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WELCOME
TO
FLORIDA MEMORIAL UNIVERSITY
HOME OF THE
FIGHTING LIONS
Welcome from the President

Florida Memorial University is a South Florida treasure. Founded in 1879, and one of the Florida’s oldest institutions of higher education, its value is immeasurable through thousands of graduates who have matriculated on our campus and returned to their communities to implement our core values of Leadership, Character and Service.

Students who choose a university in the HBCU tradition understand that we arose from a people of humble beginnings, former freed slaves, who went on to conquer every phase of American life from music, to art, business, to scholarship, to sports to politics. No vignette of American life has gone untouched by the impact of the descendants of the four million slaves set free in 1865 with the passing of the 13th Amendment. Our particular history means that HBCUs have always been places of diversity, have always been open to change and have always been willing to meet the challenge of a new day. We are proud of our heritage. In the 21st Century, we have a new vision of who we are and of our mission as an HBCU.

However, the demands of this new century mandate that our students be marketable in a workplace where transferability of skills is as important as knowledge content. The likelihood of staying in a single job for a career has diminished significantly. People now move within the workforce as quickly as information moves. Our students and graduates must think globally and understand that the trajectory of their careers will be different than those of their parents. The likelihood of remaining in a single job with a single company for an entire career has changed. The workforce today is highly mobile. As an institution of higher education, we must be competitive by constantly rethinking our plans for recruitment, refashioning our academic programs, streamlining business practices and increasing the rigor of our research and teaching in order to better prepare graduates for an ever-changing world. I see a globally connected Florida Memorial University.
Our classrooms and support systems prepare our students to be global citizens. The campus of Florida Memorial University is, above all, a place for the development of America’s best talent. So, we embrace our global identity with the assurance of knowing that we are preparing our student population for a highly diverse, highly competitive world stage. We are a university that is technologically attuned to the world stage and each of our academic programs has been retooled for the Age of Information Technology. We have reduced the size of our core courses to allow students to integrate more STEM learning into their majors. Florida Memorial University will always be on the vanguard of innovation in higher education.

We develop and refine FMU’s student-scholars. What does it mean to be an FMU student? The consummate FMU student mirrors our best student attributes – well groomed, scholarly, honest, goal-oriented, ambitious and planning for success. Students who wear the mantle of Florida Memorial University carry themselves so well that they attract other ambitious young minds. They stand out to potential employers. Our student leaders are role models to their peers of the aforementioned qualities and they are expected to exemplify the FMU image every day. Students are our ambassadors to the community. They are our brand. Our student leaders epitomize the excellence and preparedness we teach daily at Florida Memorial University and that example is mirrored in all students.

Florida Memorial University is a globally competitive institution of higher learning where students come and develop their skills, where we produce graduates who can compete anywhere in the world and where we honor our African diaspora traditions in a globally connected world. So, you’ve made the right choice. We are very excited about your decision to attend Florida Memorial University and on behalf of our family, I welcome you!

Sincerely,
Roslyn Clark Artis, J.D., Ed.D.
President
About Florida Memorial University

History

Florida Memorial University is a private, coeducational, and Baptist-affiliated institution that has the distinction of being one of the oldest academic centers in the state, and the only Historically Black University in South Florida. In 1879, members of the Bethlehem Baptist Association founded the school, then called Florida Baptist Institute, in Live Oak to create “a College of instruction for our ministers and children.” The Reverend J. L. A. Fish was its first president. Despite a promising start, racial tensions soon cast a shadow over the Institute. In April 1892, after unknown persons fired shots into one of the school’s buildings, then-President Rev. Matthew Gilbert and other staff members fled Live Oak for Jacksonville, where he founded the Florida Baptist Academy in the basement of Bethel Baptist Church. They began holding classes in May 1892, with Sarah Ann Blocker as the main instructor. The school in Live Oak, however, continued to operate even after this splintering.

In 1896, Nathan White Collier was appointed president of the Academy, a post he held for 45 years. President Collier recruited renowned composer and Jacksonville native, J. Rosamond Johnson, to teach music at the school. While in the employ of the Florida Baptist Academy, Rosamond composed music for “Lift Ev’ry Voice and Sing,” a poem written by his brother, James Weldon Johnson, creating the song that has since been enshrined as the “Negro National Anthem.” It was first performed by a choir that included students from Florida Baptist Academy at a celebration of Abraham Lincoln’s birthday in 1900.

The institution’s has numerous graduates who have gone on to acclaim within the
state and nation, such as Earth M. M. White, the legendary business woman and community servant in Jacksonville; the Rev. Howard Thurman, a renowned figure in American theology, who was recognized in 1952 by Life Magazine as one of the twelve most influential religious leaders in the country; and Harry T. Moore, civil rights advocate and head of the Florida conference of the NAACP.

Because of the dual pressures of a growing student body and not enough space to expand, the Academy took advantage of an offer from the City of St. Augustine to relocate the institution to the 400-acre “Old Hansen Plantation.” The school began its third incarnation at its new home in St. Augustine on September 24, 1918, as the Florida Normal and Industrial Institute. Influenced by the educational model popularized by Booker T. Washington at his Tuskegee Institute in Alabama, students were encouraged to be industrious and self-sufficient, constructing many of the campus buildings themselves, as well as growing and preparing their own food. The students received hands-on training in practical fields which would allow them to support themselves and their families.

In 1942, the Baptist General State Convention voted to merge its two schools, closing down the Florida Institute at Live Oak and combining it with what would become Florida Normal Industrial and Memorial College in St. Augustine. Florida native and writer of the Harlem Renaissance, Zora Neale Hurston, served as an instructor for the school during this time.

The advent of the civil rights movement in the 1950s and 1960s brought about a whirlwind of challenges and change to St. Augustine. When local African Americans decided to protest and resist segregation in the city, students from Florida Memorial joined the effort, participating in sit-ins, wade-ins, and swim-ins, orchestrated by the Southern Christian Leadership Conference and the Rev. Dr. Martin Luther King Jr. The events in St. Augustine significantly influenced federal legislation resulting in the passage of the Civil Rights Act of 1964 and Civil Rights Acts of 1965, both of which were signed into law by President Lyndon Johnson.
Activism by FMC students, however, threatened to upset the delicate relationship between the City of St. Augustine and Florida Memorial, as well as provoked the resentment and animosity of whites in the area. Given this vulnerable financial and social situation, Dr. Royal W. Puryear oversaw the relocation of the school when, in 1965, the trustees purchased a 48 acre former air strip near Opa-locka in Dade County. On November 11, 1968, the new campus opened as Florida Memorial College. In December 2004, the institution’s charter was amended, and the name Florida Memorial University was adopted. Since its move to Miami, the legacy of Florida Memorial has been greatly enhanced by graduates like Colonel Norma Ely who was the chief air traffic controller of Andrews Air Force base, home of Air Force One, the U. S. President’s plane and helicopter, and by Barrington Irving, who built his own plane and became the youngest African-American pilot to fly around the world solo.

The FMU legacy is firmly rooted in steadfast dedication and commitment to pursue its mission “to instill in our students the values of leadership, character, and service to enhance their lives and the lives of others.”

Values Statement

We, the Florida Memorial University community, are committed to:

- **Integrity:** Embodying the values of fairness, openness, compassion, respect and honesty in everything we undertake.
- **Accountability:** Taking responsibility for our actions, collectively as well as individually, and delivering products and services that are of high-caliber and responsive to the needs of our community members.
- **Leadership:** Cultivating the drive to initiate and sustain change for the good of our campus, our community, and the world.
- **Service:** Sharing our academic and human capital as social, educational, and economic resources for the betterment of our campus and our community.
• **Excellence:** Promoting excellence in teaching and learning through the identification and retention of quality faculty, staff, and students, who are all engaged in vigorous intellectual exchange as a part of high-quality and competitive educational programs.

**Mission**

Florida Memorial University is a liberal arts institution dedicated to the intellectual, personal, and professional growth of a diverse student body, promoting the values of scholarship, leadership, character, and service. Building upon the traditions of our past and harnessing the richness of the present, Florida Memorial University prepares our students, through innovation, collaboration and creativity, to assume leadership roles in a highly competitive, technology-driven, and increasingly global marketplace.

**Vision**

Florida Memorial University will empower a diverse student body in a learner-centered academic community through collaborative, intimate, and innovative preparation for a global marketplace in a spectrum of relevant programs in an accredited, supportive, and technology-driven educational environment of choice, recognized for its rich legacy, faith, and tradition of producing highly competitive students.

**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.

Refrain (between each verse)
Florida Memorial, Florida Memorial
How we love to sing thy praise.
We’ll be loyal, ever loyal,
And for thee our voices raise.

About Florida Memorial University
Florida Memorial Traditions

With a heritage spanning 137 years, Florida Memorial University has a wealth of traditions and commemorative activities that keep our history alive. Some you might expect; others are unique and legendary. Still others remain unwritten. Together, they create a richly unique Florida Memorial experience, enhancing your memories, and banding us together as Lions. Here are just a few Florida Memorial traditions you can look forward to:

**Baccalaureate** is a religious observance rooted in the University’s Baptist foundation. This religious observance precedes the annual Commencement ceremony each April, bringing graduates, their families, and friends together in worship, song, and prayer.

**Founders’ Day Convocation** is an annual tribute to the University’s luminary pioneers and historic achievements. The University’s highest awards, the Nathan W. Collier Meritorious Service Award and the Sarah A. Blocker Meritorious Service Award, are bestowed upon two deserving students.

**Fall Convocation** is an annual, official welcoming of new students to the Academy. Convocation introduces students to the university’s leaders, provides a venue for the swearing in of SGA leaders, and continues the orientation process of informing students about the customs and traditions of FMU. Students are expected to dress formally for the occasion. Convocation is just one component of the First Year Experience provided to by the Centers for Academic Support & Retention.
About Florida Memorial University

**Miss & Mr. Florida Memorial University** is a royal coronation held in October to celebrate the outstanding achievements of one Florida Memorial student and her court of campus kings and queens.

President’s Scholarship Banquet is an annual and festive occasion featuring a renowned guest to close the Founders’ Day Convocation weekend. Proceeds benefit the President’s Scholarship Fund for needy and deserving students.

**Religious Enrichment Week** is a spring event sponsored by the Campus Ministry to promote faith, education, and enlightenment on campus and in the community. Local and regional pastors, choirs, and congregations visit the University throughout the week’s activities. This event is also conducted in celebration of the life and times of Dr. Martin Luther King, Jr.
Office of the Dean of Students

The Office of the Dean of Students provides central leadership and guidance of student services at Florida Memorial University, which includes 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. This office also oversees matters related to student judicial affairs and compliance with the Code of Conduct.

The Office of the Dean of Students provides a number of services to assist students with medical and personal emergencies. To access these services during regular business hours, students and/or their families may notify the office at (305) 623-1409. In the event of an after-hours emergency, individuals should contact the Florida Memorial Department at (305) 626-3771 and request that the “Dean on Call” be contacted. There is an emergency “Dean on Call” at all times to assist students in need.

- **1. Personal Referrals** – The Office of the Dean of Students can contact the many campus resources such as the Student Development Center, Health Center, Chapel and other community services for assistance in arranging emotional, spiritual or personal support for students.
- **2. Academic Referrals** – Students often need assistance in making decisions about academic matters. Our office can assist students with contacting their faculty and/or major department to resolve questions or concerns. All
students should maintain open communication with their academic advisors. Advisors for upperclassmen are located in the departments according to the student’s declared majors. Freshman advisors are located in Sarah H. Blocker Hall, Room 111, in the Center for Advising and Retention.

- 3. **Withdrawing from School** – Some students may find that a personal or medical emergency during the school term can impact their ability to attend classes or make up the missed work. In these cases, students may decide to withdraw from Florida Memorial University. Our office can assist with the Florida Memorial University withdrawal procedures. Students wishing to withdraw from classes should consult the university Registrar and seek consul from Academic Advising.

- 4. **Assistance in Contacting and Coordinating Family Needs** – The Office of Dean of Students can serve as a contact point for families. Contact us regarding any questions you have about policies, services, and special events. Parents and family members who are concerned about the well-being or success of students are encouraged to contact our office for advice and support. Students are encouraged to complete a FERPA form during registration to facilitate parents or guardians from having access to the student’s information. Signing a FERPA form is voluntary for students.

The Office of the Dean of Students is located in the J.C. Sams/Ocean Bank Student Activities Center.

**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 and into the global marketplace. The process includes student guidance from the first through the fourth year of matriculation 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 Career Development Center, located in the Student Services Building, is charged with assisting students and alumni in becoming global leaders. The Career Center assists 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, job fairs, career assessment inventories, resume preparation and interviewing techniques, etiquette training and proper business dress and decorum.

The Employer Relations component of Career Development focuses 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 Career Development Services include:

- 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
- Career Counseling
The Student Development Center

The Student Development Center strives to promote health and behavioral health 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.

Counseling and Mental Health Services

Counseling and crisis intervention services are provided to students experiencing a variety of mental health issues including: difficulty adjusting to college life, stress, anxiety, anger management, depression, grief and alcohol and substance abuse. All information regarding services is held in confidence as required by Florida State law and does not become part of the student’s academic record. The staff incorporates into their practice and programming awareness, respect, and valuing of cultural differences. The Counseling Center is located in the J. C. Sams/Ocean Bank Student Activities Center. Students can call for an appointment at 305-626-3138 and walk-ins are welcome.

Student Health Services

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 Nurse Practitioner or Registered nurse. Florida Memorial University’s Student Health Services is a department within the Division of Student Affairs and provides information to students regarding the University’s comprehensive health insurance coverage plan. Healthcare services are provided directly to students by staff from the Jessie Trice Community Health Center, Inc. The on-site clinic is located in Residential Life Building 3. The Clinic provides general health care, examinations and health education and counseling by a registered nurse. Services are available to all
full-time students who elect the University’s insurance coverage. The university insurance plan may be elected by any student as part of annual fees and covers clinic visits, emergency care and limited hospitalization. Students may elect to opt out of university coverage. Business hours are Monday to Friday from 8:00 am to 5:00 pm. Appointments can be made at 305-626-3110.

Alcohol 101

Alcohol 101 is an alcohol education and prevention program designed to help students make responsible decisions about their use or non-use of alcohol. It is not an academic course, but an animated, interactive CD-ROM program. 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 Judicial Affairs Committee or campus work supervisors. Group presentations are also available through the Counseling Center.

Freshmen, New and Transfer Student Orientation

Orientation is a collaborative effort between the Offices of Student Affairs and the Centers for Academic Support and Retention, a department of Academic Affairs. It is designed to help entering freshman and new/transfer students make a successful transition to university life at Florida Memorial University.

During 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. Florida Memorial University encourages students to build sustaining relationships with key faculty and staff members who may be instrumental in retention, mentoring and support.

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.

Centers for Academic Support and Retention

The principal mission of the Centers for Academic Support and Retention Department is to provide freshmen with the skills and support necessary to become successful in their chosen fields of study and to implement a comprehensive program for their retention. To this end, Centers for Academic Support and Retention offers and instructs students in a college success and study skills seminar and oversees and monitors the progress of the students.

Centers for Academic Support and Retention also provide 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 Centers for Academic Support and Retention Department:

- provides academic advisement for 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 University 101);
- provides supplemental instruction through academic skills laboratories;
• oversees and monitors the academic progress of students; and
• certifies students for major department transitioning.

International Students

Florida Memorial University serves a diverse international student population. It is a core belief of the University that in a global society, students must be exposed to the world at large. By having classmates who hail from a variety of foreign countries, our students are challenged to grow intellectually, to think differently about the world, to experience new foods, music, and cultural traditions beyond those into which they were born. It is the expectation of Florida Memorial University that its graduates be prepared to launch their careers anywhere in the world.

The Office of Enrollment Management has a recruiter dedicated to encouraging students from around the world to choose Florida Memorial University as their university of first choice. Our international students are excellent in the classroom and participate in sports, clubs and organizations and share their culture those days set aside to highlight the diversity of our student population and the richness of campus life. International students are encouraged to work with the Office of Enrollment Management to maintain their “student” immigration status with the United States Office of Homeland Security throughout their time of matriculation. For further information regarding International Student Services, please contact the International Student Recruiter, Office of Enrollment Management, Student Services Building, 305-626-3751.

Student Veteran Services

Student Veteran Service (SVS) is dedicated to providing veterans, military personnel and their family members with the support needed to make the most of their educational experience. The goal of Student Veteran Services is to equip student veterans with the tools they need to achieve their highest personal and academic potential. To provide student veterans with this support, SVS works closely with other departments on campus, as well as various community partners.
Student Services

Student veterans are provided helpful information on transitioning from military to college life, From Soldier to Student: Making the Transition to FMU also provides links to a wide variety of Student Development Center and Counseling Services (SDC-CS) resources.

Each year the university hosts a Student Veteran Retreat to welcome newly enrolled veterans, an annual celebration of Veterans Day, social and academic support groups, and access to community partners who serve veterans right here on campus. We encourage you to take advantage of every resource and opportunity available to you during your time at FMU. The office of the Registrar is the point of contact at 305-626-3754.

Financial Aid

Financial Aid is money in the form of scholarships, grants, work-study, and loans. The Financial Aid program at Florida Memorial University is designed to assist students, especially, financially needy and/or academically qualified undergraduate and graduate students in meeting their reasonable educational expenses (tuition and fees, room and board, books and supplies, personal expenses and transportation). 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.

How Soon to Apply

The Free Application for Federal Student Aid (FAFSA®) is the application that students must complete to apply for federal student aid at Florida Memorial University. Applications are available beginning October 1st each year, beginning the 2017-18 school year* (see chart). Families are encouraged to apply early. Most
programs handled by the Office of Financial Aid and Scholarships have priority dates. Students applying on or before these dates are given priority for certain programs. To ensure that you meet the priority filing date, complete and submit the FAFSA® no later than January 31st. To qualify as a priority filer, we must be in receipt of your FAFSA® report (via the federal processor), including a valid Expected Family Contribution (EFC), by February 15th. Two major changes to the FAFSA will take effect for the 2017–18 school year. Please see the chart below for a summary of the changes. You’ll find details below the table.

<table>
<thead>
<tr>
<th>When a Student Is Attending College (School Year)</th>
<th>When a Student Can Submit a FAFSA</th>
<th>Which Year’s Income Information Is Required</th>
</tr>
</thead>
</table>

1. The FAFSA® will be available earlier. Currently, students for the 2016–17 school year could complete a FAFSA® until Jan. 1, 2016. Students attending this academic year will be allowed a thirty day priority filer extension to March 15th, 2016. Beginning with the 2017–18 school year, applicants will be able to complete a FAFSA® as early as October 1 of the previous year. (See table.)

2. The FAFSA® will require information from an earlier tax year. The second major change also begins with the 2017–18 FAFSA cycle. Currently, in addition to other information, FAFSA® applicants (and their parents, if applicable) must report the prior year’s income information. For example, for the 2016–17 school year, applicants must report income information for 2015—the tax year before the beginning of the school year. Beginning with the 2017–18 FAFSA®, students will report income information from two years prior, which in this case is 2015 income information—two tax years before the beginning of the school year. (See table.)
Applications processed after February 15th will be reviewed and awarded based on the availability of funds. Priority consideration should not be construed as a guarantee of grant aid as Florida Memorial University has a limited amount of funds in some programs and adheres to the following Federal Eligibility Criteria for applicants:

- must be a U.S. citizen or eligible non-citizen.
- be enrolled as a regular student in an eligible program.
- must have a demonstrated financial need (as determined by the FAFSA®).
- must be registered with Selective Service, if required.
- must make satisfactory academic progress and normal pace toward a degree.
- must not be defaulted on any previous aid must complete and return all requests for verification and/or additional information as requested by the financial aid office.

Award Process

Each student’s file is reviewed and analyzed on an individual basis to evaluate financial need. Financial need is the difference between the “cost of attending Florida Memorial University” and the “expected family contribution”. 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. Funds available are prorated among eligible students. Those with the greatest demonstrated need are awarded the most aid. It is important to note that funding is limited for the campus-based programs, i.e. Federal Work-Study, and Federal Supplemental Educational Opportunity Grant. Criteria for awards are established by the federal and state agencies administering the programs. Funds are packaged based on need and the availability of funds as follows: grants first, employment second, and loans third. Students can access their financial awards online.

Financial Aid is distributed the first day of classes. Only students with completed financial aid files will have their aid disbursed. Enrollment status is determined at the
end of the drop/add period. Disbursed aid will be removed if the enrollment status is not confirmed.

Non-Degree Seeking Students

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

Enrollment Status

To receive financial aid a student’s 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 credits hours

For additional information regarding Financial Aid and other forms of financial assistance, eligibility and requirements at Florida Memorial University, please visit the Office of Financial Aid website or the Financial Aid Office in the Student Services Building, Suite 159. 305-626-3745.

Dining Service

Food service is available to residential and non-residential (commuter) students. For residential students, food service is included in room and board costs. Food service is available for breakfast, lunch and dinner daily. Special arrangements are made to adjust the food service schedule during
special events, holidays and during summer school. Food service is provided in the dining hall. All persons eating in the dining hall are required to observe the Rules and Regulations of the Dining Hall.

Students with special dietary needs due to medical needs or religious preferences should contact the Office of the Dean of Students so that the university’s food service provider can make the necessary accommodations. Additional food service options are available through the snack bar and bookstore, both located in the J.C. Sams/Ocean Bank Student Activities Center (SAC).

Bursar’s Office

The Bursar’s Office is a department within the Division of Finance and Administration. This office assists student in managing their financial affairs. Students may monitor and pay balances, key and housing deposits, tickets, purchase decals, and secure university identification and meal plan cards through the Bursar’s office. Students may also direct outside financial support (external scholarships) to this office. The Bursar’s office provides an array of financial support services.

Mail Services

The mail center is located in the J.C. Sams/Ocean Bank Student Activities Center (SAC). How mail should be addressed you:
Student’s Name
Student’s Residence Hall and Room Number
Florida Memorial University
15800 NW 42nd Avenue
Miami Gardens, FL 33054

Printing and Duplication Services

The Copy Center (Printing and Duplicating) is located in the Student Services Building.
Student Identification Card

Students are provided a university identification card and are expected to carry it on their persons at all times. Campus Safety, residential life staff and university faculty and staff may request a student to present picture identification. Failure to present one’s I.D. card upon request by a University official is a violation of University policy. The identification card is also an essential component of university security and Campus Safety because it distinguishes students from guests. All students are identified via their pictures which are preserved in the university’s database. Student I.D. cards are obtained during the registration process, from the Printing and Duplication Department.

The I.D. card is non-transferable, and the lending of the card 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 Campus Safety in the Student Services Building. Students must pay a $25.00 replacement fee for lost I.D. cards.

Information Management and Technology

The Office of Information Management and Technology is a department within the Division of Finance and Administration. The Office of Information Management and Technology coordinates all university technology services such as student email addresses, internet access, printing, cable television access and online registration platforms. This office also maintains the university’s learning platforms such as Black Board.

Students are expected to honor the university’s technology policies for proper use of all information technology applications for educational and academic purposes only. Technology policies include rules that govern computer access, student conduct in the laboratories, use of licensed computer software and other regulations. Misuse of technology services may result in disciplinary action through the Dean of Students and can lead to interruption or termination of such privileges.
To review Florida Memorial University’s computer services and policies, access the “Florida Memorial University Computing Policies” web page on the Florida Memorial University Information Management and Technology website http://www.fmuniv.edu/administration/division-of-finance-and-administration/information-management-and-technology/ and select Computing Policies.

Library

Access to the latest information through research is essential to every student’s academic success. The Nathan W. Collier Library provides the latest in research capabilities and support to assist students in their preparation for class and in preparing research papers. Through research, students are able to access the most current information about their fields of study and careers through search engines, data bases, books and online resources. The library has more than 127,000 book volumes and numerous scholarly journals and can accommodate individual and group study needs.
Every student should develop sound research skills which are useful both during matriculation and as a vital job skill. Library staff are also available to assist students during normal library hours of operations from 8:00 am until 12:00 am. Hours of operation may be adjusted due to special programming, summer school, etc.

Testing Center

The Testing Center is housed in the Centers for Academic Support & Retention, located in Sarah Blocker Hall, 2nd Floor. Students entering Florida Memorial University may use SAT, ACT or PERT scores. Student Placement Testing is available for students lacking pre-enrollment test scores. The Testing Center also supports academic testing for special accommodation as requested by faculty.
Student Life

Students are encouraged to engage in the full range of student activities, clubs organizations and leadership opportunities available at Florida Memorial University. While the pursuit of knowledge and an academic degree is the major purpose of your university attendance, the university community abounds with opportunities for development beyond the classroom. Campus clubs and organizations provide a stimulating and interesting venue for learning. Students learn through being actively engaged and challenged to rethink perspectives. Through engagement with a globally representative student population, enriching student activities, residential life, academic classroom experiences and interactions with faculty, students have the opportunity to further their knowledge, refine and expand their worldview.

Students are particularly encouraged to pursue leadership opportunities in both official and unofficial capacities within the university community. Leadership development opportunity in the Student Government Association is only one venue for growth. A myriad of opportunities are available to lead and learn through the Pan Hellenic Council, clubs, organizations, athletics and social justice experiences. Leadership is a core value at Florida Memorial University and it is an essential career skill which every student should develop during their matriculation.
Campus Ministry

The Susie C. Holley Religious Center (Chapel), located directly across 42nd Avenue in front of the main entrance to Florida Memorial University, is the spiritual center of campus life. Via a broad range of religious experiences, it seeks to meet the needs of students, staff and faculty of 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 opportunities to continue their personal and spiritual development through weekly worship services, Bible and topical studies; and thorough our men’s and women’s ministries. The objective is to impress upon students the importance of walking and living in faith. Faith is essential to our holistic development and Florida Memorial University, founded by the Baptist church, preserves and promotes a lifestyle where students exercise their faith as part of their academic growth.

The Dean of Campus Ministry is available daily in the Susie C. Holley Religious Center to provide spiritual counseling and prayer support to students from 8:00 am to 5:00 pm. Additionally, the chapel provides 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 305-626-3764.

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. The Activities office provides:
Student Life

- Resources for students to manage their events and organizations.
- Programs to ease transition to Florida Memorial University.
- Opportunities for entertainment and educational events on and off campus.
- Resources to help students gain the most from their involvement, while enhancing their personal development.

Additionally, this office has the responsibility for designing and developing cultural and social events that will fit into the overall mission of the University. Examples of activities include, but are not limited to, concerts, symposia, seminars, movies and open forums.

Intramural Sports and Recreation

The Intramural Sports and Recreation program within the Office of Student Affairs organizes, administers and promotes a diversified program of activities and services for student engagement. These activities encompass team sports, 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, leadership, good conduct, trust and regard for others.

Student Government Association

The Florida Memorial University Student Government Association serves as the official representative and liaison between the students and the administration. Annual elections are held for leadership positions that include: Student Government President, Student Government Vice President, Miss Florida Memorial University, as well as officers for each class level. Most campus activities are sponsored by the Student Government Association, which monitors all student organizations.
SGA Constitution

Students are encouraged to review the SGA’s constitution and to become familiar with its provisions. Copies of the revised Constitution can be obtained from the Office of student Activities and the Student Government Association Office, both of which are located in the J.C. Sam’s Activity Center.

The SGA Constitution delineates the duties and qualifications for SGA elected Executive Officers, Class Officers, and Senators. It also empowers the SGA President to appoint Cabinet Members such as Executive Secretary, Comptroller, Attorney General, Secretary of Student Activities, and other positions deemed appropriate to facilitate the execution of responsibilities assigned to the Office of SGA President. Additionally, the composition, duties, and legislative powers of the Student Senate are outlined. Permanent and standing SGA Committees (such as the Academic Committee, Budget Committee, food Committee, and Social Committee to name a few) are also listed and discussed in the Constitution.

Finally, the Constitution stipulates the remunerations (incentives) provided to selected SGA and elected positions. Again, you can obtain a copy of the SGA Constitution from the SGA Office, online via the University website or the Office of Student Activities.

Student Leadership

The Student Government Association’s responsibility is to create and mold student leaders, while simultaneously providing vision and direction. To ensure continued professionalism and efficiency with the many responsibilities of this body, all student leaders are guided by faculty advisors. Governing a student body of approximately 1,500 students, the Student Government Association continues to hold its own in the area of student leadership.

Student organizations will be subject to a warning, probation, suspension, or expulsion if it is determined that its members, who are sanctioned or sponsored by
the organization, are in violation of University policies (See Standards of Conduct Code).

Student Publications

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 Activities Center, next to the Lion Shop, bookstore. For more information, please call 305-626-3103.

Intercollegiate Athletics

Florida Memorial University provides students with the opportunity to participate in intercollegiate sports through soccer, baseball, basketball, track and field and volleyball. These sports are sanctioned through the National Association of Intercollegiate Athletics (NAIA). Sports provide the opportunity for holistic development of the body, mind and spirit. Additionally, sports provide opportunities for leadership, competition against the nation’s best athletes and the chance to travel
and have experiences that only collegiate sports can provide.

Florida Memorial University’s athletes have been very successful in competing against Sun Coast Conference competitors and in regional and national competitions. Students are recruited by the coaching staff but others are encouraged to walk on for tryouts.

Athletes are provided additional incentives through the university’s scholarship program. For information, contact the office of the Athletic Director is located in the Wellness Center at 305-626-3168.
Housing and Residential Life

Residential Life at Florida Memorial University is committed to enhancing the quality of life amongst residents by providing a safe, secure living and learning environment. The residential experience is a unique opportunity to gain the entire college experience. As a residential student, you will reside in a living and learning environment that promotes community engagement and social interaction. Living in a campus community environment will surely foster lifelong friendships and memories while at FMU.
Residential Life provides opportunities for personal growth and development and leadership experiences through student participation in programming and activities, and an opportunity to develop an appreciation of and sensitivity to students from different cultures and traditions from different parts of the country and the world. Housing also provides the opportunity for social, educational involvement and for self-governance. Residence Life strives to create a community where everyone is valued for his or her own individual contribution.

Working with staff from Student Activities and Intramural Sports, Residential Life staff also plan and implement a series of social learning experiences for students. It is important that students learn to live in a collaborative way. Residential students are encouraged to engage in clubs and organizations, while the residential living spaces also provide an opportunity for students to further conversations held in class, build upon their academic learning experiences, socialize and build relationships.

The Director of Residential Life oversees the staff which serves our students. The Director has responsibility for the care and maintenance of the property and to ensure that it is always in its best condition. Area Coordinators, Area Advisors and Residential Assistants work together to ensure that the living environment is responsive to students’ needs. Additionally, Residential Life staff is committed to building relationships with students and serving as mentors to encourage students in their development and academic goals.

Any currently enrolled student is eligible for on-campus housing, unless a housing contract has been revoked prior during matriculation at the University. Students living in residential facilities at Florida Memorial University are provided with specific residential policies, guidelines and procedures in the Residential Life Policy and Procedures Manual.
Standards of Conduct

Code of Conduct

Florida Memorial University (FMU) is a community of scholars whose members include students, faculty and staff. As a community, we are committed to producing an environment that supports the University’s core values of leadership, character and service. Our Code of Conduct 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. FMU expects its students to exemplify academic excellence and good citizenship. 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 individual freedoms and the policies that promote its basic educational purposes of teaching and learning. Florida Memorial University expects students to maintain high standards of personal integrity that are in harmony with the educational mission of the University: assume responsibility for their actions; and respect the rights, privileges and property of others.

The Code of Conduct is designed to articulate 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 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 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.

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 and due process in the administration of discipline and the security of and access to personal record. Students do not lose their constitutionally protected rights as part of the University community; however, the University is private property and those rights may be limited – as U. S. law dictates – for the common good of the community of scholars. 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 to expect an education of the highest quality.
2. The right of respect for personal feelings and freedom from indignity of any type.
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.
Standards of Conduct

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/or the University community.

2. Certain responsibilities are sanctioned by the University (i.e., Residence Life Rules, Dining Hall Rules, Traffic and Parking Regulations, Social Rules, and
Civil Laws, applicable Florida Statues 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 statues 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, disability 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.

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 behaviors listed below in this inclusive but not exhaustive list of inappropriate behaviors:

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 a 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 local, state or federal 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,
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 intra-relationship behavior(s) aimed at control, threatening, abuse or the other party. Examples of domestic violence include but are not limited to name-calling, sexting, cyberbullying, public embarrassment, all forms of intimidation, verbal threats, harassment, actual and threats of physical harm, and preventing a partner from making contact with others including peers, friends or family. All forms of partner to partner violence –regardless of sexual orientation or gender- are prohibited.

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
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commercial purpose or to harass students, staff or faculty on or off campus.

h. Misuse or illegal use of computers, technology or equipment owned by the University.

i. Cyberbullying is strictly prohibited.

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 Judicial Affairs Committee or a University official.
   b. Falsification, distortion, or misrepresentation of information before the Judicial Affairs Committee or Appellate (Dean of Students or an authorized administrative designee).
   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 Judicial Affairs Committee or Appellate (Dean of Students or an authorized administrative designee) 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 or an authorized administrative designee) 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.
Key Terms

(a) **Academic Environment** refers to any setting where a student is engaged in work toward academic credit, satisfaction of program-based requirements, or related activities including but not limited to online courses, learning abroad, and field trips.

(b) **Advisor** refers to any person, including an attorney chosen by the student or the alleged victim at their own expense and initiative to assist him/her throughout the student conduct process.

(c) **Business Days** refers to the work days of Monday through Friday excluding official Florida Memorial University holidays.

(d) **Allegation** refers to any charge brought under the Code of Conduct or identified as a violation of any University policy or procedure regarding student behavior.

(e) **Campus** refers to all University premises, including all land, buildings, facilities, and other property owned, possessed, leased, used, or controlled by the University, and adjacent streets and sidewalks.

(f) **Chair** refers to a faculty or staff member serving on the Judicial Affairs Committee (JAC) selected by the Dean of Students or an authorized administrative designee to serve as committee chairperson during Judicial Affairs Committee Hearings.

(g) **Charged Student** refers to any student charged with an alleged violation of the Student Code of Conduct or any other university rule or policy.

(h) **Charges** refers to an allegation of a violation of the Student Code of Conduct or any other university rule or policy. Charges may be forwarded to the Dean’s Office by Campus Safety, faculty, staff or students who are members in Good Standing with the University community.

(i) **Correspondence** refers to (1) written or electronic correspondence from the University sent to either the student’s physical address on file with the Registrar, campus residence, or FMU email address, if the student is a current student and (2) written or electronic correspondence from the student via the student’s FMU email address.

(j) **Complainant** refers to any party bring a charge of violation of the Code of Conduct or campus rules and regulations against any student. These
parties might include Campus Safety, Residential Life, a student, staff or faculty.

(k) **Dean of Students** refers to any staff of the Office of the Dean of Students, or an authorized administrative designee. As supervisor of the Dean of Students, the Vice President of Student Affairs may act in the Dean’s stead if necessary, following the same policies and procedures of the Student Code of Conduct.

(l) **Email** refers to a student’s official FMU email address designated for communication. All students are required to use their official Florida Memorial email address issued by the Office of Information Technology.

(m) **Hearing** refers to any formal administrative or Judicial Affairs Committee proceeding held to determine the responsibility of a student charged with a violation of the Code of Conduct or any university policy or procedure.

(n) **Hearing Officer** refers to a person authorized by the University to determine whether a student has violated the Student Code of Conduct. In his/her capacity as a member of the Hearing Committee, that person may recommend sanctions that may be imposed when a violation has been committed.

(o) **Hearing Officer Hearing** refers to a student conduct Hearing conducted by the Hearing Officer.

(p) **Information Meeting** refers to an informal conference at which the charged student is afforded the opportunity to meet with the Dean of Students or an authorized administrative designee to discuss the charges and/or hearing procedures.

(q) **Investigation Conference** refers to a formal meeting with the Dean of Students or an authorized administrative designee for the purpose interviewing viewing students, gathering information or providing an explanation of any Judicial Affairs process, explaining a student’s rights and/or or reviewing the facts of the alleged incident.

(r) **Judicial Affairs Committee** refers to persons appointed and authorized by the University to determine whether a student has violated the Student Code of Conduct. Such persons may recommend sanctions on students when a violation has been committed.

(s) **Judicial Affairs Committee Hearing** refers to a formal Hearing conducted by
the Judicial Affairs Committee, including students.

(t) **Member of the University Community** refers to any University faculty member, student, employee, or Trustee, as well as any person on Campus who is an employee of an entity with a continuous relationship with the University.

(u) **Respondent** refers to a student against whom an allegation has been made and who responds through the Judicial Affairs process.

(v) **Student** refers to any person taking courses at the University. Persons who withdraw after allegedly violating the Student Code of Conduct, are not officially enrolled for a particular term but who have a continuing relationship or enrollment with FMU, or have been notified of their acceptance for admission are considered “students.” The term “student” will refer to student organizations and residential and non-residential students.

(w) **Student Conduct Conference** refers to an optional meeting between the student and the Dean of Students (or an authorized administrative designee) after a Notice of Charge(s) has been delivered. The meeting may consist primarily of a discussion between the student and the Dean of Students (or an authorized administrative designee) and affords the student the opportunity to state whether he/she is “responsible” or “not responsible” for the charges listed on the Notice of Charges, and determines the next course of action in the student conduct process. This process may also take place electronically as deemed necessary or appropriate by the Dean of Students or an authorized administrative designee.

(x) **University or FMU** refers to Florida Memorial University, including all of its campuses and sites. The Student Code of Conduct applies to all campuses and sites of the University.

(y) **University Community** refers to trustees, administrators, students, faculty, staff and all visitors, contractors and guests to the University or any of its campuses, facilities or events.

(z) **University Official** refers to any person employed by the University to perform assigned teaching, research, administrative, professional or other responsibilities.

(aa) **Vice President** refers to the Vice President for Student Affairs or designee. The Vice President of Student Affairs is responsible, at the appointment of the President, for all matters concerning Student Affairs.
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(bb) Plagiarism refers to representing the words, creative work, or ideas of another person as one’s own without providing proper documentation of source. Examples include, but are not limited to:

- producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;
- paraphrasing, without sufficient acknowledgment, ideas taken from another person that the reader might reasonably mistake as the author’s; and borrowing various words, ideas, phrases, or data from original sources and blending them with one’s own without acknowledging the sources.
- copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work.

(cc) Witnesses refers to the individuals who were present at the time of the incident in question, have information about the incident in question, or who are called upon to voluntarily present testimony at a Hearing. No character witnesses are permitted.

Decisions and Judicial Authority

1. The Dean of Students or an authorized administrative designee shall:
   a. Manage and oversee the Judicial Affairs processes, including the maintenance of all records related to due process and hearings.
b. Determine the composition of the Judicial Affairs Committee and shall act as the Appellate.

c. Recommend policies and develop procedural rules for the conduct of hearings which are consistent with provisions of the Code of Conduct.

d. 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 Judicial Affairs Committee meets to hear the case.

2. Decisions made by the Judicial Affairs Committee shall be final, pending the normal appeal process.

3. 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.

Hearing Procedures

Hearings

A hearing is a formal process for 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 cases which in an allegation of academic integrity cases shall be resolved through an administrative hearing with the instructor and the Provost or designee. All cases involving allegations of violations of the Code of Conduct shall be resolved through the judicial hearings – whether conducted administratively or by panels. Cases involving student misconduct 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 an authorized administrative 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 an authorized administrative designee, will provide written notice to the student clearly outlining the alleged violations and the time and date on which the administrative or panel hearing will convene. Every attempt will be made 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 (or an authorized administrative designee), the Vice President for Student Affairs, Provost and professional residence life staff members.

Panel Hearings

When a case is to be adjudicated by a hearing panel, the Office of the Dean of Students or an authorized administrative designee shall convene a Judicial Affairs Committee composed of seven members: three students and four faculty/staff members. Members of the panel shall be selected and trained members of the Florida Memorial University community. A chair will be 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 or conflict of interest by specific panel members, a written appeal may be made to the Dean of Students or an authorized administrative designee 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. Also, per ADA, if special accommodations are needed for disabilities, the student has the responsibility to notify the Dean of students or an authorized administrative designee so that reasonable accommodations may be made prior to the hearing.

Before the hearing, both parties should submit to the Office of the Dean of Students or an authorized administrative designee a full list of any persons who will speak at the hearing as witnesses. The witness list must be submitted minimally 48 hours before scheduled hearing. The parties will not contact any member of the panel in any way before the hearing nor will the panel members 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 Judicial Affairs 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 Judicial Affairs 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; however, the panel as a whole will vote upon substantive decisions. Each party, commencing with the Complainant, will have the opportunity to make a full opening statement. The Complainant will have the opportunity to present any facts substantiating the claim(s) made by that party that the Judicial Affairs 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 Complainant will have the same opportunity to make a full closing statement. The burden of proof will be with the Complainant 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 or an authorized administrative designee. Reports should be submitted as soon as possible after the event takes place.

2. The Dean of Students or an authorized administrative designee 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 or an authorized administrative designee shall refer the matter to the Judicial Affairs Committee. 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 Judicial Affairs Committee.

3. 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 Judicial Affairs Committee finds that the accused student violated the Code of Conduct, sanctions may be imposed.

4. Hearings shall be conducted by the Judicial Affairs 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 Respondent 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 Respondent is responsible for presenting his or her own case. However, advisors are not permitted
to speak or to participate directly in any hearing before the Judicial Affairs Committee.

e. The Complainant, the Respondent and the Judicial Affairs Committee shall have the privilege of presenting witnesses subject to the right of cross examination by the Judicial Affairs Committee.

f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Judicial Affairs Committee at the discretion of the Chairperson.

g. All procedural questions are subject to the final decision of the Chairperson of the Judicial Affairs 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 Judicial Affairs 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.

5. There shall be a single verbatim record, such as a tape or video recording, of all hearings before the Judicial Affairs Committee. The record shall be the sole property of the University.

6. Except in the case of a student charged with failing to obey the summons of the Judicial Affairs 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 is a written notice to the student that a potential violation of institutional regulations has occurred and that they student may be at fault.

   b. Probation is 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 in violation of any institutional regulation(s) during the probationary period.

c. **Loss of Privilege** is a denial of specified privileges for a designated period of time.

d. **Restitution** is compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

e. **Discretionary Sanction** is a work assignment, service to the University, or other related discretionary assignments. Such assignments must have the prior approval of the Dean of Students or an authorized administrative designee.

f. **University Suspension** is separation of the student from the University for a definite period of time after which the student is eligible to return. Conditions for readmission shall be specified in writing at the time of suspension.

g. **Removal from Program of Study** is the loss of privilege to complete a degree based on the student being found in violation of programmatic or university rules and policies and or policies contained in the Code of Student Conduct.

h. **Expulsion** is a 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 or an authorized administrative designee to have their discipline record reviewed. Depending on the severity of the infraction, it is solely the right of the university to grant or deny a petition for review.

4. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed in Sanctions, 1a-1g.
   b. Deactivation and Loss of All Privileges, including University recognition for a specified period of time.

5. In each case in which the Judicial Affairs 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
6. Committee Chairperson shall within ten (10) calendar days advise the
accused in writing of its determination and of the sanctions imposed, if any.

Appeals

1. The Respondent, 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 or an
authorized administrative designee within ten (10) calendar days from the
date that the Respondent notified by the Chairperson of the Judicial Affairs
Committee regarding the Committee decision or sanctions.
3. The Dean of Students or an authorized administrative designee shall review
all pertinent data regarding the appeal and will render a written decision
within ten (10) calendar days. With the approval of the Vice President for
Student Affairs, this decision is final and cannot be appealed further.

Immediate Threats

The University reserves the right to immediately revoke or limit attendance and/or
housing privileges for any student who poses an immediate threat to other students,
faculty or staff. For example, an allegation of rape or threats of gun violence against
another constitute threats against which the University is required to take action – even
prior to full and fair hearings. Any student violating this policy will be immediately
removed from campus, especially where proof is self-evident (e.g., caught in the
act). Hate crimes, stalking, sexual harassment or threats against members of the
LGBTQ population will be subject to this provision. Under this provision, a student
may be immediately and involuntarily withdrawn from enrollment if, in the discretion
of the administration and/or the Judicial Affairs committee, the safety of the university
community is threatened or compromised. The student has no right to appeal such
a decision.
Possession of Weapons

While the Second Amendment to the United States Constitution provides for the “right to bear arms”, Florida Memorial University is a private institution and asserts its right to ban any weapons from university property. Guns represent an unusual threat to the university community and may not be in the possession of students at any time, either in Residential Life facilities, on their persons or vehicles. Any student in possession of a weapon will be subject to the “Immediate Threats” provision of this Code of Student Conduct. Florida does not have a campus carry law.

Advocacy

It is Florida Memorial University’s objective to retain all students through graduation. Therefore, any student found in violation of the Code of Conduct will be placed on a Conduct & Accountability Plan (CAP) by the Dean of Students or an authorized administrative designee. The plan is designed to assist the student in rehabilitating his or her Good Standing in the University community. The CAP shall include any and all sanctions imposed by an administrative or panel hearing; however, the Dean reserves the right to add reasonable conditions aimed at improving the student’s behavior and to assist the student in accessing University support services through Academic Affairs or Student Affairs.

The student and the Dean will both sign the CAP and the student is obligated to complete all listed requirements for full restoration of Good Standing within a time specified and agreed upon with the Dean. The Dean reserves the right to reasonably extend time due to extenuating circumstances or other conditions which may warrant such action. Failure to complete the AP may result in further penalties as determined by the Dean’s discretion, including the imposition of the next highest level of sanctions.

Every violation of the Code of Conduct does not require a hearing before the Judicial Affairs Committee. This Restorative Justice Model is a conflict resolution strategy that allows the Complainant the opportunity to confront the Respondent who will see
how direct his or her actions have impacted the injured party within the university community. With the permission of the Complainant, a case may be channeled through the Restorative Justice component which allows for group counseling with both the Complainant and Respondent present with the intent of resolving the matter as follows:

1. Both the Complainant and Respondent will receive individual counseling from the Student Development Center to determine if each party is receptive to an alternative approach to their dispute.
2. The Complainant shall have sole right to accept or reject a written request by the Respondent for group counseling as an alternative measure from the Dean of Students or an authorized administrative designee. If the Complainant does not accept the offer, then the traditional Judicial Affairs process will continue.
3. The Respondent must agree to hear the Complainant’s full point of view under the supervision of the Student Development Center counselor.
4. Each party must agree to a minimum 2 joint hour counseling session.
5. The Respondent, after the group counseling, must agree to a minimum 5 hours of individualized counseling aimed at addressing the behavior which led to the Code of Conduct violation.
6. The parties should sign a Settlement Agreement and Student Affairs Advocacy Plan with the Dean of Students or an authorized administrative designee which indicates all that the parties agree upon as restoration and justice.
7. The Respondent must agree with the Dean of Students or an authorized administrative designee to complete the Student Affairs Advocacy Plan within a specified time period (e.g., one semester).

Progressive Discipline

This policy defines the process for repeated episodes of student failure to comply with rules and/or to meet specific behavioral expectations for conduct. Corrections to unacceptable behavior may be addressed under the standards of Conducts section of the Student Handbook, depending on the individual circumstances and the nature and extent of correction needed.
Progressive Discipline is a step-by-step process designed to modify unacceptable behaviors, which also allows for discipline to start at a higher step each time there is an additional violation and based on severity and circumstance violation based on the severity and circumstance of the violation. For example, one incident of an unauthorized person in a housing unit noted by the Residential Life staff is different from allowing an unauthorized person into a room who engages in illegal behavior or who poses a threat to other students. More egregious behavior warrants a more severe response.

Florida Memorial University will implement a policy of Progressive Discipline, meaning sanctions and/or fines will increase with repeated violations of the Student Code of Conduct. The objective is to discourage repeat offenses and to promote an atmosphere of stability within the University community. It is important that students hold to a high standard of Conduct. Progressive Discipline also means that for repeated violations of the Code of Conduct, a student can be moved from Warning to Probation to Suspension to Expulsion. Each offense within a one year period should raise the level of sanction and fines.

Fines may be imposed at the discretion of Administrative or The Judicial Affairs Committee findings in any case. All fines imposed via the Judicial Affairs process will create a STOP on the students’ ability to register thereby ensuring that the student pays the fine before further enrollment can take place. Fines are not to be prohibitive put to serve as an additional penalty or sanction to discourage conduct unbecoming of an FMU student. The STOP should be placed on the student’s account by the Dean of Students or an authorized administrative designee and shall only be removed by the Dean or Vice President of Student Affairs.
Standards of Conduct

<table>
<thead>
<tr>
<th>Level</th>
<th>Rationale</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Student engages in minor behavior which disrupts the mission of the university – teaching and learning.</td>
<td>$100 - $300</td>
</tr>
<tr>
<td>Level 2</td>
<td>Student engages in serious conduct which demonstrates a disregard for fellow students, faculty, or staff within the University community.</td>
<td>$301 - $500</td>
</tr>
<tr>
<td>Level 3</td>
<td>Student engages in egregious behavior which demonstrates recklessness or wanton behavior that severely impacts fellow students, faculty, or staff within the University community.</td>
<td>$501 - $1,000</td>
</tr>
</tbody>
</table>

The Director of Residential Life or designee reserves the right to impose fines for violations of Residential Life policies and procedures or the Residential Life Agreement no greater than $100.00 repeated violations of Residential Life policies will result in disciplinary action through the Office of the Dean of Students.

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.

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.

Wednesday is the official dress-up day for Florida Memorial University.

The following are examples of appropriate dress for various occasions:

- Neat, modest, casual or dressy attire shall be worn in classrooms, the Student Activity Center, chapel, University offices and Cafeteria.
- Business or dressy attire shall be worn to formal programs in the Lou Rawls Center for Performing Art and the Susie C. Holley Religious Center.
- Business attire shall be worn to interviews on or off campus.
Standards of Conduct

- Neat, modest or dressy attire depending upon the occasion, shall be worn to Social/Extracurricular activities which occur campus wide.
- Semi-formal, formal or dressy attire shall be worn to balls, galas and cabarets, 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 making a report to the Dean of Students or an authorized administrative designee.
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 1,500 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)

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.

1. 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.

2. 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).

3. 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.

4. 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.

5. 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 the Student Services Building, Room 101.

Campus Access Procedures (Off Campus Students & 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 compete a Guest Request Form (available in the Residence Halls), have it signed by a dorm counselor and present the competed 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 Office of the Bursar. The Office of the Bursar will notify the Office of Campus Safety 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 Office of Campus Safety 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.

Rape/Sexual Misconduct

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 to sexual contact without consent: sexual intercourse does not have to occur.
Acquaintance rape, or date rape, happens more frequently on University campuses than stranger rape. It is important to communicate directly with your social contacts about level of comfort with specific behaviors.

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. You should contact your Resident Assistant, Residence Hall Counselor, the Dean of Students, the Counseling Center or Health Center.

To report an assault officially, you may call Campus Safety at 626-3771/3772. 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.

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.

**Theft**

If you are the victim of any type of theft while on University property, you should immediately notify Campus Safety.

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.

The campus Safety incident report also furnishes the University and Campus Safety with crime occurrence information needed to redirect crime prevention efforts. 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.

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.

Always keep your resident hall room door locked: a majority of all residence hall thefts occurred in an unlocked room.

Lost and Found

A lost and found service is located in 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.
University Policies and Regulations

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 grades.
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.

**Alcohol and Substance Abuse Policy**

Florida Memorial University strictly prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of controlled substances or other dangerous drugs, such as analogue (designer drug) on or off the campus. It is also a violation of University policy for anyone to possess, use, or be under the influence of an alcoholic beverage on the campus or at a University-related activity off campus.

In compliance with Federal Drug-Free Schools and Campuses Regulations, Florida Memorial University shall provide annual notification to students and employees regarding this Policy and its alcohol and substance abuse awareness, prevention and rehabilitation programs.

Violations of this Policy by any student of Florida Memorial University shall constitute grounds for evaluation and/or treatment for drug/alcohol abuse, for disciplinary action and/or criminal sanction.

Disciplinary actions may range from letters of reprimand up to and including expulsion from the University. Such actions shall be in accordance with the applicable “Standards of Student Conduct” and University policies and procedures. Students found to be in violation of this policy will be subject to disciplinary action ranging from warning to expulsion.
Anti-Hazing Policy

Florida Memorial University has a zero-tolerance for hazing. Hazing of students will not be a part of any initiation practices, whether for new students, social clubs, athletic teams 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.

State of Florida Hazing Law

Pursuant to Florida’s Chad Meredith Act, HB 193, a person commits hazing, a *third degree felony (up to 5-years in prison)*, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

A person commits hazing, a *first degree misdemeanor (up to 1-year in jail)*, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person. It is not a defense to a charge of hazing that:

1. The consent of the victim had been obtained;
2. The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
3. The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization. Florida Memorial University will hold student organizations and individual students found guilty of hazing activities accountable through our judiciary process and those found negligent in these practices will be held criminally liable.
Immunization/Physical Examination Policy

The State of Florida requires all incoming freshmen or transfer students born after December 1956 to provide documented Proof of Immunizations and a current Physical Examination Record to the university before registration can be completed.

- Physical Examination records should be completed by a Medical Doctor, Nurse Practitioner, or Physician’s Assistant and should include his/her name, credentials and a phone number.
- HOLD STATUS will be assigned to your registration status if your Immunization forms are not submitted or completed.
- If the doctor completing your physical examination does not have your immunization records, please submit a copy of your original records from your High school or your parents.
- Documents written in a foreign language must be translated in English prior to submission.
- If your immunization documents are lost or misplaced you may ask your doctor to do a titer examination as proof of immunity.
- All health–related documents MUST be signed by a Medical Provider and officially stamped or notarized. Please submit your health records to:

The Office of Student Affairs, Room 152, Florida Memorial University, Miami Gardens FL 33054

Acceptable immunization records include:

- High school records
- Health Department Records
- Physician’s or Military Records
- Personal official records-signed, stamped and dated by a qualified healthcare provider
- Previous college/university records. (Ask for documents to be transferred)
Student Educational Records Rule

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. The Family Education Rights and Privacy Act (FERPA) was implemented in 1974 as a federal law to protect the privacy of student education records. FERPA also gives students the right to review their education records, seek to amend inaccurate information in their records, and provide consent for the disclosure of their 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).

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 in response to a judicial order.
8. In a campus directory after the student has deletion options.
Students 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.

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.

Non-Discrimination Statement

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g. Title VII, Title VII, Title III, Title II, Rehab Act, ADA, Title IX) it is the policy of Florida Memorial University not to engage in discrimination or harassment against any person because of race, color, religion or creed, sex, pregnancy, national or ethnic origin, disability status, age, ancestry, marital status, sexual orientation, veterans status, political beliefs or affiliations and to comply with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations.

This non-discrimination policy applies to admissions, enrollment, scholarships, loan programs, athletics, employment and access to, participation in, and treatment in all university centers, programs and activities.
University Policies and Regulations

Student Grievance Procedures

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 Policy

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. 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.

• 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
University Policies and Regulations

- 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 and Executive Vice President 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.

Students with Disabilities Policy

Florida Memorial University seeks to fully comply with federal guidelines for accommodating the diverse needs of its students by providing equal access to academic support services pursuant to the American with Disabilities Act (ADA).

New freshman and transfer students may apply for accommodations once admitted to Florida Memorial University. Current students may apply at any time. It is the student’s responsibility to identify him or herself to The Center for Testing, Accommodations, Data & Analysis (TADA) located in Sarah Blocker Hall, Room 117 and present valid documentation of a legally valid disability in order to receive academic accommodations. The University values the confidential nature of your disability-related information Student records are protected by the Family Educational Rights and Privacy Act (FERPA). Staff will assist you with obtaining approved classroom accommodations, exam accommodations, etc. and other services that are available. Our contact information is 305-626-3775 or tada@fmuniv.edu.
Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose crime statistics that happen on and around their campuses. The law was originally known as the Crime Awareness and Campus Security Act of 1990 and was amended and renamed in 1998 after Jeanne Clery, a Lehigh University student who was assaulted and murdered in her residence hall on April 5, 1986. This information is published in the University’s annual Public Safety Report.

Title IX Compliance

“No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

As a recipient of Federal financial assistance for education activities, Florida Memorial University is required by Title IX to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Additionally, the Florida Educational Equity Act prohibits discrimination in schools based on race, ethnicity, national origin, gender, disability, or marital status. FLA. STAT. § 1000.05 (2012). Furthermore, this commitment is reaffirmed in FMU’s Equal Opportunity and Non-Discrimination Statement, which is applicable to all faculty, staff, students, visitors, applicants, and contractors.
The University's designated Title IX Co-Coordinators are:

<table>
<thead>
<tr>
<th>Students</th>
<th>Faculty, Staff, &amp; Visitors</th>
<th>Athletics</th>
</tr>
</thead>
</table>
| Valerie Hall  
Dean of Students  
J. C. Sams Student Union Building  
Tel: (305) 623-1409  
Email: vhall@fmuniv.edu | JaRenae E. Whitehead,  
MBA, SPHR, SHRM-SCP  
Director & Chief Human Resource Officer  
Human Resource Office  
Tel: (305) 626-3631  
Email: jarenae.whitehead@fmuniv.edu | Robert Smith  
Athletics Director  
Athletics Office  
Tel: (305) 626-3168  
Email: rosmith@fmuniv.edu |

The University’s Title IX Co-Coordinators are charged with monitoring and ensuring compliance with these regulations. Questions regarding Title IX, as well as concerns about and complaints of non-compliance (including complaints of sexual harassment, sexual assault, sexual violence, or other sexual misconduct), should be directed to them. Some acts of sexual misconduct may also constitute violations of criminal law and require mandatory reporting to the FMU’s Campus Safety and/or the local authorities, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, refer to the University’s Sexual Assault/Harassment Policy and contact the FMU Campus Safety at (305) 626-3771.

Sexual Assault/Harassment Policy

It is the policy of the Florida Memorial University to maintain a teaching and learning environment free of sexual harassment for students. Sexual harassment defies the high Standards of Conduct of the university community. It diminishes individual dignity, thwarts the university’s mission and impedes educational opportunities and equal access to freedom of academic pursuit. Sexual harassment prevents Florida Memorial University from fulfilling its academic mission and is intolerable and unacceptable. Sexual harassment violates the University’s policy against discrimination on the basis
of sex. Sexual harassment is patently illegal and prohibited in the education context by Title IX of the Educational Amendments of 1972.

Sexual harassment is a very serious violation of personal privacy and may have a severely negative impact on the lives and careers of victims and perpetrators. False accusations which threaten the reputation or career of another student be damaging. A person who sexually harasses another, and a person who knowingly and intentionally files a false complaint under this policy, are subject to university discipline. Also, it is possible to engage in behavior that does not rise to the level of harassment but it may still be inappropriate if it is not wanted. This behavior is also unacceptable at Florida Memorial University. Examples of sexual harassment include:

1. **Unwanted Sexual Statements** – sexual or “dirty” jokes, comments on physical attributes, spreading rumors about or rating others as to sexual activity or performance, talking about one’s sexual activity in front of others, and displaying or distributing sexually explicit drawings, pictures and/or written material. Unwanted sexual statements can be made in person, in writing, electronically (email, instant messaging, blogs, web pages, etc.), and otherwise.

2. **Unwanted Personal Attention** – letters, telephone calls, visits, pressure for sexual favors, pressure for unnecessary personal interaction, pressure for dates where a sexual/romantic intent appears evident but remains unwanted, and stalking.

3. **Unwanted Physical or Sexual Advances** – touching, hugging, kissing, fondling, touching oneself sexually for others to view, sexual assault, intercourse, or other sexual activity.

4. **Unwelcome Sexual Advances** – requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

   a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education, living environment, or participation in a University activity;
   
   b. submission to or rejection of such conduct by a student is used as the
basis for or a factor in decisions affecting that students’ education, living environment, or participation in a University activity; or
c. such conduct has the purpose or effect of unreasonably interfering with a students’ academic performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s education, living environment, or participation in a University activity.

Emergency Response and Evacuation Procedures

Florida Memorial University is committed to the safety of students, faculty and staff. The University maintains various ways to mass communicate emergency notification alerts to the FMU community should events and circumstances dictate. In the event of an emergency (severe weather or other campus emergency), Campus Safety will confirm the report and activate the campus key personnel notification procedure by contacting the responsible campus authority. The University will take appropriate steps to immediately notify the campus community. Depending on the location and nature of the incident or condition, the campus community may be directed to either stay inside a building, to evacuate a building, or to evacuate a section of campus.

As part of the FMU’s Crisis Communication Plan, an Emergency Alert System is in place which allows the university to communicate the situation via voice, text, or e-mail. Students are encouraged to be safe and informed by signing up for FMUAlerts at: http://entry.inspironlogistics.com/fmu/wens.cfm?ep_id=student
### Campus Resources

Students should be aware that the University has the following resources available for their support.

<table>
<thead>
<tr>
<th>Support</th>
<th>Resource Office</th>
</tr>
</thead>
</table>
| Behavioral/Mental Health Counseling | University Counselor  
Student Development Center  
J.C. Sams/Ocean Bank Student Activities Center  
(305) 626-3138 |
| Spiritual Counseling           | Dean of Campus Ministry  
Susie C. Holley Religious Center  
(305) 626-3674 |
| Employee Assistance Program    | Office of Human Resources  
Human Resources Trailer  
(305) 626-3136 |
| Health Educator Support        | Student Development Center  
J.C. Sams/Ocean Bank Student Activities Center  
(305) 626-3120 |
| Medical Support                | Jessie Trice Clinic  
Living Learning Center, Building 3  
(305) 626-3760 |
## Campus Resources

<table>
<thead>
<tr>
<th>Support</th>
<th>Resource Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Disciplinary Support</td>
<td>Dean of Students</td>
</tr>
<tr>
<td></td>
<td>J.C. Sams/Ocean Bank Student Activities Center</td>
</tr>
<tr>
<td></td>
<td>(305) 623-1409</td>
</tr>
<tr>
<td>University Security</td>
<td>Campus Safety</td>
</tr>
<tr>
<td></td>
<td>Student Services Building</td>
</tr>
<tr>
<td></td>
<td>305-626-3713</td>
</tr>
</tbody>
</table>
## Community & National Resources

<table>
<thead>
<tr>
<th>Support</th>
<th>Resource Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rape or Sexual Assault</td>
<td>Dade County Roxcy Bolton Rape Treatment Center 1611 N.W. 12th Avenue Miami, Florida (305) 585-5158</td>
</tr>
<tr>
<td>Rape or Sexual Assault</td>
<td>Switchboard of Miami Crisis Hotline 305-358-4357</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>Florida Domestic Violence Hotline 1-800-500-1119 1-800-621-4202</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>National Domestic Violence Hotline 1-800-799-SAFE (7223) 1-800-787-3224</td>
</tr>
<tr>
<td>Police</td>
<td>City of Miami Gardens Police Department 18611 N. W. 27th Avenue Miami Gardens, Florida 33169 911 – General Emergency (305) 474-6473 (Request an Officer)</td>
</tr>
</tbody>
</table>
Lift every voice and sing
Till earth and Heaven ring
Ring with the harmonies of liberty;
Let our rejoicing rise,
High as the listening skies,
Let it resound loud as the rolling sea.
Sing a song full of the faith that the
dark past has taught us,
Sing a song full of the hope that the
present has brought us.
Facing the rising sun of our
new day begun;
Let us march on till victory is won.

Stony the road we trod,
Bitter the chastening rod,
Felt in the days when hope
unborn had died;
Yet with a steady beat,
Have not our weary feet,
Come to the place for which
our fathers sighed?
We have come over a way that
with tears has been watered,

We have come, treading our path
through the blood of the slaughtered,
Out from the gloomy past,
‘Till now we stand at last
Where the white gleam of our
star is cast.

God of our weary years,
God of our silent tears,
Thou who has brought us thus
far on the way;
Thou who has by Thy might,
Led us into the light,
Keep us forever in the path, we pray
Lest our feet stray from the places, our
God, where we met Thee,
Lest our hearts, drunk with the wine of
The world, we forget thee,
Shadowed beneath Thy hand,
May we forever stand,

True to our God,
True to our native land
# Campus Directory

<table>
<thead>
<tr>
<th>Departments</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Address</td>
<td>15800 N.W. 42nd Avenue Miami Gardens, FL 33054 <a href="http://www.fmuniv.edu">www.fmuniv.edu</a></td>
</tr>
<tr>
<td>Campus Switchboard</td>
<td>(305) 626-3600</td>
</tr>
<tr>
<td>Academic Affairs/ Provost</td>
<td>(305) 623-4223</td>
</tr>
<tr>
<td>Academic Affairs/ Associate Provost</td>
<td>(305) 626-0213</td>
</tr>
<tr>
<td>Admissions/Enrollment Management</td>
<td>(305) 626-3758</td>
</tr>
<tr>
<td>Alumni Affairs</td>
<td>(305) 626-3658</td>
</tr>
<tr>
<td>Athletics</td>
<td>(305) 626-3166</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(305) 626-3726</td>
</tr>
<tr>
<td>Bursar/Cashier</td>
<td>(305) 626-3739</td>
</tr>
<tr>
<td>Campus Ministry</td>
<td>(305) 626-3674</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>(305) 626-3771</td>
</tr>
<tr>
<td>Career Development Center</td>
<td>(305) 626-3782</td>
</tr>
<tr>
<td>Center for Advising and Retention (The CAR)</td>
<td>(305) 626-3666</td>
</tr>
<tr>
<td>Freshman Business Majors, and Undeclared Freshmen</td>
<td>(305) 626-3666</td>
</tr>
</tbody>
</table>
# Campus Directory

<table>
<thead>
<tr>
<th>Departments</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Computer Science, Mathematics &amp; Technology and Humanities Majors, Health and Natural Sciences Majors A-M</td>
<td>(305) 626-3712</td>
</tr>
<tr>
<td>Freshman Education and Health and Natural Sciences Majors N-Z</td>
<td>(305) 626-3675</td>
</tr>
<tr>
<td>Freshman Social Sciences Majors and Undeclared Sophomores</td>
<td>(305) 623-1408</td>
</tr>
<tr>
<td>Center for Urban Environmental Studies</td>
<td>(305) 626-3701</td>
</tr>
<tr>
<td>Centers for Academic Support and Retention</td>
<td>(305) 626-3762</td>
</tr>
<tr>
<td>Central Receiving (Warehouse)</td>
<td>(305) 626-3668</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>(305) 623-4231</td>
</tr>
<tr>
<td>Finance, Administration and Student Services</td>
<td>(305) 626-3615</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(305) 626-3742</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(305) 626-3745</td>
</tr>
<tr>
<td>Grants and Sponsored Research</td>
<td>(305) 623-1446</td>
</tr>
<tr>
<td>Hospitality Services and Scheduling</td>
<td>(305) 474-4692</td>
</tr>
<tr>
<td>Human Resources</td>
<td>(305) 626-3622</td>
</tr>
<tr>
<td>Information Management and Technology (IMT)</td>
<td>(305) 623-1413</td>
</tr>
<tr>
<td>Institutional Effectiveness</td>
<td>(305) 623-4228</td>
</tr>
<tr>
<td>Institutional Research</td>
<td>(305) 626-3698</td>
</tr>
<tr>
<td>Mail Center</td>
<td>(305) 626-3656</td>
</tr>
<tr>
<td>Departments</td>
<td>Phone Numbers</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Nathan W. Collier Library</td>
<td>(305) 626-3641</td>
</tr>
<tr>
<td>Office of the President</td>
<td>(305) 626-3605</td>
</tr>
<tr>
<td>Printing &amp; Duplication (Copy) Center/ID</td>
<td>(305) 626-3670</td>
</tr>
<tr>
<td>Public Relations</td>
<td>(305) 626-3636</td>
</tr>
<tr>
<td>Purchasing Department</td>
<td>(305) 626-3652</td>
</tr>
<tr>
<td>Residential Life/Housing</td>
<td>(305) 430-1183</td>
</tr>
<tr>
<td></td>
<td>(305) 626-3718</td>
</tr>
<tr>
<td>School of Arts and Sciences</td>
<td>(305) 623-1402</td>
</tr>
<tr>
<td>Department of Aviation &amp; Safety</td>
<td>(305) 623-4277</td>
</tr>
<tr>
<td>Department of Computer Sciences, Mathematics &amp; Technology</td>
<td>(305) 626-4100</td>
</tr>
<tr>
<td>Department of Health &amp; Natural Sciences</td>
<td>(305) 626-3697</td>
</tr>
<tr>
<td>Department of Humanities</td>
<td>(305) 626-3128</td>
</tr>
<tr>
<td>Department of Social Sciences</td>
<td>(305) 626-3955</td>
</tr>
<tr>
<td>Department of Visual &amp; Performing Arts</td>
<td>(305) 626-3683</td>
</tr>
<tr>
<td>School of Business</td>
<td>(305) 623-4288</td>
</tr>
<tr>
<td>School of Education</td>
<td>(305) 623-4279</td>
</tr>
<tr>
<td>Student Accounts/Fee Assessment</td>
<td>(305) 626-3737</td>
</tr>
<tr>
<td>Student Activities</td>
<td>(305) 626-3714</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>(305) 626-3710</td>
</tr>
<tr>
<td>Student Development Center</td>
<td>(305) 626-3138</td>
</tr>
<tr>
<td>Student Government Association (SGA)</td>
<td>(305) 626-3717</td>
</tr>
<tr>
<td>Student Health Insurance/Immunizations</td>
<td>(305) 626-3120</td>
</tr>
<tr>
<td>Student Health Services/Jessie Trice Clinic</td>
<td>(305) 626-3760</td>
</tr>
</tbody>
</table>
## Campus Directory

<table>
<thead>
<tr>
<th>Departments</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Publications</td>
<td>305) 626-3103</td>
</tr>
<tr>
<td>Testing Center</td>
<td>(305) 626-3775</td>
</tr>
<tr>
<td>Thompson Hospitality (Dining Services)</td>
<td>(305) 626-3778</td>
</tr>
<tr>
<td>University Advancement</td>
<td>(305) 626-3609</td>
</tr>
<tr>
<td>University Registrar</td>
<td>(305) 626-3752</td>
</tr>
<tr>
<td>Veterans’ Liaison</td>
<td>(305) 626-3754</td>
</tr>
</tbody>
</table>
Campus Map/Buildings

Orientation/Registration Parking Zones
• **ADM** = Royal Puryear Building
• **Bldg 2** = New Residential Hall Building 2
• **Bldg 3** = New Residential Hall Building 3
• **Bldg 4** = New Residential Hall Building 4
• **DUP** = Student Services Building, Suite 150
• **FIU/FMU Bldg** = FIU/FMU Joint Cooperative Building
• **Goode Hall** = R. Raye Goode Residential Hall
• **JC Sams Center** = J.C. Sams/Ocean Bank Student Activities Center
• **JJ VPA** = James Weldon Johnson and Rosamond Johnson Fine Arts Building
• **LIB** = Nathan W. Collier Library
• **LRPAC** = Lou Rawls Performing Arts Center
• **MAWEC** = Multi-Purpose Arena & Wellness Education Center
• **Range Bldg** = M. Athalie Range Science Hall
• **Robinson Hall** = Willie C. Robinson Residential Hall
• **SBH** = Sarah Ann Blocker Hall
• **SCH** = Susie C. Holley Religious Center
• **Smith Center** = Albert E. & Sadie B. Smith Conference Center
• **Student Services Building**
• **WLAC** = William Lehman Aviation Center