

# LION PRIDE

STUDENT HANDBOOK | 2023-2024





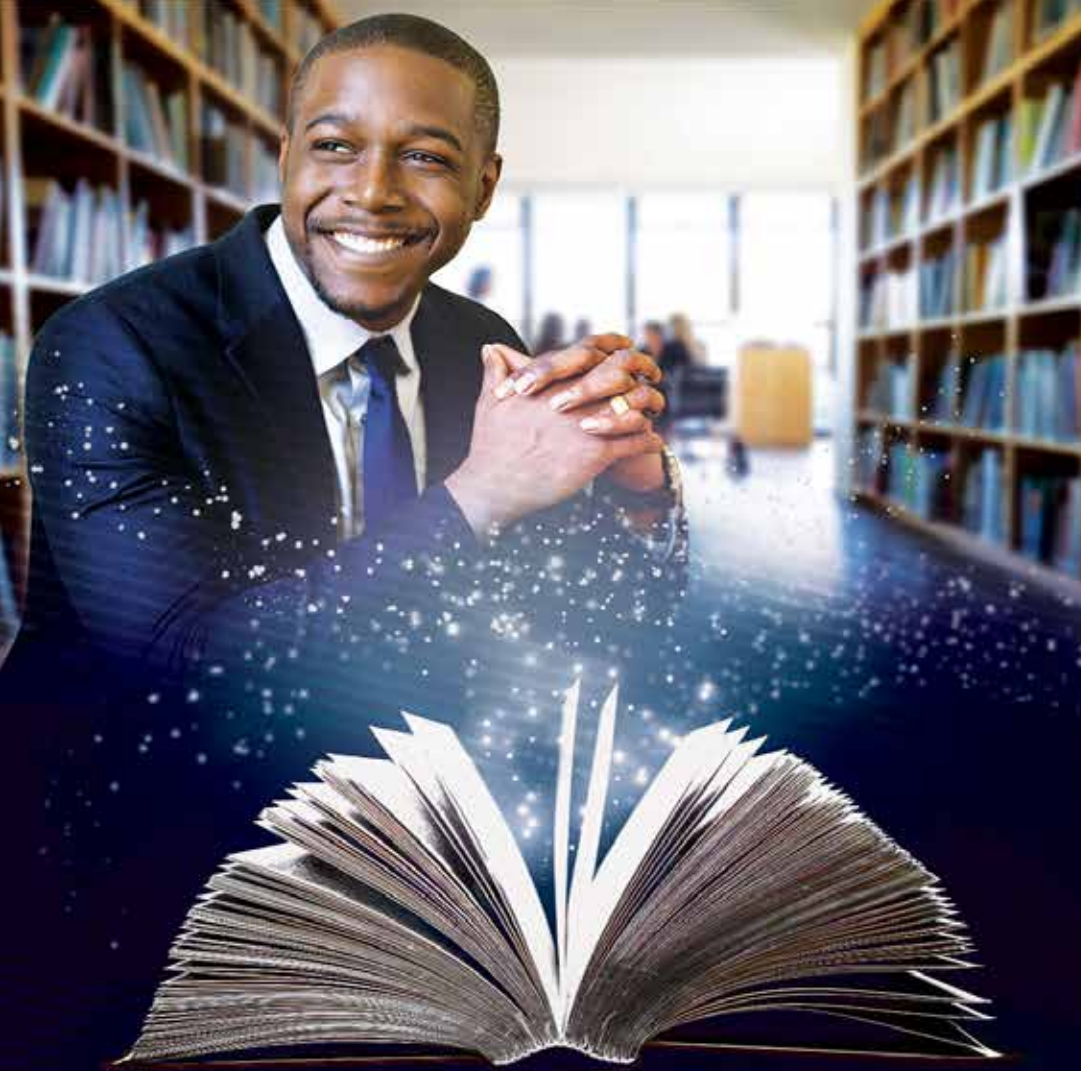
# Table of Contents

<b>Welcome from the President</b>	5	Testing Services	21
		Clubs and Organizations	21
<b>Florida Memorial University</b>		<b>Campus Ministry</b>	21
History	6	<b>Division of Student Affairs</b>	22
Values Statement	8	<b>Student Engagement &amp; Leadership</b>	
Mission	9	Intramural Sports and Recreation	24
Vision	9	Student Government Association	24
University Motto, Colors and Mascot	9	SGA Constitution	24
Alma Mater	11	Student Leasership	25
"Lift Ev'ry Voice and Sing"	12	Intercollegiate Athletics	25
Florida Memorial Annual Events	13	<b>University Counseling &amp; Support</b>	
<b>Student Services</b>		Counseling and Mental Health Services	26
Career Development Center	14	Student Health Services	26
University Student Health Insurance Plan	15	<b>Welcome to Housing and Residential Life</b>	
New Student Orientation	15	Residence Life Guidelines	27
Centers for Academic Resources & Support	16	Code of Conduct	28
International Students	16	Student Rights and Responsibilities	29
Student Veteran Services	16	Student Responsibilities	30
Financial Aid	17	Academic and Personal Behaviors	30
How Soon to Apply	17	<b>Key Terms</b>	33
<b>Award Process</b>		<b>Decisions and Conduct Authority</b>	35
Non-Degree Seeking Students	17	<b>Hearing Procedures</b>	35
Enrollment Status	18	Hearings	35
Dining Services	19	Investigation	35
<b>Bursar's Office</b>			
Mail Servicees	19		
ID Cards	19		
Information Management and Technology	19		
<b>Library</b>	20		



Administrative Hearings	36	<b>Alcohol and Substance Abuse Policy</b>	50
Panel Hearings	36	Anti-Hazing Policy	51
Interim Panels	36	State of Florida Hazing Law	51
Panel Hearing Proceedings	37	Immunization/Physical Examination Policy	52
Panel Hearing Feedback	37	Student Educational Records Rule	53
<b>Conduct Procedures</b>		Non-Discrimination Statement	54
Charges and Hearings	37	Student Grievance Procedures	54
<b>Sanctions</b>	38	Student Concerns and Complaint Policy	55
Appeals	41	ADA Accessibility Reasonable Accommodations Policy	55
Immediate Threats	41	Clery Act	56
Possession of Weapons	41	Title IX Compliance	56
Advocacy	41	Sexual Assault/Harassment Policy	56
Progressive Discipline	42	<b>Emergency Response and Evacuation Procedures</b>	58
<b>Violation of Law and University Discipline</b>	44	Campus Resources	59 - 64
Dress Code	44	Campus Locations	66 - 67
<b>Campus Safety Services and Procedures</b>		Residential Students Expectations and Policies	68-80
Campus Access Procedures (Vehicles)	46	Important Numbers	81
Campus Access Procedures (Off Campus, Students, Visitors)	47		
Parking and Traffic Regulations	47		
Schedule of Parking Fines and Traffic Fees	48		
Appeal Procedures	48		
Personal Safety and Security	48		
Rape/Sexual Misconduct	49		
Theft	49		
Lost and Found	50		
Academic Honor Code	50		





Welcome  
to

## FLORIDA MEMORIAL UNIVERSITY HOME of THE FIGHTING LION

Florida Memorial University is the only historically Black university in South Florida. The university has been preparing students to enter world-class professions and competitive graduate schools for nearly 140 years. FMU students enjoy the benefit of smaller classrooms, professors with terminal degrees, and a culturally diverse environment.





### Greetings Lions:

Welcome to Florida Memorial University, a place where you can own your excellence! As you embark upon this educational journey, we want you to take comfort in knowing we are here with you. You have chosen an outstanding University where everyone is committed to your success. Simply put, we are the Lion Pride - a family of dedicated faculty and staff who provide a nurturing and supportive environment to help you achieve your dreams and aspirations. Additionally, your University family is passionate about our mission and driven to instill in you our core values: **Character, Leadership, Accountability, Scholarship, and Service (C.L.A.S.S.)**.

At Florida Memorial University, you will be challenged to educate yourself in a nurturing and inclusive community of scholars that celebrate you. Your future success will depend on your ability to own your excellence and remain accountable to your dreams. Likewise, we will not compromise our expectations that you give your highest efforts in your endeavors and maximize your full potential during your time in Lion Country.

For more than 142 years, Florida Memorial has been an international beacon of faith, hope, and opportunity for generations of multicultural students from underprepared or well-prepared backgrounds from countries across the globe. Our world-changing alumni include iconic leaders like theologian Howard Thurman, activist-physician Dr. Von D. Mizell, and noted civil rights leader Harry T. Moore. Notable graduates include U.S. Presidential Air Traffic Controller Norma Ely-Jones, record-breaking, globe-crossing aviator and philanthropist Barrington Irving, community leader Sybrina Fulton, and barrier-breaking radiochemists and researchers Dr. Vanessa Sanders and Dr. Tenisha Meadows. In virtually every vocation, you will discover an FMU Lion succeeding in that path and welcoming you to succeed with them.

During your enrollment, you will learn that your education extends beyond the boundaries of our beautiful campus. Through your curated journey, you will discover that the world is your classroom. The Lion family will provide an extraordinary curricular and extra-curricular experience that will inspire and prepare you for the global marketplace and life. As part of your academic experience, we provide a variety of wrap-around services that shall help you be successful.

More than any time before, our world needs global-minded leaders with the competence, insight, and cultural awareness to transform society. I fully expect you to graduate from FMU and compete in the global marketplace, matriculate at the premier graduate and professional schools, or establish innovative enterprises.

In your handbook, you will find the policies and procedures that govern and protect the Lion Pride. I encourage you to become familiar with its content and do your part to help FMU rise to global preeminence.

**Our Florida Memorial University is ascending to excellence.**

## GO LIONS!

A handwritten signature in blue ink, appearing to read "R. H. Sanders", written over a light blue background.

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. 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 at a celebration of Abraham Lincoln’s birthday in 1900.

The institution had numerous graduates who have gone on to acclaim within the state and nation, such as Eartha 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 that 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.

**In 1897 The  
School Was  
Founded** **Historically The Only  
Black University In  
South Florida.**

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:**

### **CHARACTER:**

Embodying the values of fairness, transparency, compassion, respect, integrity, honesty, respect for diversity, and a commitment to equality in everything we undertake.

### **LEADERSHIP:**

Cultivating the drive to initiate and sustain change for the good of our campus, our community, and the world.

### **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.

### **SERVICE:**

Sharing our academic and human capital as social, educational, and economic resources for the betterment of our campus and our community.

### **SCHOLARSHIP:**

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

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

# VISION

As South Florida's HBCU (Historically Black College and University), Florida Memorial University will be a premiere urban-serving liberal arts educational institution preparing the next generation of global leaders

## MOTTO:

Own Your Excellence.

## VALUES:

Character, Leadership, Accountability, Service, and Scholarship

## COLORS:

Royal Blue, Orange, and White

## MASCOT:

The lion; each star represents the values of FMU: Character, Leadership, Accountability, Service, and Scholarship.





# ALMA MATER

## FLORIDA MEMORIAL UNIVERSITY

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 their well-earned fame.

We love thy halls, thy stately walls,  
And the friends who gave thee birth;  
The truths 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:

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



# Lift Ev'ry Voice and Sing

Lift every voice and sing,  
'Til earth and heaven ring,  
Ring with the harmonies of Liberty;  
Let our rejoicing rise  
High as the 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 'til 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,  
'Til now we stand at last  
Where the white gleam of our bright 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,  
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.

# FLORIDA MEMORIAL UNIVERSITY ANNUAL EVENTS

With a heritage spanning 142 years, Florida Memorial University has a wealth of 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 University experience, enhancing your memories, and banding us together as Lions. Here are just a few Florida Memorial University traditions you can look forward to:

## **Baccalaureate**

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

## **Founders' Day Convocation**

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**

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 by the Centers for Academic Support & Retention.

## **Miss & Mr. 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**

The 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 students who need financial assistance and deserving students.

## **Homecoming**

Homecoming is a celebration for students, alums, including an intercollegiate football game, Greek step show, concerts, and many other events.

## **Baccalaureate**

Baccalaureate is rooted in the University's Baptist foundation, this religious observance precedes the annual commencement ceremony each semester, bringing graduates, their families, and friends together in worship, song, and prayer.

## **Commencement**

Commencement is the ceremony celebrating students' graduation.

## **Honors and Awards Day**

Honors and Awards Day is an annual event celebrating students for their academic excellence and efforts in the classroom.

# STUDENT SERVICES

## 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 University. 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 Earlene & Albert Dotson Student Services Center, 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, and providing guidance in full-time professional job searches. The Career Development Center also provides group and individual counseling, job readiness workshops, job fairs, career assessment inventories, resume preparation and interview 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. Students are able to contribute to their experience every year, freshman to senior year, and beyond. Every opportunity has the potential to be an addition to a student's resume.





## Available Career Development Services:

-  Scholarships
-  Internships
-  Mentorships
-  Walk-In Advising
-  Job Search Techniques
-  Career Advising & Assessment
-  Resume Referral Service
-  Mock Interviews
-  Internship Program
-  On-Campus Recruiting
-  Career Fair
-  Career Seminars and Workshops
-  Career Counseling (Individual and Group)
-  Professional Dress (Free Clothing Available)

## University Student Health Insurance Plan

The University Student Health Insurance Plan is mandatory for all full-time students and is billed as part of general fees. Coverage includes clinic visits, emergency care and limited hospitalization. Students may not elect to opt out of University coverage. Business hours are Monday to Friday from 8:00 a.m. to 5:00 pm. Appointments can be made at 305-626-3110 or call for telehealth appointment at 1-855-835-2362.

## New Student Orientation

New Student Orientation (NSO) is a collaborative effort between Student Affairs, Academic Affairs, and Enrollment Services. NSO is planned especially for newly admitted freshmen, transfer, and re-admitted students. The program is designed to help students make a successful transition to Florida Memorial University. During virtual Pre-Orientation, students are introduced to the First-Year Experience, campus resources, student support services, and academic offerings. The in-person New Student Orientation exposes students to our campus and culture, and allows them to engage with their peers, faculty, and staff.

The objective of NSO is to provide students with information that will promote self-sufficiency and help them cope with the independence and responsibility of becoming an FMU student. During NSO, students attend a series of workshops, seminars, and social activities where they are presented information about the University's history, support centers, and services. Students are also presented with University policies and regulations,

introductions to University personnel, and are assigned an academic advisor who assists them throughout the first 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.

## Center for Academic Resources and Support

The Center for Academic Resources and Support (CARS) is an Academic Success Center for Lions in their first year at FMU. CARS 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 include academic advising, degree plan development, skill enhancement and reinforcement, tutorial services, and ADA accommodations support. CARS immerses new students in holistic academic support programming designed for their successful transition to University life and toward their desired major and career ahead. The CARS staff includes academic wellness advisors and advocates, mathematics and writing interventionists, and a testing and ADA Accessibility Coordinator. These area experts are all committed to the retention and persistence of new and transferring students as part of a comprehensive First-Year Experience (FYE) program.

Looking for assistance? Student can book an appointment with a CARS professional by visiting the CARS webpage: [www.fmuniv.edu/academics/center-for-academic-resources-and-support/](http://www.fmuniv.edu/academics/center-for-academic-resources-and-support/). Students are also welcomed to come by the main CARS offices, located in Sarah A. Blocker Hall, Room 111, between 9:00 a.m. and 4:30 p.m., Monday through Friday.

**Specifically, CARS team members collaborate with faculty, staff, and students to foster student success in the following areas:**

## 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, and 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 first choice University. 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 in the Office of Enrollment Management, Earlene & Albert Dotson Student Services Center, 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 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). The primary objective is to ensure available funds are provided to eligible students so 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. The FAFSA application window opens each year on October 1 and students and families are encouraged to apply early.

Many state and external financial assistance programs administered by the Office of Financial Aid and Scholarships have priority deadlines. 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 March 31. 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 March 31.

# AWARD PROCESS

Each student's file is reviewed and assessed 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. 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 via the Lion Aid system.

Financial Aid disbursements begin after the last day of drop/add and confirmation of enrollment. Only students with completed financial aid files will have their aid disbursed.

## 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:

### Undergraduate Enrollment Status:

Full-time - 12 or more credit hours

Three-quarter time - 9 to 11 credit hours

Half-time - 6 to 8 credit hours

Less than halftime - 1 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 at [www.fmuniv.edu/financial-aid](http://www.fmuniv.edu/financial-aid) or the Financial Aid Office in the Earlene & Albert Dotson Student Services Center, Suite 159. 305-626-3745.

When a Student Is Attending College (School Year)	When a Student Can Submit a FAFSA	Which Year's Income Information Is Required
Fall, Spring and Summer 2021-2022	October 1, 2020– June 30, 2021	2018
Fall, Spring and Summer 2022-2023	October 1, 2021– June 30, 2022	2019
Fall, Spring and Summer 2023-2024	October 1, 2022– June 30, 2023	2020

Applications processed after March 31 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.

## 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 AVP for Student Affairs/ Dean of Students or Assistant Dean of Students so they can connect with the University's food service provider to start the process to make necessary accommodations. Additional food service options are available through the Grill and bookstore, both located in the J.C. Sams/Ocean Bank Student Activities Center (SAC) and the Wellness Center located in the Wellness Center (Gym).

## BURSAR'S OFFICE

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

### Mail Services

The mail center is located in the J.C. Sams/Ocean Bank Student Activities Center (SAC).

#### **How mail should be addressed:**

Student's Name

Student's Residence Hall and Room Number

Florida Memorial University

15800 NW 42 Avenue, Miami Gardens, FL 33054

### I.D. Cards

If an I.D. card is altered, covered, and/or unidentifiable, the student will be asked to replace the card at the student's expense. 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 Earlene & Albert Dotson Student Services Center. Students must pay a \$25.00 replacement fee for lost I.D. cards. Stolen I.D. cards may be replaced without a fee with police report.

## Information Management and Technology

The Division of Information Management and Technology (IMT) coordinates all University technology services such as student access accounts, email addresses, internet access, printing, and Xfinity On-Campus. 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 Conduct Affairs with the Assistant 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" webpage on the Florida Memorial University Information Management and Technology website [www.fmuniv.edu/administration/information-management-and-technology/](http://www.fmuniv.edu/administration/information-management-and-technology/) and select Computing Policies.

## LIBRARY

The Nathan W. Collier Library (NWCL) provides a wide range of resources and services in a welcoming environment to support students' academic success at Florida Memorial University. NWCL is open for your use seven days a week. Daily hours begin on Sunday at 2 p.m. to 10 a.m., Monday through Thursday from 8 a.m. to 11 p.m., Friday from 8 a.m. to 5 p.m., and Saturday from 10 a.m. to 4 p.m. Hours of operation may be adjusted due to special programming, intermissions, summer terms, etc.







The library provides the latest in research capabilities and support to assist students in their preparation for class and in preparing research papers. Students can access the most current information about their fields of study and careers through our print and electronic resources. The library has more than 127,000 book volumes and numerous scholarly journals and can accommodate individual and group study needs.

**Information Access/Circulation Desk:** The physical Circulation Desk, located on the first floor of the library is equipped with staff trained and ready to serve library users. Services include library and technology assistance; borrowing services for library materials, audiovisual equipment, and laptop computers; area copy/print/scan equipment; and other customer services. For details and information about the Access/Circulation Desk, see [www.fmuniv.edu/library/departments/](http://www.fmuniv.edu/library/departments/)

**Reference and Research Instruction Services:** The Reference and Research Instruction team helps students access information, discover appropriate resources, and most effectively utilize technology in academic work. For in-depth, personalized assistance from a librarian or technologist, request a Research Appointment at Reference: 305-626-3647 or Email: [libref@fmuniv.edu](mailto:libref@fmuniv.edu)

**Library Resources:** The library provides print and electronic books, journals, newspapers, and media selected to reflect both the needs of the curriculum and the general reading and viewing interests of the University community. Generally, the University's library is home to more than 500,000 items. To begin your search, see [www.fmuniv.edu/library/](http://www.fmuniv.edu/library/). Interlibrary Loan Agreements through organizations such as the Online Computer Library Center, the Southeast Florida Library Information Network, and the HBCU Library Alliance provide broad access to a wide range of materials. To request materials not owned by the library, interlibrary loan and document delivery services are available via [www.floridamemorialUniversity.on.worldcat.org/discovery](http://www.floridamemorialUniversity.on.worldcat.org/discovery)

**Special Collections at NWCL is the home of significant and historical materials. Special Collections includes:**

- |   |   |
|---|---|
|  The Archives                        |  Black Collection  |
|  The Curriculum Materials Collection |  The Mickens Collection                                      |
|  Children's Literature               |  The Florida Collection                                      |
|  The Laban C. Conner Collection      |  The Barbara J. Jordan Commissioner of Excellence Collection |

Nearly 20,000 Special and Rare books and Archival items are maintained in our special collections. Materials in Archives and Special Collections can be used by anyone during open hours, but must remain in house while in use. For more information, including hours, please visit the Special Collections website at [www.fmuniv.edu/campusguides.com/archives](http://www.fmuniv.edu/campusguides.com/archives)

To help preserve the library collection and maintain a pleasant environment for study and research, food is not permissible and drinks brought into the library must be in covered containers and should be disposed of in trash receptacles located throughout the library. Students are expected to respectfully abide by University Policies in their use of the library facility and its resources.

## Testing Services

FMU's Center for Academic Resources and Support [CARS] houses Testing Services in Sarah Blocker Hallroom 111. The Testing and Accommodations Coordinator can be reached at [testing@fmuniv.edu](mailto:testing@fmuniv.edu).

For incoming students, FMU uses the Postsecondary Educational Readiness Test (PERT) to determine course placement in reading, writing, and mathematics. Incoming students without college-transferable English or math courses and who have not taken the SAT or ACT and/or whose SAT or ACT scores fall below the University's minimum requirements for college readiness, are required to take the PERT.

Accommodations may also be provided for students with approved ADA academic adjustments (if requested in advance and in accordance with FMU policy). Email [access@fmuniv.edu](mailto:access@fmuniv.edu) for assistance.

## Clubs and Organizations

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 and 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 opportunity is available to lead and learn through the National 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

Florida Memorial University was founded by the Baptist Home Mission and has continued its tradition as a faith-driven institution. In keeping with our faith commitment, the Susie C. Holley Religious Center (Chapel), located directly across 42nd Avenue in front of the main entrance to Florida Memorial University, was built in 1982. The Chapel is the spiritual center of all campus life. Via a broad range of religious experiences, it meets



the needs of students, staff, and faculty of Florida Memorial University. The Chapel provides inclusive, diverse programming to assist students in their inner development at Florida Memorial University. Additionally, Fall Convocation, Founders' Day, and Baccalaureate services are held in the Chapel.

Under the leadership of the Dean of Campus Ministry (Chaplain), the Chapel provides worship services, Bible study, prayer, counseling, and social events weekly. Services are open to the entire University family and the community. The mission of the Chapel is to encourage members of the community to walk in faith daily. Faith is essential to our holistic development and promotes a lifestyle where we all grow. The Dean is available daily in the Chapel from 8 a.m. to 5 p.m. Additionally, the Chapel provides opportunities for volunteers to serve as worship leaders, singers, musicians, liturgical dance teams, and community service 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.

## DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is affectionately known as the heartbeat of the campus. They provide resources for ALL STUDENTS including but not limited to student support, emergency help leadership development, student advocacy, and programs geared towards personal development during your life as college students. We provide resources to help students transition into college life as well grow during their college years at Florida Memorial University.

**The Division of Student Affairs is home to the following departments:**

- Conduct Affairs
- Housing & Residence Life,
- The Office of Greek-Life, Clubs & Organizations and Community Programs (includes Royal Court)
- The Office of Leadership, Student Engagement, & Intercultural Initiatives
- Intramurals
- The Office of Student Affairs
- Student Government Association
- University Counseling Services
- The JC Sams' Student Activity Center Office

### Office of Student Affairs

The Assistant Vice President for Student Affairs (AVP) and the Assistant Dean of Students provides central leadership and guidance of services for students. We provide resources to help students transition into college life and to support growth during your college years at Florida Memorial University.

The AVP for Student Affairs and Assistant Dean of Students are the important contact points when a student's need is apparent, and it is not clear where to turn for help. Student Affairs coordinates specific programming and

initiatives that promote self-awareness, personal growth, leadership, and integrity within the Florida Memorial University community. This office also oversees matters related to student conduct affairs and compliance with the Code of Conduct. The AVP for Student Affairs and the Assistant Dean of Students provide services to assist students with medical and personal emergencies.

You can contact the Student Affairs Office from 8:00 a.m. to 5:00 p.m. Students and/or their families may notify the office by calling the University Main Line at 305- 626-3600 and ask for the Office of Student Affairs or email [studentaffairs@fmuniv.edu](mailto:studentaffairs@fmuniv.edu). For urgent issues after hours, residential students please contact the Residence Hall Coordinator on duty at 786-385-3932; commuter students should contact the Campus Safety Department at 305-626-3771.

## **The Office of Greek-life, Clubs & Organizations and Community Programs**

The Office of Greek-life, Clubs & Organizations, and Community Programs housed in the J.C. Sams Student Activity Center supports the creative space for all student clubs and organizations and all Fraternities and Sororities. Additionally, this department builds and upholds community service and partnerships through programming in the local and surrounding communities. This office also advises The FMU Royal Court, which develops a student community of organizations that enables its members to achieve the highest standards of personal integrity, civic engagement, and tangible skills to be productive citizens in a global society.

### **The Office of Greek-life, Clubs & Organizations and Community Programs provides:**

- Advisement to the Florida Memorial University Royal Court
- Resources for Greek- Life operations and success
- Operational resources for current and newly created student clubs & organizations
- Cross training and professional development through Florida Memorial University student community
- University -wide student group collaborative programming to enhance the student experience
- The FMU Paw Pantry food resources for students

## **The Office of Leadership, Student Engagement & Intercultural Initiatives**

The Office of Leadership, Student Engagement & Intercultural Initiatives housed in J.C. Sam's Activity Center supports student success and enhances the campus environment by focusing on our university core principles through quality yet intentional programs, student services, intercultural leadership opportunities, and diverse environments. We facilitate involvement and real-world readiness for our students through engagement in Student Government Association, Leadership Development, Multicultural and International Student Affairs, the "Lions' Entertainment Board", recreation opportunities, campus-wide event opportunities, and social connections at the JC Sams Student Activity Center.

### **The Office of Leadership, Student Engagement & Intercultural Initiatives provides:**

- Resources for students in leadership/professional development
- University -wide programming to enhance the student experience on/off campus
- Student Programming opportunities to create and engage

- Providing and creating a diverse and inclusive space for students during their matriculation
- Resources and a sense of belonging for first generational students
- Intramurals / Student Recreation & Fitness
- Oversee and coordinate the JC Sams Student Activity Center
- Oversee Florida Memorial University Student Government Association
- Housing the new “Lions’ Entertainment Board”

## Office of Housing and Residence Life

The Office of Housing and Residence Life (HRL) 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 experience learning and networking opportunities outside of the classroom. As a residential student, you will reside in an environment that promotes community engagement and social interaction. Living in a campus community environment will surely foster lifelong friendships and memories while at FMU.

HRL provides opportunities for personal growth and development. Students will gain leadership experience through participation in programming and have the opportunity to develop an appreciation of and sensitivity to different cultures and traditions from around the world. Housing also provides the opportunity for social, educational involvement, and for self-governance. HRL strives to create a community where everyone is valued for his, her, or their own individual contribution.

HRL staff also plans and implements experiences for students that help them learn to live in a collaborative way. The residential living spaces also provide an opportunity for students to further conversations held in class, build upon their academic learning experiences, and socialize and build relationships.

The Office of Housing and Residence Life works with the Facilities and Campus Security offices to ensure our facilities are maintained and meet the needs of our students. The HRL professional and student staff are committed to building relationships with students and mentoring students in their development and academic goals.

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

## Residence Life Guidelines

The Guidelines for Residence Life are for the protection of the students’ health and welfare. These guidelines are also enforced to help maintain an atmosphere which will enhance the growth and well-being of each student in the residential environment.

1. All students must sign an Occupancy Agreement. Students must adhere to the content of the agreement or be subject to a fine, warning, or suspension from residential life. The housing contract you signed is for one academic year (fall, spring and summer semesters). This does not guarantee that you will have an assignment for the following year. You must apply for housing each academic year. You are encouraged to apply for the next year’s housing as soon as possible.

2. All residential students must present, upon request, a valid student identification card.
3. The University does not bear responsibility for the theft or loss of monies, valuables or other personal property. **Students are encouraged to obtain personal property insurance.**
4. Residents are held accountable for the conduct of their guest(s).
5. Residents are allowed to have guests between the hours of 10 a.m. and 12 a.m. Co-ed guests are only allowed in the lobby area. Members of the opposite sex (except authorized by University personnel) are not permitted beyond the lobby area of the residence halls. Violators are subject to a fine and/or suspension from housing.
6. Children are not permitted in the residence halls at any time. On move in and move out days only, children over 6 years will be allowed when accompanied by an adult. This is a safety regulation.
7. Students are prohibited from bringing pets into the residence halls.
8. The purpose of the residence hall is to provide an atmosphere where a student can study, sleep, and enjoy fellowship. In the best interest of the FMU family, students are encouraged to not disturb other residents and staff with noise, music, instruments, etc.
9. Students are only allowed to use or activate fire extinguishers, fire alarms, and/or fire water during an emergency. Violators are subject to a fine and/or suspension from on-campus housing.
10. The willful destruction of University property (i.e., exit signs, fire alarms, doorknobs, etc.) is prohibited. Violators are subject to a fine and/or suspension from on-campus housing.
11. The use or possession of alcoholic beverages, illegal drugs, and/or narcotics are prohibited in the residence halls.
12. During emergencies (power outages at night, severe weather, etc.) all residents should remain in their respective halls until conditions are normal or they receive further instructions.
13. Open air cooking in the residence halls is prohibited. Students should not bring cooking items such as hotplates, toasters, woks, electric skillets or any other cooking appliances or utensils.
14. All residence hall lobbies are available 24 hours a day for student use. Security, Facilities, or Housing staff may close lobbies or restrict usage for cleaning, events, or crowd control at various times, as needed.

Students living in residential facilities at Florida Memorial University are provided with an expanded list of residential policies, guidelines, and procedures in the Residence Life Policy and Procedures Manual found in Appendix A of the Student Handbook.





## UNIVERSITY COUNSELING SERVICES

University Counseling Services (UCS) strives to promote mental and behavioral health awareness for Florida Memorial University students and the academic community by providing developmental, remedial, educational, preventive, and consultative/training services, which will assist students in growing and experiencing personal and academic success.

### Counseling and Mental Health Services

The UCS provides confidential individual, group, family, relationship, and crisis intervention services to students experiencing various mental and emotional health issues, including difficulty adjusting to college life, stress, anxiety, sexual assault, anger management, depression, grief, and alcohol and substance abuse. All information regarding services is confidential as required by Florida State law and does not become part of the student's academic record. The UCS staff incorporates into their practice and programming awareness, respect, integrity, and the valuing of cultural and lifestyle differences. The University Counseling Services (UCS) (UCS) is located in the J. C. Sams Building and is open from 8 a.m. to 5 p.m., Monday through Friday. Students can call for an appointment at 305-626-3138 or email the UCS at [stucounseling@fmuniv.edu](mailto:stucounseling@fmuniv.edu), or they can schedule directly from FMU's website under the University Counseling Services (UCS) webpage. Walk-ins are always welcome. In the event of an after hours crisis or emergency, please contact campus safety at 305-626-3771.

### 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, 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 front of Residential Life Building 3. Services are available to all students here at the University.

# CONDUCT

Florida Memorial University 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, service, scholarship, and accountability. 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 records. 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.

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.

The right of freedom of expression as defined in the Constitution of the United States, 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.

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.

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.

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**

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

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 Statutes currently in force).

The responsibility to always conform to the standards of conduct both on and off campus

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

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.

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.

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.

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

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

## Code of Conduct

This applies to 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 , digital or written) which threatens or endangers the health or safety of any person.
3. Theft of or damage to property.
4. Failure to adhere to the University dress code
5. Unauthorized entry or use of University facilities or trespassing on University-owned property
6. Violations of University policies or regulations concerning falsification of records, registration of organizations, or the use of University facilities.
7. 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.
8. 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. Conduct which is disorderly, lewd, or indecent or breaches of peace on University premises or at functions sponsored or participated in by the University.
9. Illegal use, possession, or distribution of alcoholic beverages, narcotics, marijuana, or controlled/illicit substances, or public intoxication, consistent with all local laws. Sale or distribution of any controlled / illicit substance may result in IMMEDIATE SUSPENSION pending a Conduct Review Board hearing (SEE FULL POLICY PG. \_\_\_)
10. Failure to comply with directions of University personnel, Campus Safety, or any other law enforcement officers acting in the performance of their duties.
11. 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.
12. Possession or use of firearms, explosives, other weapons including knives, or dangerous chemicals, on University property or at University sponsored events is prohibited and may result in IMMEDIATE SUSPENSION pending a Conduct Review Board hearing.
13. Violation of local, state, or federal laws.
14. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any University official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
15. Tampering with any fire safety equipment including improper use of fire extinguishers, covering or removing batteries from smoke detectors, fire alarm pulls, fire placards or exit signs, or blocking fire exits



- is prohibited and may result in IMMEDIATE SUSPENSION pending a Conduct Review Board hearing.
16. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.
  17. Domestic Violence is intra-relationship behavior(s) aimed at control, threatening, or abuse of 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.
  18. 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.
  19. Theft or other abuse of computers, computer time, including but not limited to:
    - a. Hacking (add a definition).
    - b. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
    - c. Unauthorized transfer of a file.
    - d. Unauthorized use of another individual's identification and password.
    - e. Use of computing facilities to interfere with the work of another student, faculty member, University personnel, or employee.
    - f. Use of the computing facilities to interfere with normal operation of the University computing system.
    - g. Access to digital distribution of illegal pornographic materials.
    - h. Distribution of materials that are libelous, derogatory, abusive, sexually explicit, pornographic, or that encourages violations of public laws or University regulations
    - i. Use of personal information from the University system for any commercial purpose or to harass students, staff, or faculty, on or off campus.
    - j. Misuse or illegal use of computers, technology or equipment owned by the University.
    - k. Cyberbullying is strictly prohibited.
  20. 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.
  21. Abuse of the Conduct System, including but not limited to:
    - a. Failure to obey the summons of the Conduct Review Board or a University official.
    - b. Falsification, distortion, or misrepresentation of information before the Conduct Review Board or Appellate (AVP of Student Affairs 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 and truthful participation in, or use of, the Student Conduct process.
    - f. Attempting to influence the impartiality of a member of the Conduct Review Board or Appellate (AVP of Student Affairs 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 Conduct Review Board or Appellate (AVP of Student Affairs or an authorized designee) prior to, during, and/or after a proceeding.

- h. Failure to comply with the sanction(s) imposed under the Code of Conduct.
  - i. Influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct.
  - j. Failure to comply with the University Housing and Residence Life visitation policy
22. Bullying, cyberbullying, defaming another's reputation falsely, hazing and harassment of any kind is prohibited. (SEE FULL ANTI-HAZING POLICY ON PG.\_\_)
23. AGGRESSIVE BEHAVIOR: Initiating physically or verbally aggressive behavior, fighting, or causing harm, may result in IMMEDIATE SUSPENSION pending a Conduct Review Board hearing

## 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 workdays 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 staff member or faculty, 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 the 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) Assistant Dean of Students** refers to the Conduct Officer within the Division of Student Affairs, or an authorized administrative designee. As supervisor of the Assistant Dean of Students, the Assistant Vice President of Student Affairs/Dean of Students may serve 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 University email address issued by the Office of Information Technology.

- (m) Hearing** refers to any formal administrative or Conduct Review Board 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 Conduct Affairs process, explaining a student's rights and/or or reviewing the facts of the alleged incident.
- (r) Conduct Review Board** 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) Conduct Review Board Hearing** refers to a formal Hearing conducted by the Conduct Review Board 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 Conduct Review 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 Assistant 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, 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, alumni, 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) Assistant Vice President/Dean of Students** refers to the Assistant Vice President for Student Affairs/Dean of Students or designee. The Assistant Vice President of Student Affairs/Dean of Students is responsible, at the appointment of the President, for all matters concerning Student Affairs.
- (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:

1. **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;
2. **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.
3. **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 CONDUCT AUTHORITY

1. **The Assistant Dean of Students or an authorized administrative designee shall:**
  - a. Manage and oversee the Conduct processes, including the maintenance of all records related to due process and hearings.
  - b. Determine the composition of the Conduct Review Board 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 Assistant Vice President for Student Affairs/Dean of Students/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 Conduct Review Board meets to hear the case.
2. Decisions made by the Conduct Review Board shall be final, pending the normal appeal process.
3. The Conduct Board 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 Assistant Dean of Students, the Assistant Vice President for Student Affairs/Dean of Students 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 Conduct Affairs 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 Assistant Dean of Students (or an authorized administrative designee), the Assistant Vice President for Student Affairs/Dean of Students, Provost and professional residence life staff members.

## Panel Hearings

When a case is to be adjudicated by a hearing panel, the Office of Conduct Affairs or an authorized administrative designee shall convene a Conduct Review Board composed of several members, which may include students and faculty/staff. Members of the panel shall be selected and trained members of the Florida Memorial University community. The assistant Dean of Students will serve as the Chair, unless another member is appointed to serve in the interim.

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 Assistant Dean of Students or an authorized administrative designee to consider substitutions. The Assistant Vice President for Student Affairs/Dean of Students 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 responsible 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 Assistant 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 Conduct Affairs 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 at least 48 hours before the 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. Pending the Assistant Dean of Student's approval, witnesses may or may not be present to speak. A written statement may be read instead.

## 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 Student Conduct 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 enough 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 Student Conduct may consider and allow reasonable requests for postponement. All administrative hearings and panel hearings will be closed to non-parties, except witnesses, victims, and members of the Conduct Review Board. 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 Conduct Review Board 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 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 Conduct Review Board 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.

Florida Memorial University uses a restorative justice philosophy, when appropriate, to ensure that students are treated fairly and respectfully.

## 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.

# CONDUCT 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 Assistant Dean of Students or the Assistant Vice President for Student Affairs/Dean of Students, or an authorized administrative designee. Reports should be submitted as soon as possible after the event takes place.
2. The Assistant Dean of Students or an authorized administrative designee will investigate 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 Assistant Dean of Students or an authorized administrative designee shall refer the matter to the Conduct Review Board. 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 Conduct Review Board.

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 Conduct Review Board finds that the accused student violated the Code of Conduct, sanctions may be imposed.
4. **Hearings shall be conducted by the Conduct Review Board 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 Conduct Review Board.
  - e. The Complainant, the Respondent, and the Conduct Review Board 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 Conduct Review Board at the discretion of the Chairperson.
  - g. All procedural questions are subject to the final decision of the Chairperson of the Conduct Review Board.
  - h. After the hearing, the Committee shall determine (by majority vote or discussion) whether the student has violated each section of the Code of Conduct which the student is charged with violating.
  - i. The Conduct Review Board's decision shall be made based on 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 Conduct Review Board. 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 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

A Florida Memorial University student conduct officer holding an Administrative Hearing is authorized to impose the following 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 Assistant Dean of Students or an authorized administrative designee.
  - f. **University Suspension** is separation of the student from the University for a definite period 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 Assistant Vice President for Student Affairs/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 Conduct Review Board determines that a student has violated the Code of Conduct, the sanction shall be determined and imposed by the Committee. Following the hearing, the Committee Chairperson shall within ten (10) calendar days advise the accused in writing of its determination and of the sanctions imposed, if any.
6. Warning – a notice in writing that the student has violated institutional regulations.
7. Redress (apology, either written or oral)
8. Restitution – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.



9. Fine (subject to each situation).
10. Educational activity or project.
11. Community service.
12. Loss of privileges – denial of specified privileges for a designated period of time, including, but not limited to, restrictions from and/or limited access to specified areas of campus and/or University events.
13. Behavioral Agreement – a set of appropriate actions imposed to provide an educational experience as well as conduct guidelines for an extended period.
14. Housing Probation – A written reprimand indicating that the student's behavior has raised serious questions concerning the student's status as a member of the University residential community. The student will be given a stated period during which his/her conduct will establish whether s/he is to be returned to Good Standing by having met definite requirements in behavior or whether s/he is to be suspended or expelled from the University. This sanction includes the probability of more severe sanctions if the student is found to violate any University regulation(s) during the probationary period.
15. Housing Termination – this may be for a definite period of time, after which the student is eligible to return or permanent separation from University housing.
16. University Probation – a written reprimand indicating that the student's behavior has raised serious questions concerning the student's status as a member of the University community. The student will be given a stated period during which his/her conduct will establish whether s/he is to be returned to Good Standing by having met definite requirements in behavior or whether s/he is to be suspended or expelled from the University. This sanction includes the probability of more severe sanctions if the student is found to violate any University regulation(s) during the probationary period. Depending on the probation status, students may not represent the University or hold office in any student organization during the period of time.

**Other conditions typically include, but are not limited to:**

- a. Exclusion from all or designated co-curricular activities.
  - b. Exclusion from leadership positions in the Student Government Association.
  - c. Exclusion as a Resident Assistant or from a work-study position
  - d. Exclusion from the use of specified University facilities.
  - e. The performance of community service projects.
  - f. Exclusion from sponsorship of or participation in educational and/or athletic programs.
  - g. The re-assignment of resident to another residence unit for the period of probation.
17. A statement of offense and decision will be placed in the student's file in the Assistant Dean of Student's office. If while on disciplinary probation a student is found responsible for a further infraction of University policies/regulations and/or the Student Code of Conduct, the student will be subject to the possibility of suspension/expulsion from the University and/or University housing.
  18. University Suspension – separation of the student from the University for a definite period of time, after which the student is eligible to return. Readmission, however, is not automatic and is at the sole discretion of the University. Conditions for readmission must be specified. The student is not allowed to be on campus, on any University owned or leased property, or attend any University event, on or off campus while on University suspension.
  19. University Expulsion – permanent separation of the student from the University. The student is not allowed to be on campus, any University owned or leased property, or attend any University event, on or off campus.
  20. Revocation of Admission and/or Degree – admission to, or a degree awarded from, the University may be

revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

21. Withholding Degree – the University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
22. More than one of the sanctions listed above may be imposed for any single violation.
23. 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.

## 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 Conduct Review Board Committee.
2. The appeal must be submitted in writing to the Assistant Vice President for Student Affairs/Dean of Students or an authorized administrative designee within ten calendar days from the date that the Respondent was notified by the Chairperson of the Conduct Review Board regarding the Committee decision or sanctions.
3. The AVP for Student Affairs/Dean of Students or an authorized administrative designee shall review all pertinent data regarding the appeal and will render a written decision within ten calendar days. Their decision is final and cannot be appealed further.

### Immediate Threats

Florida Memorial 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, staff, visitors, or themselves. For example, an allegation of rape or threats of gun violence against another constitute threats to where the university is required to take action – even prior to full and fair hearings. Another example is students who have displayed violence through physical altercations or digital threats will result in immediate revocation of attendance or housing privileges. 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 or any other group will be subject to this provision. Under this provision, a student may be immediately and involuntarily withdrawn from enrollment and or housing if in the discretion of the administration and/or the Conduct Review Board, 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, or 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 Assistant 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 Assistant 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 Assistant 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 Assistant Dean. The Assistant Dean reserves the right to extend time due to extenuating circumstances or other conditions which may warrant such action. Failure to complete the CAP may result in further penalties as determined by the Assistant 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 a committee. This Restorative Justice Model is a conflict resolution strategy that allows the Complainant the opportunity to confront the Respondent who will see how 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 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 Assistant Dean of Students or an authorized administrative designee. If the Complainant does not accept the offer, then the traditional Conduct Affairs process will continue.
3. The Respondent must agree to hear the Complainant's full point of view under the supervision of the University Counselor.
4. Each party must agree to one counseling session.
5. The Respondent, after the group counseling, can request individualized counseling aimed at addressing the behavior which led to the Code of Conduct violation.
6. The parties should sign a Settlement Agreement with the Assistant 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 Assistant Dean of Students or an authorized administrative designee to complete the Plan within a specified 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 of the violation. For example, one incident of an unauthorized person in a housing unit noted by

the Residence 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 are held 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 the Administration or Conduct Review Board Committee in any case. All fines imposed via the conduct 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, but 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 Assistant Vice President for Student Affairs/Dean of Students or an authorized administrative designee and shall only be removed by the Assistant Dean or Assistant Vice President of Student Affairs/Dean of Students.

LEVEL	RATIONALE	FINES
Level 1	Student engages in minor behavior which disrupts the mission of the University: teaching and learning.	\$50 - \$300
Level 2	Student engages in serious conduct which demonstrates a disregard for fellow students, faculty, or staff within the University community.	\$300 - \$700
Level 3	Student engages in egregious behavior which demonstrates recklessness or wanton behavior that severely impacts fellow students, faculty, or staff within the University community.	\$700 and Up

The Director of Housing and Residence Life or designee reserves the right to impose fines for violations of Residence Life policies and procedures or the Residence Life Agreement.

# VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

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.

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.

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 government representatives, as they deem appropriate.

## DRESS CODE

Florida Memorial University expects students to exhibit habits of excellence and 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 is an integral part of the educational process.

Students will be denied admission to functions if their attire is deemed inappropriate and not within the scope of approved attire for Florida Memorial University. Therefore, Florida Memorial University students are expected to always be attired neatly and appropriately.

All faculty and staff members are expected to encourage students to exhibit habits of excellence, especially with the Florida Memorial University's Dress Code Policy. If evidence of willful disregard for this policy is observed, anyone can initiate enforcement by making a report to the Assistant Dean of Students or an authorized administrative designee.





# Dress Code Enforcement WARNING

**Students Will be Sanctioned for Code Violation  
Repeat Offenders May be Suspended**

## **Masks are required campus-wide due to COVID-19 guidelines.**

Florida Memorial University expects all students to dress appropriately for class, programs, entering university facilities and recreational activities as well, such as University events, workshops, worship service, formal dining events, pageants, socials) and those which when announced, indicate a specific Dress Code.

### **Special Event Attire**

- Suit, or pants and jacket, dress shirt, dress shoes, socks, belt, and tie.
- Dress, skirt and blouse, or pantsuit, dress shoes, and hosiery.

Dress Code for other occasions in keeping with an environment conducive to learning includes:

- Students are not allowed to wear hats and stocking caps in classrooms or any university facility.
- Hair rollers, head scarfs, bonnets, night wear, and bedroom slippers of any type are prohibited outside of the student's residence hall.
- Swimwear must not be worn on campus.
- All students must wear shirts/tops at all times while in public or common areas of the university.
- Undershirts, specifically sleeveless cannot be worn by as an "outer" garment.
- Attire or jewelry must not include any derogatory, offensive, lewd language or images.
- It is unacceptable for students to wear provocative attire (e.g., garments which expose the abdomen, other parts of the body, and/or are too revealing.
- It is unacceptable for students to wear pants, slacks, jeans, shorts, etc., below hip level exposing their underwear.
- Clothing must be in good taste and appropriate for the occasion or setting at all times.

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

Updated 8/2021

# CAMPUS SAFETY SERVICES AND PROCEDURES

At Florida Memorial University, the safety and well-being of our students, faculty, staff and visitors is a top priority. Florida Memorial University is committed to providing a safe and secure environment where intellectual and social development can flourish without fear or 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 subject 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, staff, and visitors.

To keep our students, faculty, staff and visitors safe while here at Florida Memorial University, we do not allow any type of weapons on our campus, unless you are a sworn law enforcement official or have prior authorization from the Director of Campus Safety.

The Campus Safety office is located in the Earlene & Albert Dotson Student Services Center, room 100. The Director may be contacted during normal working hours. The Command Center office (Earlene & Albert Dotson Student Services Center in room 100) is open 7 a.m. to 7 p.m., seven days per week. After 7 p.m., all incidents or calls are routed to the University Welcome Center at the front gate.

It is Campus Safety's function to provide a safe and secure campus for its students, faculty, staff, and visitors.

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 their 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 illegally parked vehicles towed without notice.
5. Campus Safety has the authority, with reasonable suspicion or during an inspection, to search a student and their 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. Students, Faculty and staff must have the current year parking decal affixed to the lower left corner of the windshield or a valid current year hangtag hanging from the rearview mirror. Visitors must have a temporary visitor's pass prominently displayed in the front window on the driver's side dashboard or hanging from the rearview mirror.

1. A visitor's temporary pass can be obtained at the front gate for visitors during working hours, 8 a.m. to 5 p.m.
2. A person entering the campus after 5 p.m. who is not a student, must be sponsored by a student, faculty, or staff member and will be required to leave some form of photo ID at the front gate. The sponsoring individual will be required to complete a Guest Request Form (available in the Residence Hall or Campus Safety office), have it signed by a dorm counselor and the Director of Campus Safety 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 photo ID. Visitors arriving after 5 p.m. will be required to leave some form of government-issued photo ID at the Welcome Center with Campus Safety. The photo ID will be returned upon the guest's departure.
4. Visitors arriving after 5 p.m. will be admitted to the Campus for scheduled (authorized) 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, government issued driver's license, and Student ID to obtain a temporary pass. Contract must clearly state the student's full name as an authorized driver. 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 Earlene & Albert Dotson Student Services Center, room 100.

## 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 p.m. who are not off-campus students must be sponsored and must leave some form of ID at the front gate.
3. Non-student visitors must have a campus sponsor.
  - a. The sponsoring individual will be required to complete a Guest Request Form (available in the Residence Halls and at Campus Safety), have it signed by a dorm counselor and the Director of Campus Safety, and present the completed form to the Campus Safety Officers at the Front Gate prior to the arrival of your guest (to minimize any delays).
  - b. The Campus Safety Officer will verify the sponsor's ID and validate the Guest Request Form.
  - c. Upon the arrival of the guest, Campus Safety will notify the sponsor, if requested, at the contact number provided.

## Parking and Traffic Regulations

1. All motor vehicles must meet the safety requirements of the State of Florida.
2. Faculty and staff must have either a current parking pass hanging from the rear view mirror, or a parking decal affixed to the lower left driver's side corner of the windshield.
3. Students, faculty, and staff must have a valid University parking sticker in order to receive parking privileges on the campus.
4. Office of Campus Safety will maintain a copy of registration information.
5. Only University-owned vehicles on official business may park on the grass or University walkways.
6. The campus speed limit is 15 miles per hour.
7. Penalties for violating parking regulations are as follows (*see also: Schedule of Fines in 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 evidenced by a University sticker) will be subject to a fine or towed at the owner's expense.
  - c. Speeding, reckless driving, drunk driving, or 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. If the fines are not paid, they may escalate and/or negatively impact student registration.

## 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 feet of a fire hydrant \$100.00
  - b. Parking in a Fire Lane \$100.00
  - c. Parking in a handicap space without a permit \$250.00
2. Other Parking and Traffic Related Fines:
  - 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

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.

1. Appeals may be made on the grounds that the facts cited in the citation are in error, that the citation was issued in error, or that there were extenuating or mitigating circumstances which may excuse the violation.
2. Appeals must be made within ten 10 working days of the citation issue date.
3. 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 precautions to protect themselves and their property:**

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 and shortcuts. Always use main 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 911.

## Sexual Misconduct

There may be instances of forced unwanted sexual activity that could occur involving students, both on and off campus. Sexual battery/rape 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 rape from unknown culprits. It is important to communicate directly with your social contacts about your level of comfort with specific behaviors.

If you have been a victim of unwanted sexual contact, the University's first concern is your safety and health. First, you should contact your Resident Assistant, Residence Hall Counselor, the Assistant Vice President for Student Affairs/Dean of Students, and the Counseling Center and Health Center.

To report an assault officially, you may call Miami Gardens Police first then Campus Safety at 305-626-3771 or 3772. If you decide to prosecute the offender, physical evidence of the assault needs to be obtained within 48 hours of the encounter. Do not shower, or douche; any clothes you are wearing can also be important evidence.

If you would like to speak to someone about unwanted sexual contact, counselors from the University Counseling Center 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 at 305-626-3771 or 3772.

Campus Safety will assist you in filing a police report. This report will be needed for insurance purposes should you decide to file a claim.

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 a theft occurred in the Resident Hall, you should also report the occurrence to your Resident Assistant or Residential 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. The 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 Earlene & Albert Dotson Student Services Center, room 100. Persons finding a lost article(s) should take the item(s) to the Campus Safety Office during normal business hours, or to the Welcome Center at the front entrance of the Campus after hours. 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, produce identification and sign a receipt for it when ownership has been established and the item has been returned.

## Academic Honor Code

Florida Memorial University recognizes honesty and integrity as necessary to the academic purpose and function of the institution. The University, therefore, expects a high standard of individual honor in all academic endeavors from each student. Academic dishonesty includes cheating, plagiarism, forgery, collusion, and credential misrepresentation. Students found guilty of academic dishonesty are subject to disciplinary action, including loss of credit, suspension, or immediate dismissal from the University.

**Cheating** – The use or attempt to use unauthorized materials, information, study aids, or computer-related information. This includes giving or receiving, offering or soliciting information on tests or written assignments, and/or using notes or books other than those explicitly permitted by the instructor during an examination.

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

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

**Collusion** – Cooperation of student(s) with staff personnel in securing confidential information/material (tests, examinations, etc.); bribery by student(s) or staff personnel to change examination grades and or grade.

**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, and/or purchase of controlled substances or other dangerous drugs, including designer drugs, on or off 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 for criminal sanction.

Students who may need assistance will be evaluated by a professional counselor, and, if necessary, appropriate referrals will be made. Students who are found to be in violation of the University's policy and/or local, state, or federal law will be subject to sanctions as stated in the Student Handbook.

Students who are convicted of possessing or selling illegal drugs (not including alcohol and tobacco) during a period of higher education enrollment for which they were receiving federal student aid (grants, loans, and/or work-study) will lose eligibility for Federal Student Aid, excluding convictions that have been removed from their record and convictions that occurred before the student turned 18, unless they were tried as an adult.

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 Assistant Vice President for Student Affairs/Dean of Students.

## 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.

**According to Florida Statute #1006.63,**

*"Hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or Federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.*

## **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.

1. 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.
2. **HOLD STATUS** will be assigned to your registration status if your immunization forms are not submitted or completed.
3. 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.
4. Documents written in a foreign language must be translated to English prior to submission.
5. If your immunization documents are lost or misplaced, you may ask your doctor to do a titer examination as proof of immunity.
6. All health-related documents **MUST** be signed by a medical provider and officially stamped or notarized.

**Please submit your health records to:**

Student Health Services Coordinator  
Florida Memorial University  
15800 NW 42 Avenue  
Miami Gardens, FL 33054

or email a copy to [immunization@fmuniv.edu](mailto:immunization@fmuniv.edu).

**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)
- Immunization Wavier (if needed)

## 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).
4. Certain government agencies specified in legislation.
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.
9. In connection with financial aid.

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. Students 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, online 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.

## 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 Assistant Vice President for Student Affairs/Dean of Students, The Provost and Executive Vice President, and the Director of Human Resources. 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 report. 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 with 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 University 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 possible
- As a measure of good faith, students should be prepared to make their identities known when they raise concerns or complaints. Matters raised anonymously will not be addressed formally.
- There will be no adverse effect on or retaliation against a student raising a concern or complaint in good faith or against any person who in good faith provides information regarding a concern or complaint.
- Written complaints will receive written responses within 30 days and will be kept on file.

## Procedures

**Academic matters:** if a student has a complaint or concern about a course or faculty member, it should be directed first to the appropriate division chair or school Dean, then to the provost. If the student has a complaint about an academic policy or its enforcement, it should be addressed to the Office of the Provost and Executive Vice President for Academic Affairs.

**Non-academic matters:** If a student has a complaint or concern about a non-academic matter, it should be addressed to the Assistant Vice President for Student Affairs/Dean of Students.

## ADA Accessibility Reasonable Accommodations 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 Department of Testing and, Accommodations, located in Sarah Blocker Hall, Room 117 and present valid documentation of a legally valid disability in order to receive 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, and other services that are available. Our contact information is 305-626-3775 or [Access@fmuniv.edu](mailto:Access@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 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 Campus 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 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 Title IX Co-Coordinator 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 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 can 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, social media, 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 FMU Alerts at: [www.entry.inspironlogistics.com/fmu/wens.cfm?ep\\_id=student](http://www.entry.inspironlogistics.com/fmu/wens.cfm?ep_id=student).

**STUDENTS SHOULD BE AWARE THAT THE UNIVERSITY  
HAS THE FOLLOWING RESOURCES AVAILABLE FOR THEIR SUPPORT.**

DEPARTMENTS	RESOURCE NUMBER
Behavioral/Mental Health Counseling	University Counseling & Support Services 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 (for staff and faculty only)	Office of Human Resources Earlene & Albert Dotson Student Services Center 305-626-3622
Medical Support	Jessie Trice Clinic Living Learning Center, Building 3 305-626-3760
Student Disciplinary Support	Assistant Dean of Students J.C. Sams/Ocean Bank Student Center 305-623-1409
University Security	Campus Safety
Rape or Sexual Assault	Dade County Roxcy Bolton Rape Treatment Center 1611 NW 12 Avenue, Miami, Florida 305-585-7273
Florida Domestic Violence Hotline	Florida Domestic Violence Hotline 1-800-500-1119 1-800-621-4202
National Domestic Violence Hotline	National Domestic Violence Hotline 1-800-799-SAFE (7223)
Police	City of Miami Gardens Police Department 18611 NW 27 Avenue Miami Gardens, FL 33056 305-474-6473 (Request an Officer)









DEPARTMENTS	RESOURCE NUMBER
Campus Address	15800 NW 42 Avenue Miami Gardens, FL 33054 305-626-3600
Academic Affairs/Provost	305-626-3782
Admissions/Enrollment Management	305-626-3758
Alumni Affairs	305-626-3197
Athletics	305-626-3166
Bookstore	305-626-3726
Bursar/Cashier	305-626-3739
Campus Ministry	305-626-3674
Campus Safety	305-626-3771
iROAR	305-626-3786
Human Resources	305-626-3622
Center for Academic Resources & Support (The CARS-Freshman Business Majors, and Undeclared Freshmen)	305-626-3666

DEPARTMENTS	RESOURCE NUMBER
Freshman Computer Science, Mathematics & Technology and Humanities Majors, Health and Natural Sciences MAJORS A-M	305-626-3675
Freshman Education and Health and Natural Sciences MAJORS N-Z	305-626-3675
Freshman Social Sciences Majors and Undeclared Sophomores	305-623-1408
Center for Urban Environmental Studies	305-626-3701
Center for Academic Resources and Support	305-626-3666
Central Receiving (Warehouse)	305-620-3045
AVP Student Affairs/Dean of Students	305-626-3794
Finance, Administration and Student Services	305-626-3600
Financial Aid	305-626-3742 305-626-3745
Grants and Sponsored Research	305-623-1446
Hospitality Services and Scheduling	305-474-4692
Information Management and Technology (IMT)	305-623-1413

DEPARTMENTS	RESOURCE NUMBER
Mail Center	305-626-3656
Nathan W. Collier Library	305-626-3640
Office of the President	305-626-3605
Printing & Duplication (Copy Center)	305-626-3670
Office of Public Affairs (OPA)	305-623-1452
Purchasing Department	305-626-3652
Housing & Residence Life	305-626-3626 or 305-626-3718
School of Arts and Sciences	305-623-1402
Department of Aviation & Safety	305-623-4277
School of Business	305-623-4288
School of Education	305-623-4279
Student Accounts/Fee Assessment	305-626-3737
Student Engagement & Leadership	305-626-3103
Student Affairs	305-626-3722
University Counseling Services (UCS)	305-626-3138
Student Government Association SGA)	305-626-3708 or 305 626-3716
Student Health Insurance/Immunizations	305-474-4695 or 786-710-0815
Student Health Services/Jessie Trice Clinic	305-626-3760





# CAMPUS LOCATIONS

ADM = Royal Puryear Building

Bldg 1 = Residential Hall Building 1

Bldg 2 = Residential Hall Building 2

Bldg 3 = Residential Hall Building 3

Bldg 4 = Residential Hall Building 4

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

28. LIB = Nathan W. Collier Library

29. 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

17. Earlene & Albert Dotson Student Services Center

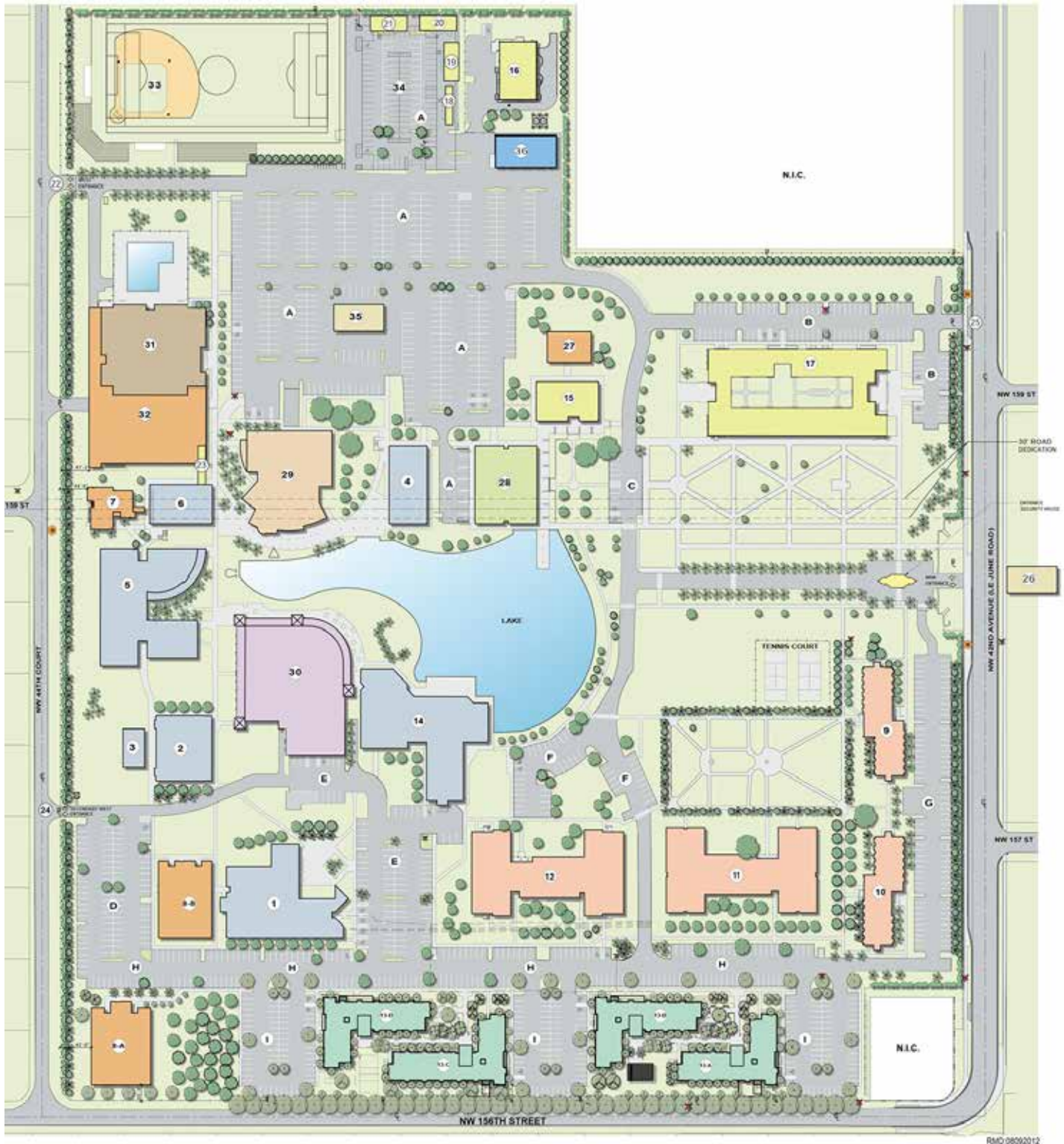
WLAC = William Lehman Aviation Center



# CAMPUS MAPS AND BUILDINGS



## FLORIDA MEMORIAL UNIVERSITY CAMPUS MAP



ROAD 08092012

# RESIDENTIAL STUDENTS EXPECTATIONS AND POLICIES

## WELCOME TO HOUSING AND RESIDENCE LIFE!

### Eligibility for On-Campus Housing

Any full-time undergraduate student in good academic standing is eligible for on-campus housing.

## HOUSING AGREEMENT

Every student living on campus is required to have, on file with the Office of Housing and Residence Life, a signed Housing Agreement on eRezLife. Accepting and checking into an on-campus housing assignment, along with signing a Housing Agreement, indicates that you are obligating yourself to the terms and conditions of the Agreement.

The Housing Agreement is for the entire academic year, or any portion remaining at the time of occupancy, unless otherwise indicated. The Agreement can only be canceled without financial penalty by graduation, withdrawal from the University, or non-enrollment.

FMU has six residence halls. In Goode and Robinson halls, residents experience a traditional housing experience with a common bathroom in each wing. In the LLCs, residents experience apartment style living with a private bathroom and kitchenette in each dwelling space. The University provides all residents with a non-coed living experience. We have gender-specific housing and co-ed visitation is prohibited.

## THE University DOES NOT ASSUME RESPONSIBILITY FOR ANY LOST, STOLEN OR DAMAGED PROPERTY.

## STUDENT'S RIGHT TO PRIVACY

Your right to privacy in your place of residence against unwarranted and/or unreasonable official invasion will be guarded and protected.

The responsibilities of the University require the reservation of a reasonable right to enter into your room to assure proper upkeep, to provide for the health and safety of all residents, and/or to investigate when reasonable cause exists to believe a violation of University regulations is occurring within the room.

Room checks and inspections will be conducted by the housing staff, maintenance, and/or housekeeping personnel for the purpose of ascertaining damage or conditions potentially harmful to the safety of the college community. This includes inspections before and during break periods and at other times as deemed necessary. Every effort will be made to conduct the inspections when you are present.

### Housing staff may enter the room for purposes other than inspection when:

1. There is a clear or apparent emergency, such as fire, serious illness, injury, or danger threatening persons or property.

2. The staff member has reasonable cause to believe that a violation of University regulations is occurring within the room.
3. At the invitation of one of the residents of the room.
4. You may enter the room of other students only at invitation of a resident of the room. The invitation must be made at the time of entry. At no time will you be permitted access by a staff member to another student's room.
5. Entry and search by the Campus Safety Office or legal authorities (i.e., Police, Fire) is allowed by University policy for reasons of clear or apparent emergency, danger or threat of danger, and/or policy violations. Also, entry will be allowed when permitted by law for reasons such as a search warrant, permission of a resident, in "hot pursuit" of an individual suspected of committing a crime, and/or when it is apparent a crime is being committed.

## ROOMMATE BILL OF RIGHTS

### Each student must...

1. Have time to read and study in his/her/their room from undue distractions and interference.
2. Be able to sleep free from undue distractions from the noise of a roommate, guest.
3. Have respect for each other's personal belongings and must keep his/her/their living environment clean at all times.
4. Have free access to his/her/their room and facilities without pressure from a roommate.
5. Preserve personal privacy.
6. Entertain lawful guest(s) who abide by the rules of courtesy and endorse this Bill of Rights.
7. Remember that living in the residence halls is a privilege and not a right.
8. Remember that in order to continue living in the residence halls you must follow both the policies of the University and of Housing and Residential Life.
9. Have the right to address grievance and, if necessary, seek the assistance of Residence Hall staff in rectifying conflicts.
10. Be free from fear of intimidation and physical and/or emotional harm.

## CHECK IN/CHECK OUT PROCEDURES

1. You may not check into a room until given permission to do so by HRL staff. You must be registered for classes for the current session/semester, be cleared by the Business Office, and present your student ID. You will also be required to check in on eRezLife. Once all the necessary steps are completed, you will be issued your room key.
2. After you check into a room, you must complete a room condition report on eRezLife within 48 hours. The form details the condition of the room upon your arrival and will be consulted when you check out. Be sure the inventory reflects any items that may be damaged or repair the damaged item.
3. All resident students are required to check out of the residence halls within twenty-four (24) hours of their last final exam.

4. Any time you change your assignment, either by moving to another room, moving off campus, or leaving the University, you must check out of your room with a housing staff member. You must remove all of your personal belongings, thoroughly clean the room, return the furniture to its original position, return your key(s), and sign the room inventory form. Failure to do so may result in your being charged for failure to check out, lost keys, and any other appropriate charges. You must check out of your room if you are not returning to University housing after the end of the fall term. All students must check out of their room at the end of the spring and summer terms.
5. To avoid any confusion or delays, schedule your check-out with your housing staff as far in advance as possible. If your building staff member cannot meet with you at the time you need to leave, make arrangements with another housing staff member.
6. Final inspections of all rooms may be conducted by the housing, maintenance, and housekeeping staff after you are gone. Any damages noted during this inspection may result in appropriate charges being assessed.

## VACANCIES AND CONSOLIDATION

The Office of Housing and Residence Life reserves the right to fill vacancies and/or consolidate assignments when deemed necessary, as well as limit and/or consolidate available facilities during any academic term.

If you are in a quad-occupancy assignment and do not have a roommate, you may be required to move in with someone else, find someone to move in with you, or agree to have your assignment classified as a double and pay the double rate. In all cases, students will be billed based on the number of occupants registered in the room.

## VISITATION/RESPONSIBILITY OF GUESTS

The visitation hours are 10 a.m. – 12 a.m. Sunday through Thursday, and 10 a.m. – 1 a.m. Friday and Saturday. All guests must complete a guest form completed at the security gate prior to their arrival in the residence hall.

Persons of the opposite sex, guest students, or nonstudents may not enter a private residential area.

You may have a guest of the same gender stay on campus a total of three days in any given 30-day period with the approval of your roommate. This approval must be given prior to your guest's arrival to campus.

An overnight visit is defined as spending the night in a residential facility on Florida Memorial University's campus. A general visit is defined as spending a period of time with a resident within the visitation hours.

The host is responsible for the actions of their guest. The host is responsible for informing their guests of the college policies.

You are responsible for all behavior that takes place by your guest whether you are present or not.



**A guest is defined as:**

1. Any person who is present at the invitation of a student.
2. Any person who is received by a student.
3. Any invited or uninvited non-student who is accompanied by a student.
4. Residents visiting other residence halls are under the same visitations stipulations as a non-resident visitor (i.e., visiting hours, staying overnight, etc.).

Individuals under the age of 18 are prohibited from staying overnight.

## **BUILDING/ FACILITY USE**

You may not enter any area where access is limited to authorized personnel (i.e., storage and equipment rooms and housekeeping areas). Climbing, rappelling, or any related activity on the outside of any building is prohibited.

All building roofs are off limits. No objects may be thrown, dropped or suspended (i.e., flags, banners, etc.) from windows, roofs, or other exterior areas.

Fire exit doors are for emergency use only. Any residents found using exit doors are subject to receiving fines and/or losing their on-campus housing privileges. Residence halls should be entered or exited through the main entrance doorway only. In the case of an emergency, fire exit doors may be used.

For energy management concerns, windows should not be open while the air conditioning is on. Pictures, posters, etc. may be hung on the walls provided the adhesive used will not damage the surface. Nails are not to be used to attach items to walls or moldings.

You may not paint your room nor structurally alter your room or the furniture. Use of decorations should be in moderation. The doorway and window should be free from obstructions at all times. Fire safety must be used in the use and placement of all decorations. Please respect the feelings of others when placing decorative items in plain view.

## **CAMPUS SAFETY AND EMERGENCY PROCEDURES**

For your security, the outside doors to all residence halls are to be locked at all times. Unlocking and/or propping the doors is a serious security violation and will result in conduct action. You do not have the right to jeopardize the safety and property of anyone else for your convenience.

Your living area will be as secure as you and your neighbors make it. Report security concerns or any suspicious persons immediately.

**Call 911 immediately if there are any medical or safety emergencies.**

## SECURING PERSONAL ITEMS

Your security in the Residence Halls is the joint responsibility of the Residence Hall students and the University.

**You can do your part by:**

1. Keeping all room doors locked and exit doors secured at all times.
2. Not keeping large amounts of money in your room.
3. Keeping your valuables in a safe place.
4. Reporting unauthorized persons on your floor and in your living area
5. Obtaining personal property insurance.

To protect your personal property, mark each item with an identifying number (the best numbers to use would be your driver's license number and student identification number). You should record the serial number of all electronics devices like computers and telephones.

If you have a car, keep the doors locked and do not leave valuables in it.

## BATHROOMS

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

## FIRE

In the event of fire, exit the building at once. Once outside, go to your building's designated area. Remember to stay clear of the affected building and do not return until directed to do so by residential life staff.

## FIRE SAFETY PROCEDURES

Knowingly activating alarms under false pretenses, including giving any other common or recognized alarm of fire or bomb threat, is strictly prohibited. You may face University judicial charges, plus be liable for criminal prosecution. Tampering with building and/or room smoke detectors, pull stations, fire extinguishers, or any other fire safety equipment is prohibited. In addition, loitering in the residence hall stairwells and landings is strictly prohibited.

Tampering with any life safety equipment will result in a minimum \$1,000 fine, the loss of on-campus housing privileges, suspension from the University, arrest, and/or other sanctions as deemed necessary.

**When a fire alarm sounds, you must immediately evacuate the building by the most direct safe route. It is recommended that you do the following to ensure your safety:**

1. Make sure windows are closed and lock your door.
2. Wear clothing and shoes appropriate for outdoor conditions.

3. Feel the door and/or doorknob to see if it is hot.
  - If it is hot, do not open the door. If safe to do so, evacuate out the window or wait until help arrives.
  - If smoke is coming under the door, stuff a soaking wet towel under the door.
  - If the door is not hot, proceed into the hallway.
  - If the hallway is filled with smoke, take a towel with you to aid your breathing and crawl to the nearest safe exit.
4. If there is no smoke, proceed to the nearest safe exit.
5. Make sure the fire doors are closed at all times.
6. Do not use elevators.
7. Stay calm.

You must evacuate the building to a point sufficient to ensure your safety. You may not re-enter the building at any time or for any reason while the alarm is sounding. Failure to evacuate may result in a \$50 fine for the first offense, \$100 fine for the second offense, and a judicial sanction for future offenses.

At no time should objects be placed in hallways, walkways, stairwells, or in doorways that prohibit the ease of exit from any building or room.

Storage of flammable materials, such as gasoline, within residential facilities is prohibited.

## **FIREWORKS, WEAPONS, AND EXPLOSIVES**

Immediately report any fire safety concerns and policy violations. The use or possession of fireworks, dangerous chemicals, explosive materials, devices capable of casting a projectile, ammunition, bows and arrows, swords, or other lethal weapons are prohibited. Other objects may be declared as a “weapon” depending on the context in which it is used.

## **THEFT**

If you believe you have been the victim of theft, please contact the Campus Safety Department immediately at 305-626-3771. The Campus Safety Officer on duty will take an incident report and will call the Miami Gardens Police Department (if necessary). The Campus Safety Officer will also take a list of the items stolen including identification numbers, serial numbers, or any other identifying marks.

## **INSURANCE**

All residents are required to obtain personal insurance.

The University does not provide any insurance and assumes no liability for any personal property that may be lost, stolen, or damaged while on the campus. You should make arrangements to insure your property properly through either an individual or renter's policy.

If you have expensive items or equipment (camera, laptops, TV, etc.) in your room, they should be engraved with the last four digits of your social security number or some other form of identification. Keep a listing of

serial and model numbers. Keep jewelry locked up or on your body. Do not keep large quantities of cash in your room.

To prevent items from being stolen from your room, keep your door locked at all times. Do not leave your windows open and do not unlock or prop open the outside doors.

## QUIET HOURS

In order to allow students to study and rest in a living learning environment, “Quiet Hours” are enforced in all residence halls from 8 p.m. - 8 a.m. Sunday through Thursday.

During midterms and final exams times, “Quiet Hours” are in effect twenty-four hours a day. Students are asked to keep their room doors closed and the noise level down during “Quiet Hours.”

“Quiet” suggests that no noise should be heard from the room, in the hallways, common area, or around the exterior of the building. Quiet Hours can be extended for individual halls with a majority vote of the residents. Courtesy Hours are in effect at all other times. The need to conduct academic work, sleep, or just be at peace takes precedence over someone’s desire to make noise. Please respect the request of others for quiet.

Courtesy Hours are in effect 24 hours a day with the exception of Friday and Saturday nights. On designated Quiet Floors, Courtesy Hours are in effect 24/7.

## HEALTH & SAFETY CHECKS

**The University reserves the right to enter any room(s) for the purpose of:**

1. Inspection
2. Pest control
3. Repairs
4. Housekeeping and maintenance
5. Suspected Code of Student Conduct violation investigations
6. Any other conditions which may serve the best interests of the University and the resident

The University reserves the right to confiscate, remove, and return to the owning department any University property found in any room or residence facility for purposes of cleanliness, repair, and maintenance.

In addition to having items confiscated, residents can be charged for the replacement cost of any unauthorized University property that is damaged and found in his/her/their room.

## CARE AND APPEARANCE OF ROOM

Feel free to decorate your room so that is more comfortable for you and your roommate. The personalization of your living space is important to your feeling “at home.” Please keep the proper care of the facility in mind.

You are responsible for the appearance, condition, and cleanliness of your living space. The housing staff will conduct periodic inspections for fire, health, and safety concerns.

## CLEANLINESS

Keeping your room clean is one of your primary responsibilities. Your room should be cleaned or maintained on a daily basis. Keeping your room clean will also keep insect problems down. All trash should be taken out on a daily basis and placed in the proper receptacles.

Trash is not to be swept into the hallways, stairwells, lobbies, or other areas outside of the room. You are expected to assist in keeping the lobbies and restrooms clean by picking up after yourself and encouraging others to do the same. The maintenance of the outside of your residence hall is just as important as the inside. Remember, this is your home. Please take pride in it.

## UNAUTHORIZED GUESTS

Unauthorized guests are not allowed to live in the rooms. Any resident found housing an unauthorized person (s) may be subject to a fine for such violations and/or the loss of housing privileges.

## ROOM CHANGE

The Office of Housing and Residence Life wants you to be comfortable where and with whom you are living. We also want you to develop problem solving skills and an appreciation of individual differences. Dealing with conflict is a valuable skill and the on-campus housing environment provides a unique opportunity to develop this skill. Therefore, should a conflict arise between roommates, floor mates, or whomever, every effort will be made to resolve the conflict without changing your assignment.

Any room change must first be approved by a HRL professional staff member. All approvals must be processed using the appropriate form in eRezLife and must take place prior to moving from one room to another.

No room changes may occur without the written approval of the Office of Housing and Residence Life. An unauthorized room change may result in a fine and relocation back into your original assignment. Room change requests will be accepted and considered beginning the second week of the semester until the week before finals week.

Should you desire to move, contact your Residence Hall Coordinator.

The Office of Housing and Residence Life reserves the right to assign any student to any given space at any given time. Preventing a student from occupying a space is prohibited. It is the responsibility of the person moving to notify his/her/their roommates of their plans. All move requests are processed on a first come, first served basis.

Moving from a residence hall to off-campus housing without prior written notification may result in changes being made to your board plan. Any questions concerning your meal plan can be answered by the Business Office.

## KITCHEN APPLIANCES

Appliances with open heating elements are prohibited in all residence halls. Students cannot have cooking items such as hotplates, toasters, electric skillets, etc.

The use of refrigerators and microwave ovens in the residence halls is only permissible if they meet the following size and wattage requirements:

Refrigerator (countertop only) not to exceed 1.7 cubic feet cold storage 18 -7/8H x 18-5/8W x 10-1/8D

Microwave (compact microwave) not to exceed 0.6 cubic foot cavity and 600 watts maximum power.

Students are encouraged to share these appliances. A maximum of two refrigerators and one microwave oven are permitted in each room.

## SMOKING

By Florida State Statute, all buildings are nonsmoking. This includes all residence halls. Smoking is not permitted in the resident's room. If you must smoke, it must be done outside and at a distance of at least 50 feet away from any building.

## ALCOHOL

Alcohol consumption on campus is prohibited. Regardless of age, public intoxication or consuming alcoholic beverages is prohibited. Any displays of alcohol containers are also prohibited. Students who are experiencing negative effects from drinking or have alcohol abuse issues may receive professional and confidential help and guidance from the University Counseling Center. Our counsellors may be contacted at 305-626-3138.

## DRUGS

The use or possession of illegal drugs and/ or paraphernalia is prohibited in all residential facilities.

Assistance for dependency on legal or prescribed medication is available at the Counseling Center. They can be contacted at 305-626-3138.

## DAMAGE TO PROPERTY

Damage to University property or property of a member of the University community is prohibited. Any damage by students to University property will be charged to the student(s) after a fair assessment has been made. You are expected to take an active role in the care and upkeep of the facilities. Please use your Residence Hall and room as your home and treat it accordingly.

**All damages are classified in one of the following areas:**

1. Normal Wear and Tear - No assessment
2. Accident- Assessed partially or in full to responsible party
3. Vandalism - Assessed in full to responsible party and disciplinary action will be taken

You are responsible for all damages that occur in your room, wing, floor, and building beyond normal wear and tear. If the party responsible for the damage is identified, that person(s) will be held responsible for the repair cost. Resident responsibilities include any damage done to doors (interior and exterior), bathrooms, hallways, lighting fixtures, furniture, public areas, windows, etc. Damage assessments can be made on unclean and unsanitary conditions as well. Damage fees may be charged against an individual, room, wing, or building.



## KEY DEPOSIT

The key deposit is refundable provided you satisfy the terms of the Housing Agreement, have no outstanding charges within your student account, and comply with all provisions set forth in the Student Handbook and the University Catalog. Any questions concerning deposits and refunds can be answered by the Business Office.

## MAIL

For information concerning post office boxes, please contact the mail room at 305-626-3656.

## HURRICANE SEASON

Hurricane season runs from June 1 through November 20. All students should register for University Emergency Alerts/Notifications to stay up-to-date on campus emergencies.

## KEYS

During the check-in process, you will receive a room key. This key is for your personal use only. Under no circumstances should you loan or give your key to another individual.

If you are locked out you may:

1. Wait until your roommate returns
2. Contact a member of the Residence Life
3. Contact the Security Office in cases of emergency.

The resident will be charged a fee of \$10 for each lock-out.

Gaining access to your room by means other than using the door and a key may result in your being judicially charged. You will also be liable to pay the damage bill should it be deemed appropriate.

Your key is your best line of security, so please take care of it. If you lose your key, you will be billed for a lock change. Lost or inoperable keys and locks should be reported immediately. When you check out of a room, the key(s) must be returned. Keys must be turned in during the semester break. Failure to do so will result in a lost key charge.

## LAUNDRY ROOMS AND VENDING MACHINES

There are laundry facilities available for your use in conveniently placed central locations throughout the residential areas. They are debit card or coin-operated and maintained by an outside contractor. Please use the vendor app to keep track of your laundry online so that you can remove your clothing in a timely manner.

Vending machines are located at various points around the campus. Service requests or reports of lost money for either vending machines or laundry machines are to be directed to the numbers provided in those areas.

## LOUNGE POLICY

The lounges are for the use of FMU community members. Lounge furniture must remain in the lounge and

may not be moved to student rooms or removed from the building. Building residents are jointly responsible for the care and maintenance of the lounge. Any modifications to the lounge in the form of decorations, furniture, and/or recreational equipment must be approved by the Office of Housing and Residence Life. Smoking or sleeping in residence hall lounges is prohibited.

## COMPUTER LABS

Computer labs and computer lounges in the residence halls are for the use of FMU community members.

1. Food and drinks are not allowed in the computer lab.
2. Music is allowed only if using headphones
3. If unauthorized persons are found in the computer lab, they will be asked to leave the lab.

Questions and requests regarding the computer lab should be directed to CyberZone.

## PARTIES

Parties that are not approved by the University are prohibited. Any activity that cannot be contained within your room may be cause to prohibit the activity from continuing.

## MAINTENANCE AND HOUSEKEEPING

All maintenance and housekeeping requests are to be documented through a work order request. If there is a water or electrical issue, please also inform a HRL staff member or Campus Security immediately.

## PEST CONTROL

Residence halls are sprayed for insects periodically. It is recommended that you supplement this process with your own spraying as needed. Please contact the Residence Life office should you have insect problems.

**NOTE:** Please be careful to follow the directions when using pesticide. Halls are sprayed monthly by an outside exterminator.

If you are allergic to commonly used pesticides, you must contact the Office of Housing and Residence Life. Should additional pest control measures be needed because of the presence of an approved service animal, emotional support animal, or an unapproved pet, the resident will be billed for any incurred expenses.

### Remember the following:

1. Bugs, rodents, and ants are attracted to group living environments by food, trash, and clothing.
2. Keep food in closed containers. Dispose of trash, especially open beverage containers, on a daily basis.
3. Keep the room "picked up." Keep dust and dirt swept. Wet towels and clothing attract bugs.
4. Promptly report pest infestations in your room to the Office of Housing and Residence Life. You must clean your room prior to us spraying.
5. For the pest spray to be most effective, the following conditions should be met:
  - a. All furniture must be moved six to eight inches away from the walls.
  - b. Carpet or rugs must be turned up and away from the wall by six to eight inches.

- c. The room must be clean – free from food, trash, and open beverage containers. Clothing must be off the floor area. Area must be free of dust accumulation on the floor.

## ON-CAMPUS HOUSING OCCUPANCY PERIODS

Housing is provided during all regularly scheduled academic sessions of the University. Occupancy prior to posted opening dates or after posted closing dates may be provided at the discretion of the HRL staff and under special conditions. The opening and closing dates posted in the University Catalog are subject to change as needed. Students who are approved for early arrivals or late stays will be required to pay the associated fees for room and board.

On-campus housing officially closes for all residents at the conclusion of the fall, spring, and summer terms. Should housing be available for returning residential students to stay on campus during break periods, special conditions such as an additional rental fee may apply.

When residence halls close at the end of the term, you must vacate your room within 24 hours of your last exam. Graduating seniors are the exception; they must vacate their rooms by 5 p.m. on the day after Graduation.

## SOLICITATION

To preserve educational integrity and security within residential life areas, solicitation is not allowed. Solicitation is defined as the door-to-door selling of any product or service, campaigning, or the unauthorized posting of fliers describing products or events. Off-campus business or students representing an off-campus business are not permitted to advertise or solicit in the residence halls.

## STORAGE

The University does not have any storage available. All personal belongings must be removed at the end of the academic year or upon checking out of the residence halls.

## POSTING POLICY



All information to be posted in or outside any residential facility must have the approval of the HRL Office. Once approved, materials will be distributed to each hall and posted in a designated area by the staff.

## HOUSING AND RESIDENCE LIFE

The Office of Housing and Residence Life is open from 8 a.m. to 5 p.m., Monday through Friday. Each residence hall is staffed by professional staff – Residence Hall Coordinators (RHCs) and Resident Advisors (RAs). The housing staff in each area will help you develop and maintain a comfortable environment. RHCs and RAs organize community activities, assist with the management and administration of the residential unit, and are resources for questions and concerns.

HRL FINES	AMOUNT
Lock Out	\$10 each occurrence
Improper Check Out	\$150
Extended housing after halls have closed	\$75 a day (room/board)

IMPORTANT NUMBERS	
Housing and Residence Life	305-626-3718 and 305-623-1459
Goode Hall Office	305-626-3789
Robinson Hall Office	305-626-3875
Living and Learning Center 1	305-623-1456
Living and Learning Center 2	305-623-1457
Living and Learning Center 3	305-623-1458
Living and Learning Center 4	305-623-1459
Residence Life Office	305-626-3718
Campus Safety Welcome Center	305-626-3771 and 305-626-3772
Health Office	305-626-3760
Counseling Center	305-626-3138
Student Affairs	305-626 - 3722

**The content, materials and resources within this handbook are subject to change without notice.**









**FMU**  
FLORIDA MEMORIAL UNIVERSITY

15800 NW 42 Avenue  
Miami Gardens, FL 33054  
305.626.3600 (Campus Operator)  
[www.fmu.edu](http://www.fmu.edu)

# LION PRIDE

