Men and women’s pants that show underwear.

Baseball caps and hoods for women in any building. This item does not apply to headgear considered as a part of religious or cultural dress.

All faculty and staff members are expected to encourage students to comply with the Florida Memorial University’s Dress Code Policy as presented. If evidence of willful disregard for this policy is observed, any faculty or staff member can initiate enforcement by writing an evidential report to the Dean of Students.

**CODE OF CONDUCT**

Florida Memorial University is a community of scholars whose members include its students, faculty and staff. As a community, we are committed to producing an environment that supports trust, respect, morality, civility, diversity, inquiry, creativity and an open interchange of ideas. We also recognize the need to establish a Code of Conduct that sets forth expectations for student behavior, promotes growth and development, guides student action, and defines procedures for the adjudication of and sanctions for behavior that is contradictory to the aims and objectives of a community of scholars. For the benefit of the community, the Code of Conduct limits certain behaviors and activities. It also attempts to protect the academic integrity, health, welfare, safety, rights, and property of the University.

The University aspires to create a balance between freedom and the policies necessary to promote its basic purposes of teaching and learning. Florida Memorial University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the University: assume responsibility for their actions; and respect the rights, privileges and property of others.

The Code of Conduct is designed to clarify the standards of behavior essential to the University’s educational mission and its community life. While the Code of Conduct is comprehensive and applicable to all students, it is not written with the specificity of a criminal statute; it is not an exhaustive attempt to codify every possible type of problematic behavior; and it is not a contract between the college and its students. The Code of Conduct policies and procedures apply to the individual behavior of students and the collective behavior of student organizations, whether that behavior occurs on or off campus. Florida Memorial University specifically retains the right to amend the Code of Conduct, with or without advance notice to the community.

The Code of Conduct also reinforces the concept that students have rights: the right to be treated as individuals within the disciplinary process; the right to be protected from arbitrary, capricious, or malicious acts on the part of other members of the community; and the right to study, learn, live, and work in an environment free from behavior that could disrupt the University’s functions, cause injury to persons, or cause damage to or loss of property.

**CAMPUS DIRECTORY**

**Campus Address**
15800 NW 42nd Ave.
Miami Gardens, Florida 33054

**Campus Number:**
(305) 626-3600

**Campus Fax:**
(305) 626-3769

**Center for Advisement and Retention**
(305) 623-4231

**Academic Affairs Office**
(305) 623-4223

**Academic Schools**
School of Arts and Sciences
Department of

Aviation & Safety (305) 623-1440
Computer Sciences & Mathematics (305) 623-4100
Social Sciences (305) 623-1408
Health and Natural Sciences (305) 626-3699
Humanities (305) 626-3128
Visual and Performing Arts (305) 626-3683

School of Business (305) 623-4288
Graduate Program (MBA) (305) 626-3629
School of Education (305) 623-4279
Graduate Programs (MSED) (305) 623-4280
Admissions (305) 626-3758

E-mail address: admit@fmuniv.edu

Alumni Affairs (305) 626-3657
Athletic Department (305) 626-3166
Bookstore (305) 626-3726
Career Placement Office (305) 626-3782
Counseling Office (305) 626-3138
Dean of Students (305) 626-0913
Financial Aid (305) 626-3742
Fiscal Affairs (305) 626-3623

University Bursar (305) 626-3739
Freshman Studies (305) 626-3662
Health Clinic (305) 626-3760
Housing (305) 626-3718
Institutional Advancement (305) 626-3608
International Students (305) 626-3751
Library (305) 626-3641
Public Relations (305) 626-3624
Registrar (305) 626-3752

Transcripts
Transfer Credits
Veteran Affairs

Security (305) 626-3771
Student Activities (305) 626-3715
Student Affairs (305) 626-3710
Student Support Services (305) 626-3721
Testing

CAMPUS MAP

1. Main Entrance - A.B. Coleman Jr. Drive, Welcome Center
2. Lion Statue
3. Tennis Courts
4. J.T. Brown Residence Hall
5. A.B. Coleman Sr. Residence Hall
6. New Residential Halls
   • Health Center
7. R. Ray Goode Residence Hall
8. Willie C. Robinson Residence Hall
9. J.C. Sams Student Union
- **Student Development Center**
- **Campus Activities**
- **Student Government Association**
- **Intramural Sports**
- **Student Publications**

10. William Lehman Aviation Center
11. Entrance Gate 2
12. James Weldon & J. Rosamond Johnson Fine Arts Building
13. Music Annex
14. Albert E. & Sadie B. Smith Dining Hall/Conference Center Susie
15. FIU/FMU Cooperative Use Building
16. Celestine Dixon & Sarah Rice Fountain of Excellence
17. Lou Rawls Center for the Performing Arts
18. M. Athalie Range Science Hall
19. Athletic Annex
20. A. Chester Robinson Athletic Center
21. Entrance Gate 1
22. Harry T. Moore Memorial Baseball Field
23. Sarah A. Blocker Hall
24. Nathan W. Collier Library
25. Royal Puryear Administration Building
26. Central Energy Plant
27. Alumni Affairs
28. Human Resources
29. Church Relations
30. Andrew Anderson & Donald Bacon Service Center
31. Public & Governmental Affairs
32. Pre-College Outreach
33. Student Services Building
34. C. Holley Religious Center