



Student Handbook

2025-2026



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 College and 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 businesswoman 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 the Florida Institute at Live Oak, and combining it with what would become Florida Normal Industrial and Memorial College in St. Augustine. Florida native and writer of the Harlem Renaissance, Zora Neale Hurston, served as an instructor for the school during this time.

The advent of the civil rights movement in the 1950s and 1960s brought about a whirlwind of challenges and change to St. Augustine. When local African Americans decided to protest and resist segregation in the city,

students from Florida Memorial joined the effort, participating in sit-ins, wade-ins, and swim-ins orchestrated by the Southern Christian Leadership Conference and the Rev. Dr. Martin Luther King, Jr. The events in St. Augustine significantly influenced federal legislation resulting in the passage of the Civil Rights Act of 1964 and Civil Rights Acts of 1965, both of which were signed into law by President Lyndon Johnson.

Activism by FMC students, however, threatened to upset the delicate relationship between the City of St. Augustine and Florida Memorial, as well as provoked the resentment and animosity of whites in the area. Given this vulnerable financial and social situation, Dr. Royal W. Puryear oversaw the relocation of the school when, in 1965, the trustees purchased a 48-acre former air strip near OpaLocka 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:

It's Our Time.

VALUES:

Character, Leadership, Accountability, Service, and Scholarship

COLORS:

Royal Blue, Orange, and White

MASCOT:

Blitz the lion

LOGO:

Each star represents the values of FMU: Character, Leadership, Accountability, Service, and Scholarship.

ALMA MATER

****Stand when singing****

*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

By James Weldon Johnson

****Stand when singing****

*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,
Lest our hearts drunk with the wine of the world, we forget Thee;
Shadowed beneath Thy hand,
May we forever stand,
True to our God,
True to our native land.*

FLORIDA MEMORIAL UNIVERSITY ANNUAL EVENTS

With a heritage of transformative education, 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.

Fall Convocation

Fall Convocation is a time-honored and sacred ceremony marking the official induction of new students into the Florida Memorial University community. This formal event introduces students to the University's leadership and reinforces the customs, values, and cultural traditions that define the Lion experience.

As part of the First Year Experience and FMU 101 course under the Division of Academic Services, Fall Convocation serves as both a continuation of student orientation and a symbolic entry into academic and communal life at our esteemed institution.

Attire for this ceremony is business attire and respectful of its significance. Ideally everyone should wear black and white:

- Ladies are traditionally expected to wear all-black dresses or black black pants or skirt with a with blouse and closed-toe dress shoes.
- Gentlemen are expected to wear white dress shirts with black slacks or business suits with hard bottom dress shoes.

Students are encouraged to approach this occasion with reverence, pride, and a commitment to the legacy of Black Excellence at FMU.

Founders' Day Convocation

Founders' Day Convocation is a sacred and storied tradition at Florida Memorial University, held annually to honor the visionary pioneers whose courage, faith, fervent prayers and resilience laid the foundation for our institution's enduring legacy. This ceremonial

gathering not only reflects on FMU's remarkable journey of transformative education, but also reaffirms our collective commitment to scholarship, service, and social uplift.

During this revered convocation, the University presents its prestigious Founders' Day Awards to individuals who have demonstrated extraordinary achievement and impact in the fields of philanthropy, entrepreneurship, education, theology, religious studies, and community engagement. Among these honors, two of the highest awards bestowed upon alumni are:

- The Nathan W. Collier Meritorious Service Award
- The Sarah A. Blocker Meritorious Service Award

These awards represent the highest ideals of character, leadership, accountability, scholarship, service, legacy and are a tribute to the namesakes who helped shape the University's identity and mission.

Founders' Day Convocation stands as a ceremonial affirmation of FMU's past, present, and future celebration of Black excellence rooted in purpose and legacy.

Honors and Awards Day

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

Baccalaureate

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

Baccalaureate at Florida Memorial University is a sacred and deeply rooted religious observance that reflects the institution's historic Baptist foundation and spiritual mission. Originating from the fervent prayers of our founders by the Suwannee River, this ceremony honors the spiritual formation that has long been intertwined with FMU's academic legacy one that has historically prepared generations of educators, theologians, and servant-leaders.

Held annually each April or May, just before Commencement, Baccalaureate gathers graduates, families, faculty, staff, and the wider University community for a powerful service of worship, song, prayer, and prophetic reflection. It serves as a spiritual culmination of the FMU journey, marking not just the completion of academic study, but the beginning of a greater calling.

This celebration offers a spiritual charge and blessing over each graduate, sending them forth with purpose, faith, and the enduring values of scholarship, service, and Black excellence. Baccalaureate affirms that FMU graduates are not only intellectually equipped but also spiritually empowered to lead and transform the world.

Commencement

Commencement is the ceremony celebrating students' graduation. Commencement is a sacred rite of passage that celebrates the academic achievement, cultural legacy, and boundless potential of our graduates as they transition from students to empowered leaders in their communities and beyond. Held annually each April or May.

Fall Convocation

Fall Convocation is an annual, official welcoming of new students to the Academy. Convocation introduces students to the University's 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 and Mr. Florida Memorial University are the institution's official student ambassadors and symbolic representations of excellence, academic achievement, leadership, service, and school pride. These distinguished student leaders are selected to embody the University's core values, including academic rigor, moral character, leadership, accountability, scholarship, and community service.

The highlight of their reign is the annual Royal Coronation, held annually each Fall, which serves as a grand celebration of student leadership and cultural tradition. This formal ceremony honors not only Miss and Mr. FMU but also recognizes the full court of campus kings and queens who represent active student organizations. Coronation is a cherished tradition that uplifts the voices, accomplishments, and regality of FMU's student body while reinforcing our legacy of excellence and purpose.

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. The proceeds benefit the President's Scholarship

Homecoming

Fund for students who need financial assistance and deserving students. Homecoming is a celebration for students, alums, including an intercollegiate football game, Greek step show, concerts, and many other events.

Homecoming at Florida Memorial University is a vibrant, weeklong celebration that transcends tradition—it's a spirited collegiate family reunion rooted in legacy, culture, and Lion Pride. This signature event unites students, alumni, faculty, staff, and the wider community in a joyous return to the roar of the Den.

From the electric energy of intercollegiate football and the dynamic Divine Nine Greek and Auxiliary step shows to concerts, tailgates, fashion shows, worship services, and campus traditions, Homecoming captures the full spectrum of the HBCU experience. It's where the past, present, and future of FMU converge in a powerful celebration of Black excellence, unity, and pride.

Beyond the festivities, Homecoming is also a time of giving back. Our proud alumni contribute generously to support the Annual Fund, student emergency assistance, and scholarships, further strengthening the University's mission and the next generation of Lion leaders.

Homecoming at FMU is more than a moment—it's a movement, where culture, community, and commitment come alive.

Division of Academic Services

Career Development Center

The Career Development Center supports the holistic development of students by guiding them through the career and professional development process 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 can contribute to their experience every year, first year 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 for students. Coverage includes clinic visits, emergency care and limited hospitalization. Business hours are Monday to Friday from 8:00 a.m. to 5:00 pm. Appointments can be made at 305-626-3110

New Student Orientation

New Student Orientation (NSO) is a collaborative effort between Student Life, Academic Services, and Enrollment Management. NSO is planned especially for newly admitted first-year students, transfer, and re-admitted students. The program is designed to help students make a successful transition to Florida Memorial University. During the New Student Orientation, students are introduced to the First Year Experience, campus resources, student support services, and academic offerings. Students are encouraged 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 are presented with information about the University's history, support centers, and services. Students are also presented with university policies and regulations, introductions to university personnel, and receive advising and registration information from the academic and career success coaches who assist them throughout the first year. Florida Memorial University motivates 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 (CARS)

The Center for Academic Resources and Support is an Academic Success Center for Lions in their first year at FMU. We collaborate with students to make a successful college transition through academic advisement and advocacy, and by developing clear educational, career, and personal goals. CARS serves as the initial point of entry for all first-year students and for transfer students who have earned less than 30 credit hours. CARS academic services include academic advising, degree plan development, skill enhancement, and reinforcement. CARS engages new students in holistic academic support programming designed for their successful transition to university life and toward their desired major and career ahead. The staff includes Academic Advisor-Advocates

who are committed to the retention of new and transferring students. CARS, along with the Academic Support Services team, collaborates with faculty, staff, and students to foster student success.

Academic Support Services

Academic Support Services cultivates lifelong learning by providing students with innovative and proven strategies for learning, studying, and overall growth through academic support. Our comprehensive services are available for all general education courses, specifically those focused on reading, writing, and mathematics.

Our tutoring services are delivered by a team of experienced professionals and highly skilled peer tutors, who bring extensive experience from both secondary and post-secondary educational settings. Each academic lab—Math and English/Writing—is managed by a dedicated coordinator responsible for overseeing daily operations and supporting student tutors. Our staff is committed to building meaningful relationships with students while aiding them in mastering their mathematical, English, writing, and critical thinking skills.

Looking for assistance? CARS Hours of Operation:

First-year students can meet with their Academic Advisor-Advocate by visiting Sarah A. Blocker Hall, Room 111, between 9:00 am and 5:00 p.m., Monday through Friday.

Academic Support Services Lab Hours:

Academic services in person -Monday-Friday from 8 a.m. to 6 p.m. in Sarah A. Blocker Hall, Room#100 (Writing/English) and Room# 102 (Math).

Extended hours are available during midterm and finals week.

Placement Testing - Incoming Freshmen

Considering our test-optional policy, all incoming first-year students are automatically assigned to their Math, English, and Reading courses based on their chosen majors. However, students who have taken the SAT, ACT, AP, IB, Cambridge, ACE, CLEP, and Dual Enrollment should submit their official scores and/or courses completed ahead of time for a more accurate placement assessment.

Incoming students without college-transferable English or math courses and who have not taken any of the above-mentioned tests or courses, and whose SAT or ACT scores fall below the University's minimum requirements for college readiness, can take our PERT. (College Placement Test) FMU uses the Postsecondary Educational Readiness Test (PERT) to determine course placement in reading, writing, and mathematics

Any student wishing to challenge their English and/or math placement should first reach out to their Academic Advisor-Advocate to initiate the process. Once initiated, the student will be sent the corresponding placement testing information via their personal email and/or FMU Email to schedule a date & time to complete our College

Placement Testing. All placement testing must be completed before the add/drop period of the corresponding semester.

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. Florida Memorial University expects its graduates to 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 on 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) provides 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 and various community partners.

Student veterans are provided with 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 individually 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 enrolled as special (non-degree seeking) students are not eligible for any 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.fmu.edu/financial-aid or the Financial Aid Office in the Earlene & Albert Dotson Student Services Center, Suite 159. 305-626-3745.

Applications 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 default 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 dedicated 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 of Student Life or Dean of Students so they can connect with the University's food service provider to start the process to make necessary accommodations.

Mail

For information concerning post office boxes, please contact the mail room at (305) 626-3656, located in the JC Sams Student Center.

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

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

Mail center is open Monday thru Friday from 8 A.M. to 5 P.M.

Closed Saturday and Sunday.

Student must present school ID when picking up packages/mail.

How mail should be addressed:

Student's First Name and Last Name, Student ID# (if available)
Student's Residence Hall and Room Number
Florida Memorial University
15800 NW 42 Avenue
Miami Gardens, FL 33054

No nicknames or social media handles.**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 a police report.

Information Management and Technology

The Division of Information Management and Technology (IMT) is dedicated to providing exceptional technology services and support to enhance your academic experience at Florida Memorial University. IMT manages essential technology resources, including student accounts, university email, internet access, secure campus Wi-Fi, printing services, and our online learning platforms such as Blackboard.

As valued members of our university community, students are expected to use these technology resources responsibly and in accordance with the university's policies. These guidelines ensure fair and proper use of computer labs, licensed software, and network services, all of which are in place to support your educational journey.

Please remember that misuse of university technology resources may result in disciplinary actions and could include suspension or loss of access to these services.

For more information on our technology services, including detailed policies and guidelines, please visit the Florida Memorial University Computing Policies page on the IMT website.

www.fmu.edu/administration/information-management-and-technology

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 p.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, holidays, intermissions, summer term, 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.fmu.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@fmu.edu

Library Resources: The library provides print and electronic books, journals, newspapers, and media selected to reflect the curriculum's needs and the University community's general reading and viewing interests. The University's library is home to more than 500,000 items. To begin your search, see www.fmu.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

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

- The Archives
- The Curriculum Materials Collection
- Coco Plum Children's Literature Collection
- The Laban C. Conner Collection
- Black Collection

- The Mickens Collection
- The Florida Collection
- The Barbara J. Jordan Commissioner of Excellence Collection

There are 20,000 Special and Rare books and Archival items maintained in our special collections. Materials in Archives and Special Collections can be used by anyone during opening hours but must remain in house while in use. For more information, including hours, please visit the Special Collections website at www.fmu.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.

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 commitment to faith, 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, 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 for appointments during the week. 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.

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 pay outstanding balances and pay for the following: key and housing deposits, tickets, decals, replacement University identification cards, replacement of lost keys and purchase meal plans through the Bursar's office.

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 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 and grow during their college years at Florida Memorial University.

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

- Admissions & Recruitment
- Financial Aid
- Chaplain
- Dean of Students
- Housing & Residence Life
- Student Engagement and Leadership
- Intramurals
- Student Life
- Student Government Association
- Royal Court
- The JC Sams Student Activity Center Office
- University Counseling Services
- University Bands

Office of Student Life

The Assistant Vice President of Student Life (AVP) and the 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 their college years at Florida Memorial University.

The AVP of Student Life and the 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 Life 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 of Student Life and the Dean of Students provide services to assist students with medical and personal emergencies.

You can contact the Student Life 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 Life or email studentaffairs@fmu.edu. For urgent issues after hours, residential students please contact the Area Coordinator on duty at 786-385-3932; commuter students should contact the Campus Safety Department at 305-626-3771.

The Office of Student Engagement and Leadership

The Office of Student Engagement and Leaders, housed in the JC 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 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 and Leadership Development, Multicultural and International Student Affairs, recreation opportunities, campus-wide event opportunities, and social connections at the JC Sams Student Activity Center.

The office 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 student experience
- Resources for students in leadership/professional development
- Resources for student “dress for success” initiatives sponsored by the FMU Career Closet
- 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 “Lions’ Entertainment Board”

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. 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 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 can develop an appreciation of and sensitivity to diverse cultures and traditions from around the world. HRL 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 plan and implement 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 undergraduate enrolled student is eligible for on-campus housing unless a housing agreement has been revoked before matriculation at the university.

We would like to remind you of the Residence life Guidelines while you are residing in the Residence halls. You will be held responsible for any violations.

As Lions, we expect you to follow the rules and regulations of FMU and the Department of Housing and Residence life.

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 wellbeing of each student in the residential environment.

1. All students must sign a University Sponsored Housing Agreement. Students must adhere to the contents of the agreement or be subject to a fine, warning, or suspension from residential life. The University Sponsored Housing Agreement you signed is for one academic year (fall, spring, and summer semesters). This does not guarantee that you will have an assignment for the coming year. You must apply for housing each academic year. You are encouraged to apply for 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 assume any legal or financial obligation for any resident's personal property that may be lost, stolen, or damaged in its buildings or on its ground. Students or their parents are encouraged to carry appropriate insurance to cover such losses.
4. Residents are held accountable for the conduct of their guest(s).
5. Residents can have guests of the same gender between the hours of 8 a.m. and 5 p.m. Co-ed guests must remain in the lobby area. Members of the opposite sex (except those 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 allowed in the residence halls at any time.
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 not to 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, weapons of any kind, and/or narcotics are prohibited in the residence halls or on campus.

Prohibited Items and Substances

- The **use, possession, or distribution** of alcoholic beverages, illegal drugs, narcotics, or any controlled substances is strictly prohibited in the residence halls and on University property.
- The possession or use of **weapons of any kind**, including firearms, knives (beyond those permitted by law or University policy), or other items that could cause harm, is strictly forbidden within the residence halls and on campus.
- Residents found in violation of this policy will be subject to disciplinary action, which may include removal from campus housing, University sanctions, and possible referral to law enforcement authorities.
- The University reserves the right to conduct **room inspections** or other safety checks consistent with its policies and local laws to ensure compliance.

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 air fryers, hotplates, toasters, woks, electric skillet 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.

The Office of Housing and Residence Life is open 9 a.m. to 5 p.m., Monday through Friday, in LLC 4. Each residence hall is staffed by professional staff – Area Coordinators (ACs) and student staff – Resident Assistants (RAs). The housing staff in each area will help you develop and maintain a comfortable environment. ACs and RAs organize community activities, assist with the management and administration of the residential unit, are trained to assist you with all aspects of your student’s life experiences, and are resources for questions and concerns.

RESIDENTIAL STUDENT EXPECTATIONS AND POLICIES

Eligibility for On-Campus Housing: Any full-time undergraduate student in good academic standing is eligible for on-campus housing. Outstanding students increase their chances to earn the privilege of on-campus housing. Violating housing rules and/or violating the Student Code of Conduct could negatively impact your housing privilege. Students must be registered for a minimum of 15 credit hours during the Fall and Spring semesters. Graduate students must be registered for a minimum of 9 credit hours during the Fall and Spring semesters.

University Sponsored Housing Agreement

Every student living on campus must have on file a signed University Sponsored Housing Agreement with the Office of Housing and Residence Life. Accepting and checking into an on-campus housing assignment, along with signing a University Sponsored Housing Agreement, indicates that you are obligating yourself to the terms and conditions of the Agreement. The University Sponsored Housing Agreement is for the two semesters (Fall and Spring), or any portion remaining at the time of occupancy, unless otherwise indicated. The only way a student can cancel the Agreement without financial penalty is if the student graduates mid-year or withdraws from the University.

FMU has six 6 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 unit space.

The University provides all residents with a non-coed living experience. We have gender-specific housing and co-ed visitation is prohibited.

Florida Memorial University does not assume responsibility for any lost, stolen, or damaged property in the residence halls.

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 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 are occurring within the room/unit.

Room checks and inspections will be conducted by the housing staff, maintenance, and/or housekeeping personnel to ascertain damage or conditions potentially harmful to the University community's safety. 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. These are conducted twice a month.

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

1. There is a clear or apparent emergency, such as fire, flood, serious illness, injury, or danger threatening person(s) or property.
2. The Staff member has reasonable cause to believe that a violation of university regulations is occurring within the room/unit.
3. At the invitation of one of the room's residents.
4. Entry and search by the Campus Safety Officer 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.

Commuter Students are not allowed in the residence hall rooms; they must visit in the lobby areas. They must obtain approval from the Director of Campus Safety if they wish to park in any part of the campus for overnight stays.

ROOMMATE BILL OF RIGHTS

Each student must:

1. Have time to read and study in his/her/their room from undue distractions and interferences.
2. Be able to sleep free from undue distractions from the noise of a roommate or guest.
3. Have respect for each other's personal belongings and must always keep his/her/their living environment clean.
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. Have the right to address grievances and seek the assistance of Residence Hall Staff in rectifying conflicts.
8. Be free from fear of intimidation and physical and/or emotional harm.
9. Be free from others staying overnight in their room/unit who are not assigned to that room/unit.

PLEASE NOTE: To continue living in the residence halls you must follow the policies of the University, Housing and Residential Life. Remember that living in the residence halls is a privilege and not a right.

CHECK IN/CHECK OUT PROCEDURES

1. Student may not check into a room until given permission to do so by an HRL Professional Staff Member. Students must be registered full-time (15 hours) for classes for the current semester, cleared by the Business Office, and present a valid student ID. Once all the necessary steps are completed, students will be issued a room key.
2. Students must complete a room condition inventory form within 48 hours. The form details the condition of the room/unit upon the student's arrival and will be consulted when a student checks out.
3. Students are advised to review the Room Condition Inventory and be sure it reflects all items that may be damaged, or repairs needed.
4. All residents must check out of the residence halls within 24 hours of their last final exam or 6 p.m. on the day of residence hall closing, whichever comes first. Students may not extend.
5. Any time a student requests a room change for another, or if moving off campus, or leaving the University, the student must check out their room with a housing staff member and the student must remove all their personal belongings, thoroughly clean their room, return the furniture to its original position, return their key(s), and sign the room inventory form. All items left will be discarded.
6. Failure to complete a proper check out will result in your being charged for improper check out, i.e., for not returning keys, for failing to clean, and any other appropriate charges.
7. Students must check out of their room if they 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.
8. To avoid any confusion or delays, students must schedule their check out with a housing staff as far in advance as possible. Students can coordinate their check out by visiting the office of their Area Coordinator or by visiting the Office of Housing and Residence Life.
9. Final inspections of all rooms may be conducted by Housing, Maintenance, and Housekeeping Staff, this will occur after the students are gone. Any damage noted during this inspection will result in appropriate charges being assessed. Any unclean rooms will result in a room cleaning fee. ALL ITEMS LEFT WILL BE DISCARDED.

OCCUPANCY (See University Sponsored Housing Agreement)

1. Occupancy in a room is limited to a properly assigned resident by HRL and to the period for which the housing fee has been assessed as outlined in the terms and conditions of the housing agreement.

2. Residents are not permitted to sublease or rent their residential space to another.
3. No student is permitted to enter another student's room/suite or apartment without permission from the occupant.
4. Students may not change or exchange rooms without prior approval from the Director of Housing and or their designee. **To do so will result in a fine and possible suspension of housing privileges**
5. Residents may only occupy one side of their assigned double room. The other half of the space must always remain empty; if it is unoccupied, failure to do so will result in an administrative charge. When possible, a courtesy notice will be provided via the FMU student email in anticipation of a new roommate up to 24 hours prior to their expected arrival.
6. All University-owned and provided furniture must always remain in your room.

VACANCIES AND CONSOLIDATION

The Office of Housing and Residence Life reserves the right to fill bed vacancies and/or consolidate assignments when deemed necessary, as well as limit and/or consolidate available facilities during any academic term. This means, you could be reassigned to another space/building if deemed necessary by the University.

VISITATION/RESPONSIBILITY OF GUESTS

The visitation hours are 8a.m. to 5 p.m. Monday through Friday. Except Government Holidays. Students must communicate and have an agreement with their roommate(s) prior to having visitors. Students are responsible for all actions and/or behaviors of their guest(s).

No children of any age, at any time, except 6 years and older during the designated move in or move out period.

A guest is defined as:

1. Any person who is present at the invitation of a student.
2. Anyone 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 nonresident visitor (i.e., visiting hours, etc.).
5. Individuals under 18 are prohibited from staying overnight or visiting a residence hall, unless enrolled as a full-time FMU resident student.

BUILDING/FACILITY USE

Students 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 resident 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 doorways only. In the case of an emergency, fire exit doors may be used.

For energy management concerns, windows should not be open while 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.

Wallpaper, adhesive paper, LED lights with adhesive are not allowed in the residence halls.

Cameras or Ring Cameras or any other recording devices (cameras, toy cameras, etc.) are not allowed in the residence halls; Florida Statute 934.02 (2) (d),

Students may not paint their room nor structurally alter the room or the furniture. The doorway and window should always be free from obstructions. Fire safety must be used in the use and placement of all decorations.

Obscene or inappropriate decorations are prohibited. Inappropriate decorations include alcohol, paraphernalia, drug paraphernalia, and more. Community charges will be applied to all residents of a floor/building where damage has occurred in a common space and no person(s) are identified.

Common space includes:

- Community bathrooms
- Study rooms
- Lobbies
- Lounges
- Trash shoots
- Trash rooms
- Building entrances
- Stairwell
- Elevators

CAMPUS SAFETY AND EMERGENCY PROCEDURES

The outside doors to all residence halls are to be always locked. Unlocking and/or propping the doors is a serious security violation and will result in disciplinary action and a fine.

Students are advised to take their safety and the safety of others seriously. Propping doors open or not locking their unit door jeopardizes the safety of others.

Report security concerns or any suspicious persons immediately.

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

SECURING PERSONAL ITEMS (See University Sponsored Housing Agreement)

The student's security in the Residence Halls is the joint responsibility of the Residence Hall staff, students and the University.

Students must do their part by:

1. Keep all room doors locked and exit doors secured.
2. Do not keep large amounts of money in the room.
3. Keep valuables in a safe place.
4. Report unauthorized persons on their floor and in their living area. Report to a housing official.
5. Obtain private property insurance.

To protect personal property, students are advised to mark each item with an identifying number (the best number to use would be the student identification number). Students should record the serial number of all electronic devices, (i.e., computers, cellphones, etc.).

Students with a car should keep the doors locked and should not leave valuables in the car.

BATHROOMS

All bathroom facilities in Goode Hall and Robinson Hall are to be used by members of the same sex and by the residents of that 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. Violation of the privacy rights of others will not be tolerated. Common courtesy, when using the bathroom facilities, it requires that you clean them off when you finish.

FIRE

In the event of fire, all students must exit the building at once. Once outside, students should proceed to their building's designated area. Students must 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. Students may face University disciplinary 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. 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. Tampering with any fire safety items noted above is a FELONY in the State of Florida.

When a fire alarm sounds, students 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 the room door is locked.
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 always closed.
6. Do not use elevators. Elevators are not a safe exit in a fire.
7. Stay calm.

Students must evacuate the building to an area or point sufficient to ensure your safety. Students 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 disciplinary action. 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. Fireworks, weapons such as Firearms, Tasers, Mace/Pepper spray, shanks, brass knuckles etc. and explosives are not allowed on campus.

Only sworn Law enforcement and authorized security personnel are authorized to carry weapons while on campus. 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 ‘weapon’ depending on the context in which they are used.

THEFT

If a student believes they have been the victim of theft, please contact the Campus Safety Department immediately at (305) 626-3771. The Campus Safety Officer on duty will send over a rover officer(s) to the location to take an incident report. If the theft is believed to be of great value the student will be advised to

contact the authorities. The Campus Safety Officer will also take a list of the items stolen including identification numbers, serial numbers, or any other identifying marks.

RENTERS/TENANTS 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. Students should arrange to ensure their property through an individual or renter's policy.

Expensive items or equipment (camera, laptop, TV, etc.), should be engraved with the last four digits of the student's social security number or some other form of identification. Students should keep a listing of serial and model numbers. Keep jewelry locked. Students are advised not to keep large quantities of cash in their room.

DOORS

To prevent items from being stolen from their room, students should always keep their doors locked. Students should not unlock, or prop open the outside doors. **Room doors should be locked.**

QUIET HOURS

To allow students to study and rest in a living learning environment, "Quiet Hours" are enforced in all residence halls from 10:00 P.M. to 7 A.M.

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 areas, or around the exterior of the building. Quiet Hours can be extended for individual halls with a majority vote of the residents.

HEALTH AND SAFETY CHECKS

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

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

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, repairs, and maintenance.

In addition, students who have any unassigned University property will be fined and subject to Conduct Review. Also, 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.

Residence Life staff will conduct the health and safety inspections using a checklist. Students must pass all areas to pass inspection. If any apartment/unit fails inspection, the students are given a red fail slip and the reasons for failing are listed. The residents of that apartment/unit then have 48 hours to correct these areas. If the student fails their inspection again, disciplinary action will be taken against those who are at fault, and they are charged for a cleaning crew to come in and clean up the failed areas. A minimum of \$150 will be charged.

CARE AND APPEARANCE OF ROOM

All decorations and ornaments must be fire-resistant or non-combustible materials, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose, cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Removal of all decorations, ornaments, and displays are required immediately after the event or prior to the University's annual semester closure.

While there is opportunity for students to express individuality in decorating their residential spaces, all residents are expected to always follow these guidelines:

1. Combustible materials are prohibited such as straw, hay, palm fronds cane reeds, vines, branches, leaves, and Spanish moss.
2. Lava lamps and other halogen lamps are prohibited.
3. The use of adhesive substances such as contact paper, glue, or decals on walls, ceilings, floors, doors, or furnishings may result in damage to existing surfaces, therefore, is prohibited. Items such as sheets, flags, aluminum foil, tapestries, fish nets, beads and parachutes may not be suspended overhead in students' rooms or hung from exterior windows, entrance ways, sprinkler systems, or hallways. Hammocks and other suspended chairs are also prohibited.
4. Students assigned to a university residential space are responsible for any decorations that alter, ruin, or otherwise damage university property within that residence. Students are prohibited from painting any part of their residential space, including doors, entrance ways, hallways, or bathrooms.
5. Students are prohibited from decorating public areas, including floor lounges, without permission from HRL.

6. Decorative lights, including holiday lights, must be U.L. rated and approved for use. Electric lights or electrically operated ornaments shall not be hung on pipes or used on metal, aluminum, or any other similar metal which could induce electric shock.

Decorative lights, extension cords, or any type of cord may not be routed under rugs, carpets, through doorways, or in any manner that could present a fall or trip hazard or impede egress. Holiday lights must be used and must be made of a non-combustible material.

CLEANLINESS

Students are responsible for maintaining a clean room. The room should be cleaned or maintained daily. Keeping the room clean will also keep insect problems down. All trash should be taken out daily and placed in the proper receptacles.

Cleaning your room is a requirement. Failure to clean your room will result in a fine and can lead to dismissal from housing.

Do not sweep trash into the hallways, stairwells, lobbies, or other areas outside of the room. Students are expected to assist in keeping the lobbies and restrooms clean by cleaning up after themselves and encouraging others to do the same. The maintenance of the outside of your residence hall is just as important as the inside.

Community charges will be applied to all residents of a floor/building where damage has occurred in a common space and no person(s) are identified.

Common space includes:

- Community bathrooms
- Lobbies
- Lounges
- Common rooms
- Trash shoots
- Trash rooms
- Building entrances
- Stairwell elevators

UNAUTHORIZED GUESTS

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

ROOM CHANGE

Room change requests can be made by communicating with the Area Coordinator. Upon review of the request, students will receive an email message indicating if it was granted. Room changes are granted based on available space, date of request, in some cases, seniority, and other operational considerations.

Resident students can only begin their move once they receive written notification from the Department of Housing and Residence Life to confirm. Room changes made by resident students without authorization will result in the assessment/ fine and may also include forfeiture of housing.

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. The person moving must notify their roommates of their plans. All move requests are processed on a first come, first serve basis.

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

Students who move from a residence hall without providing prior written notification may experience changes to their meal (board) plan. For questions regarding meal plans, please contact the Business Office.

KITCHEN APPLIANCES

Mini appliances with open heating elements are prohibited in all university housing. Students cannot have cooking items, such as:

1. Hot plates
2. Toasters
3. Electric skillets or Air Fryers, etc.

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

- Mini Refrigerator (countertop only) does not exceed 1.7 cubic feet cold storage, 18 – 7/8H x 18 – 5/8W x 10 – 1/8D.
- Microwave oven (compact only) does not exceed 0.6 cubic foot cavity and 600 watts maximum power.
- Students are encouraged to share these appliances. A maximum of two mini 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 residents' rooms. FMU is a SMOKE FREE campus. No smoking of anything is allowed on FMU property. This includes vaping.

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 and Counseling Center. Our counselors may be contacted at (305) 626-3138.

DRUGS

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

You are expected to take an active role in the care and upkeep of the facilities. Damage to University property or property of a member of the University community is prohibited. Any damage by students will be charged to the student(s) after a fair assessment has been made, intentional and/or malicious damage will also lead to Conduct Review and further sanctions.

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 Conduct Review will follow.

Students are responsible for all damage that occurs in their 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 be charged against an individual room, wing, or building.

HURRICANE SEASON

Hurricane season runs from June 1st through November 20th. All students should register for University Emergency Alerts/Notifications to stay up to date on campus emergencies. WENS XCOMM is the University alert App for your phone.

KEYS

During the check-in process, students will receive a room key. Keys should not be duplicated. This key is for personal use only. Under no circumstances should a student give or loan the key to another individual.

If the students are locked out, they may:

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

The resident will be charged a fee for each lockout. Gaining access to the room by means other than using the door and a key will result in Conduct Review action. Students will be responsible for any cost associated with the damages bill should it be deemed appropriate.

Residents will be charged a fee for each lockout. Attempting to gain access to a room by any means other than using the assigned key (e.g., through windows or forcing entry) may result in Conduct Review Board action. Students will be held responsible for any costs associated with damages, if applicable.

If a key is lost, the student will be charged for the lock change (TBD per building) Lost or inoperable keys and locks should be reported immediately. When checking out of a room, the key(s) must be returned and checked off by HRL Staff or you will be charged for improper check out.

LAUNDRY ROOMS AND VENDING MACHINES

There are laundry facilities available for use in conveniently placed central locations throughout the residential areas. They are debit cards or coin operated and maintained by an outside contractor. Students must use the vendor app to keep track of their laundry online, so that they can remove their clothing in a timely manner.

Vending machines are at select residence halls. Service requests or reports of lost money for laundry machines are to be directed to the numbers provided in those areas.

HALL LOUNGE POLICY

The lounges are the use of FMU residents. 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. Sleeping in residence hall lounges is prohibited.

COMPUTER LABS

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

1. Food and drinks are not allowed in the computer lab.
2. Music is allowed only if you are using headphones.
3. If unauthorized persons are found in the computer lab, they will be asked to leave the lab.
4. Questions and requests regarding the computer lab should be directed to CyberZone

PARTIES

Parties not approved by the University are prohibited. Parties are not allowed in your room.

MAINTENANCE AND HOUSEKEEPING

All maintenance and housekeeping requests are to be documented through a work order request. You are required to fill out a work order within 24 hours for every issue in your room, (i.e., broken window, light switch problem, etc.). If there is a water or electrical issue, please also inform an HRL staff member immediately.

PEST CONTROL

Residents are required to keep their rooms clean to prevent pests. 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 an insect problem.

NOTE: Students should be careful to follow the directions when using pesticides. Halls are sprayed monthly by an outside exterminator.

If a student is allergic to commonly used pesticides, they 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 illegal pet, the resident will be billed for any expenses incurred.

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, daily.
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. The room must be cleaned prior to spraying. Also, immediately submit a work-order.
5. For the pest spray to be most effective, the following conditions should be met:
 - All movable furniture must be moved six to eight inches away from the walls.
 - The room must be clean – free from food, trash, and open beverage containers. Clothing must be off the floor area. The area must be free of dust accumulation on the floor.

ON AND OFF CAMPUS - UNIVERSITY SPONSORED HOUSING OCCUPANCY PERIODS

Housing is provided during all regularly scheduled academic terms of the university. Occupancy prior to posted opening dates or after posted closing dates is prohibited. The opening and closing dates posted in the University calendar are subject to change as needed. Students will not be approved for early arrivals or late stays.

On campus housing officially closes for all residents at the conclusion of the Fall, Spring, and Summer terms. All belongings must be removed after Spring and Summer terms, and after Fall term, if leaving the University.

When residence halls close at the end of the term, students must vacate their room within 24 hours of their last exam. Graduating seniors are the exception; they must vacate their rooms by 3:00 p.m. on the day of graduation.

SOLICITATION AND LOITERING

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, or the unauthorized posting of flyers describing products or events. Off campus businesses or students representing an off-campus business are not permitted to advertise or solicit in the residence halls. Students are not permitted to advertise their own businesses on campus using posters or through solicitation. In addition, loitering in the residence hall stairwells and landings is strictly prohibited.

STORAGE

The University does not have any storage available. All personal items must be removed at the end of the spring term and summer term, or upon checking out of the residence halls. Any unaware belongings left behind will be discarded after 24 hours.

POSTING POLICY

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

HRL FINES	AMOUNT
Lock Out	\$25 (each occurrence)
Improper Check Out	\$150
Change of Lock	\$175 (subject to change per area)

FLORIDA MEMORIAL UNIVERISITY	IMPORTANT NUMBERS
Housing and Residence Life	(305) 626-3718
Goode Hall Office	(305) 626-3789
Robinson Hall Office	(305) 626-3875
Living and Learning Center 1	(305) 6231456
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 Office	(305) 626-3771
University Health Center	(305) 626-3760
University Counseling Center Services	(305) 626-3138
Accessibility Services	(305)623-4141
Office of Student Life	(305) 626-3722
Campus Safety Welcome Center	(305) 626-3772

Accessibility Services Office

Florida Memorial University is committed to providing equal access to academic support services in compliance with the Americans with Disabilities Act (ADA). We strive to accommodate the diverse needs of our students and ensure they have an inclusive learning environment.

New first-year students and transfer students can apply for accommodation after being admitted to Florida Memorial University. Current students may apply at any time. To receive accommodation, it is the

student's responsibility to identify themselves to the Accessibility Services Office, located in the JC Sams Building, Suite 110, and present valid documentation from a qualified professional of their legally valid disability.

Please be assured that your disability-related information is treated as confidential and protected by the *Family Educational Rights and Privacy Act* (FERPA). The Accessibility Services Coordinator is here to help you review documentation and determine if you are approved for classroom accommodations, exam accommodations, housing, or other available services.

For any inquiries or to initiate the accommodation process, please contact us at 305-626-4141 or FMUaccess@fmu.edu.

The University Counseling Services Center (UCS)

The University Counseling Services Center is a welcoming and safe place intentionally created to promote the wellbeing of Florida Memorial University's undergraduate and graduate students via mental health counseling by licensed professionals. In addition to providing crisis intervention, the clinical staff is equipped to address various concerns such as, but not limited to, depression, anxiety, trauma, grief, college adjustment, school-life-work balance, relational conflicts, anger management, and self-esteem. In addition to individual counseling, and with a comprehensive approach in mind, UCS provides psycho-educational groups, hosts conferences, and facilitates university-wide trainings to FMU's faculty and staff.

Counseling services are confidential and protected by law under the Health Insurance Portability and Accountability Act (HIPAA). A student's counseling service record is maintained separately from their academic records, which are also confidential and protected by law under the Family Educational Rights and Privacy Act (FERPA).

Located in the JC Sams building in Suite 100, USC is open Monday-Friday from 8AM-5PM. Students may request an appointment by scanning the displayed QR Code, calling the front desk at 305-626-3138, or approaching one of the counselors directly. Pending availability of the counselors, walk-ins are also welcome.

In the event of a life-threatening emergency, please contact Campus Safety at 305-626-3771 or call 9-1-1.

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 Florida Memorial University's Student Health Services. They also provide information to students regarding the University's health insurance coverage plan. The on-site clinic is in front of Residential Life Building 3. Services are available to all students here at the University.

Code of 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 are character leadership, accountability, service and scholarship.

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 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 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 is prepared to accept the Standard of Conduct and citizenship 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 be familiar with and adhere to the conduct and standards prescribed by the University through the Code of Conduct and those laws established by local, state, and federal authorities.

Student Rights

- The right to expect an education of the highest quality.
- The right to respect personal feelings and freedom from indignity of any type.
- The right to make the best use of time and talents to achieve educational objectives.
- The right to inquire and recommend improvements in policies, regulations, and procedures affecting the welfare of students.
- 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 right to join University-approved organizations for educational, social, vocational, religious, political, and cultural purposes within the limits imposed by their responsibility to each other and to the structural life of the University.

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 behave respectfully and responsibly, according to law, and to respect the University's basic educational goals. Accordingly, the University insists that free expression does 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.

STUDENT RESPONSIBILITIES

1. The responsibilities of bearing the consequences of one's own actions and avoiding conduct detrimental to you, fellow students, and/or the university community.
 - a. Certain responsibilities are sanctioned by the university (i.e., Residence Life Rules, Dining Hall Rules, Traffic and Parking Regulations, Code of Conduct, Civil Laws, Organizational Rules, applicable Florida Statutes and State and Federal Laws currently in force).
2. The responsibility to always conform to the standards of conduct both on and off campus.

3. 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).
4. 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.
5. The responsibility to ensure that no student organization's constitution or other organizational document includes discriminatory clauses pertaining to race, creed, color, sexual orientation, disability, religion, gender, nationality, or ethnic origin.
6. 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.
7. The responsibility to refrain from actions that deny other members of the university community their rights as described herein.
8. The responsibility to cooperate and respect and follow the instructions of university administrators, faculty, staff, and contracted personnel in the performance of their authorized duties.

CODE OF CONDUCT (PROHIBITED BEHAVIORS/ACTIONS)

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 that require personal integrity 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.
3. Harassment, inappropriate language MUST BE restricted to communication that does not harm, intimidate, defame, or slander and is not calumny or damaging in nature and/or conduct or expression (verbal or written) which threatens or endangers the health or safety of any person, or any group of persons.
4. Fighting or engaging in any physical attack on another person.
5. Theft, destruction, or damage to property, including individual property of others and university property.
6. Dress Code – Failure to adhere to the University dress code.

7. Unauthorized entry or use of university facilities or trespassing on university-owned property or property leased by the university
8. Unauthorized squatting in a residential hall or apartment, when not a registered resident and/or harboring an unauthorized squatter.
9. Violations of University policies or regulations concerning falsification of records, registration of organizations, or the use of university facilities.
10. Students are prohibited of using the name or logo of the university, 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.
11. 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.
12. Illegal use, possession, or distribution of alcoholic beverages, narcotics, marijuana, or controlled/illicit substances, or public intoxication, including vaping and smoking, consistent with all local laws.
13. Possession of drug paraphernalia, such as pipes, scales, bongs, grinders, etc.
14. Failure to comply with directions of University Personnel, Staff, RA's, Campus Safety, etc., or any other law enforcement officers or safety official (fire/safety/EMT/etc.) acting in the performance of their duties.
15. Organizing and operating a business using Florida Memorial University property, which includes a residence hall room or a designated P.O. Box, without written permission from Florida Memorial University legal office.
16. 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.
17. Possession or use of firearms, explosives, other weapons, dangerous chemicals, or improper use on university property or leased property.
18. 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.

19. Tampering with the fire alarm equipment, including covering smoke detectors, deploying fire extinguishers, disarming fire exits, or removing and intentionally pulling a fire alarm pull station. Any of these actions that damage or disrupt the property function of all fire safety items constitutes a FELONY in the State of Florida.
20. Exiting a fire emergency door without proper cause.
21. Unauthorized possession, duplication, distribution, or use of keys or I.D. card/fob to any University premises or unauthorized entry to or use of university premises or University leased properties.
22. 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, stalking and preventing a partner from contacting others, including peers, friends, or family. All forms of partner-to-partner violence – regardless of sexual orientation or gender - are prohibited.
23. 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. Demonstrations may be permitted with prior authorization from both Campus Safety and the Student Life office
24. Conduct, which is disorderly, lewd, or indecent; breach of peace on university premises or at functions sponsored or participated in by the university and at university leased properties.
25. Squatting or harboring individuals within the residence halls, University leased properties or other locations on campus.
26. Gambling for money or other items of value on university property or leased property is prohibited.
27. Failure to comply with the University Housing and the Residence Life policies.
28. Discrimination, harassment, threats and offensive conduct against any person, student, or staff member for any reason, including but not limited to race, creed, physical appearance, color, gender, age, marital status, religion, sexual orientation, disability, and/or national origin.
29. Abuse of the Student Conduct System, including but not limited to:
 - d) Failure to obey the summons of the review board or a university official.

- e) Falsification, distortion, or misrepresentation of information before the review board or on an incident report or Appellate (Dean of Students or an authorized administrative designee.)
- f) Disruption or interference with the orderly conduct of a hearing.
- g) Institution of a hearing or proceeding knowingly without cause.
- h) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- i) Attempting to influence the impartiality of a member of the Conduct Review Board or Appellate (Dean of Students or an authorized administrative designee) prior to and/or during, and/or after a proceeding.
- j) Harassment (verbal or physical) and/or intimidation of a member of the Conduct Review Board or Appellate (Dean of Students or an authorized administrative designee) prior to, during, and/or after a proceeding.
- k) Failure to comply with the sanction(s) imposed under the Code of Conduct.
- l) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
- m) Failure to comply with the University Housing and Residence Life visitation policy.

30. **Passive Participation in a Conduct Violation:** Passive participation refers to a student's reasonable knowledge of and presence during acts of another which are prohibited by the University and outlined in the Code of Conduct. Students willingly participating, present at, recording, streaming/sharing, encouraging, condoning, and/or assisting others in committing acts prohibited by the University may be sanctioned to the same extent as if one had committed the prohibited act themselves.

31. **Theft or other abuse of computer/technology time, including but not limited to:**

- a) Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file.
- c) Unauthorized use of another individual's identification and password.
- d) Use of computing facilities to interfere with the work of another student, faculty member, University personnel, or employee, or introduce a virus, or any other action that disrupts University IT (Information Technology) Systems.
- e) Use of the computing facilities to interfere with the normal operation of the University system.

- f) Access to or distribution of obscene or pornographic materials. Distribution of printed materials that are libelous, derogatory, abusive, sexually explicit, pornographic, or that encourages violations of public laws or University regulations.
- g) Use of personal information from the University system for any commercial purpose or to harass students, staff, or faculty, on or off campus.
- h) Misuse or illegal use of computers, technology or equipment owned by the University.
- i) Recording and videotaping without permission of all parties involved.
- j) Cyberbullying is prohibited.

32. Violation of local, state, or federal laws.

KEY TERMS

Academic Environment refers to any setting where a student is working toward academic credit, satisfaction of program-based requirements, or related activities including online courses, learning abroad, and field trips.

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.

Business Days refers to the workdays of Monday through Friday, excluding official Florida Memorial University holidays.

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.

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.

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.

Charged Student refers to any student charged with an alleged violation of the Student Code of Conduct or any other University rule or policy.

Charges refer 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.

Complainant refers to any party bringing 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.

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.

Conduct Review Board Hearing refers to a formal Hearing conducted by the Conduct Review Board Committee, including students.

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.

Dean of Students refers to the Conduct Officer within the Division of Student Affairs, or an authorized administrative designee. As supervisor of the Dean of Students, the Assistant Vice President of Student Life may serve if necessary, following the same policies and procedures of the Student Code of Conduct.

Email refers to a student's official FMU email address designated for communication. All students must use their official Florida Memorial University email address issued by the Office of Information Technology.

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.

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.

Hearing Officer Hearing refers to a student conduct Hearing conducted by the Hearing Officer.

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.

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, r providing an explanation of any Conduct Affairs process, explaining a student's rights and/or or reviewing the facts of the alleged incident.

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.

Respondent refers to a student against whom an allegation has been made and who responds through the Conduct Review process.

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.

Student Conduct Conference refers to an optional meeting between the student and the Dean of Students (or an authorized administrative designer) 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.

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

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.

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

The Assistant Vice President of Student Life is responsible, at the appointment of the Vice President for Student Affairs, for all matters concerning Student Life.

Plagiarism refers to representing the words, creative work, or ideas of another person as one’s own without providing proper documentation of source. Examples include, but are not limited to:

- **producing**, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code.
- **paraphrasing**, without sufficient acknowledgment, ideas taken from another person that the reader might mistake as the author’s; and borrowing various words, ideas, phrases, or data from original sources and blending them with one’s own without acknowledging the sources.

- **copying** information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation.

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

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 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 function as the hearing panel.
 - c) Recommend policies and develop procedure rules for conducting hearings consistent with provisions of the Code of Conduct and FERPA.
 - d) Recommend that the Assistant Vice President of Student Life authorize the interim suspension of any student when the circumstances warrant immediate action such as in the case of threatening or assaultive behaviors or posing a threat to self or others. The interim suspension will remain in effect until the Conduct Review Board meets to hear the case and a final decision is made and delivered to the student.
2. Decisions made by the Conduct Review Board shall be final, pending the normal appeal process.
3. The Conduct Review 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 to 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 involving allegations of violations of the Code of Conduct shall be resolved through conduct 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 violations/incidents. The University may refer any matter, regardless of potential outcome, to a hearing panel for resolution.

Investigation

The preliminary investigation into a violation of university policy or the Code of Conduct will be conducted by the Dean of Students or an authorized administrative designee. All members of the campus community are expected to 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 will 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 hearing panel/Conduct Review Board will convene. Every attempt will be made to avoid conflicts with classes. Students are expected to plan for other schedule conflicts. Failure to attend a hearing will result in a decision being made in your absence.

Administrative Hearings

Administrative Hearings are conducted by one or more members of the University administrative staff, including, but not limited to the Dean of Students (or an authorized administrative designee), the Assistant Vice President of Student Life, and professional residence life staff members

Note: All cases in which an allegation of academic integrity cases shall be resolved through an administrative hearing with the instructor and the provost or designee.

Conduct Review Board

When a case is to be adjudicated by a Conduct Review Board, the Dean of Students or an authorized administrative designee shall convene a Conduct Review Board composed of three to seven members: including both students and faculty/staff members. Members of the panel shall be selected and trained members of the Florida Memorial University community. The Dean of Students or an authorized administrative designee will serve as the chair of the Conduct Review Board.

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If an initiator or respondent has significant concerns about the identity of or conflict of interest by a specific panel member(s), a written appeal may be made to the Dean of Students or an authorized administrative designee to address the issue. If an initiator or respondent has significant concerns about the Dean of students and their possible conflict of interest, a written appeal may be made to the AVP of Student Life. The Dean's and/or the AVP's decision on the appeal, including the individuals selected as substitutions (if any), will be considered final. As an additional safeguard of fairness and impartiality, any member of the panel assigned may request to be excused and replaced.

Panel members will be expected to excuse themselves where a conflict of interest or the appearance of a conflict of interest is present. If a respondent willingly pleads 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 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 Dean of Students or an authorized administrative designee a full list of any persons who will speak at the hearing as witnesses. The witness list must be submitted minimally 48 hours before scheduled hearing. The parties will not contact any member of the panel in any way before the hearing, nor will the panel members contact the parties in any way before the hearing.

Interim Panels

During periods when the University is not in session, at the beginning of a term, at certain times of the semester, or during the final examination period of each term, the Dean of Students reserves the right to convene an Administrative hearing and/or a Conduct Review Board that is different in make-up than described above although every attempt will be made to secure the appropriate members are present. Conduct Review Board Proceedings

A Conduct Review Board will be convened no later than ten business days from final panel assignment, barring unusual circumstances. However, the panel or the Dean of Students may consider and allow reasonable requests for a quicker panel or a postponement. All administrative hearings and conduct review boards will be closed to non-parties, excepting 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 Dean of Students or an authorized designee will call the hearing to order through an opening statement explaining the rules governing the process.

The Dean of Students will be responsible for making procedural decisions during the hearing; however, the panel as a whole will vote upon substantive decisions.

The Dean of Students or an authorized designee will read the report(s) regarding pertaining to the student(s) 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 allegation(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.

Conduct Review Board Feedback

In all matters resolved by the Conduct Review Board, all parties will have an opportunity to express both positive and negative experiences encountered. They may send an email to the Dean of Students with their feedback.

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 emailed to the Dean of Students at DeanofStudents@fmu.edu . Reports should be submitted as soon as possible after the event takes place.
2. Cases involving allegations of violations of the Code of Conduct shall be addressed through the Dean of Students – whether conducted administratively or by a panel. Cases involving student misconduct repeated policy violations and/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) will be addressed by a panel.
3. The Dean of Students or an authorized administrative designee will investigate to determine if the charges have merit and/or if they should be addressed administratively by mutual consent of the parties involved. Such a disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Dean of Students or an authorized administrative designee shall refer the matter to the 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 (5) and no more than ten (10) business days after the student has been notified. The time limits for scheduling of hearings may be changed at the discretion of the Chairperson of the Conduct Review Board.

4. If the accused student does not respond to the written notice of the hearing and does not appear, the hearing shall take place as scheduled. If the Conduct Review Board finds that the accused student violated the Code of Conduct, sanctions may be imposed.
5. Hearings shall be conducted by the Conduct Review Board according to the following guidelines:
 - a) Hearings shall be conducted in person; unless prior approval by the AVP of Student Life.
 - b) Admission of any person to the hearing shall be at the discretion of the Chairperson of the CRB.
In hearings involving more than one accused student, the Dean of Students or Chairperson, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - c) 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.

- d) The Complainant, the Respondent, and the Conduct Review Board shall have the privilege of presenting information subject to the right of cross examination by the Conduct Review Board.
- e) Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Conduct Review Board at the discretion of the Dean of Students/Chairperson.
- f) All procedural questions are subject to the final decision of the Chairperson of the Conduct Review Board/Dean of Students.
- g) After the hearing, the Committee shall determine (by majority vote) which, if any of the section(s) of the Code of Conduct the student has violated 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.

6. There shall be a single verbatim record, such as a tape or video recording, of all hearings before the Conduct Review Board. This record should be kept electronically in a university conduct review folder. The record shall be the sole property of the University. Except in the case of a student charged with failing to obey the summons of the University official, no student may be found to have violated the Code of Conduct solely because the students failed to appear before the committee. In all cases, the evidence in support of the charges shall be presented and considered. Failure to show up to a conduct meeting may result in additional sanctions.

SANCTIONS

The Chairperson of the Conduct Review Board/Dean of Students may impose sanctions upon any student found to have violated the Code of Conduct.

Sanctions Include:

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 violation of institutional regulations has occurred, and that the student is deemed to be at fault,
 - b) Probation is a written sanction for a violation of specified regulations. Probation is for a designated period and includes the expectation of more severe disciplinary sanctions if the

student is found to be in violation of any institutional regulation(s) during the probationary period, up to and including suspension/dismissal from FMU.

- c) Loss of Privilege is a denial of specified privileges for a designated period.
- d) Restitution is compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- e) Discretionary Sanction is a work assignment, service to the University, or other related discretionary assignments. Such assignments must have the prior approval of the Dean of Students or an authorized administrative designee. 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.
- f) Dismissal from Program of Study is the loss of privilege to complete a degree based on the student being found in violation of university rules and policies and/or policies contained in the Code of Conduct.
- g) 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. The following sanctions may be imposed upon groups or organizations:

- a) Those sanctions listed in Sanctions, 1a-1h.
- b) Deactivation and loss of all privileges, including University recognition for a specified period.
- c) The Conduct Review Board determines following a hearing that a student has violated the Code of Conduct, then the sanction shall be determined and imposed by the Committee. Following the hearing, the Committee Chairperson shall within five (5) business days advise the accused in writing of its determination and of the sanctions imposed, if any.

Sanctions Include:

- 1. Warning – a notice in writing that the student has violated institutional regulations.
- 2. Redress - (apology, either written or oral).
- 3. Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- 4. Fine (subject to each situation).

5. Educational activity or project.
6. Community service.
7. Loss of Privileges – denial of specified privileges for a designated period, including, but not limited to, restrictions from and/or limited access to specified areas of campus and/or University events.
8. Behavioral Agreement – a set of appropriate actions imposed to provide an educational experience as well as conduct guidelines for an extended period.
9. Housing Probation – a written reprimand indicating that the student’s behavior has raised significant 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 she/he is to be returned to Good Standing by having met definite requirements in behavior or whether she/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.
10. Housing Termination – this may be for a definite period, after which the student is eligible to return or permanent separation from university housing.
11. University Probation – a written reprimand indicating that the student’s behavior has raised significant 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 she/he is to be returned to Good Standing by having met definite requirements in behavior or whether she/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.

Other conditions may include, but 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 residents to another residence unit for probation.

12. A statement of offense and decision will be placed in the student's file in the Dean of Student's office. If while on disciplinary probation a student is found responsible for a further infraction of the University policies, regulations, and/or the Student of Conduct, the student will be subject to the possibility of suspension/expulsion from the University and/or University housing.
13. University Suspension – separation of the student from the University for a definite period, after which the student is eligible to return. Readmission, however, is not automatic and is at the University's sole discretion. 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.
14. 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,
15. 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.
16. Withholdings Degree – the University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Conduct, including the completion of all sanctions imposed, if any.
17. Disciplinary records are kept for a minimum of seven (7) years.

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

Student Conduct Appeals

If a student is found to have violated any portion of the Code of Conduct, they may appeal the decision/sanction imposed by the Conduct Review Board. The appeal must be based on one or more of the following:

1. New evidence is presented and not available at a previous hearing that could exonerate the student.
2. The procedure was not followed as outlined in the Student Handbook.
3. Sanction resulted in suspension or expulsion, including housing privileges.

The written appeal must clearly support the basis of the appeal.

1. The appeal must be submitted in writing within (48) hours from the date of notification
Appeals@fmuniv.edu
2. The AVP of Student Life will review all pertinent data regarding the appeal and will render a written decision within five (5) business days of receipt of your appeal.

Their decision is final and cannot be appealed further.

Immediate Threats

The University reserves the right to immediately revoke or limit access to campus and events, attendance at class, and/or housing privileges for any student who poses an immediate threat to self or other students, faculty, or staff. For example, an allegation of rape or threats of gun violence against another constitute threats to violating who poses threat 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 anyone, including members of the LGBTQ+ population will be subject to this provision. Under this provision, a student may be immediately and involuntarily withdrawn from enrollment if, on 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. Florida Memorial University defines weapon as including, but not limited to, items such as firearms, Tasers, knives (other than customary eating utensils), chemical sprays, or any other device or instrument that is designed or may be used to cause bodily harm, intimidation, or death. For example, the possession of a Taser is subject to disciplinary action. The object, along with the totality of the incident, will determine if an object will be classified as a weapon. Therefore, FMU bans all weapons for students, faculty, and staff; however, Campus Safety and sworn law enforcement, especially in the function of their jobs, are exceptions.

Guns represent a heightened threat to the University community and may not be in the possession of students, staff, faculty or visitors at any time, either in Residence Life facilities, or on their persons, or in vehicles. Any student in possession of a weapon will be subject to the “immediate threats” provision of this Code of Conduct.

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 Code of Conduct 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 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. All fines imposed via the conduct process may create a STOP on the student's ability access class information, and/or to register for classes. This helps to ensure the student pays the fine before further enrollment can take place. Fines are 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 Life or an authorized administrative designee and shall only be removed by the Dean of Students, Assistant Vice President of Student Life or Vice President for Student Affairs.

Level 1	Students engage in minor behavior which disrupts the mission of the University: teaching and learning.	\$50 - \$300
Level 2	Students engage in serious conduct which demonstrates a disregard for fellow students, faculty, or staff within the University community.	\$300 - \$700
Level 3	Students engage 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

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 conducted 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 proceedings under the Code of Conduct, the University may advise off-campus authorities of its existence and of how such matters will be managed 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 Dean of Students or an authorized administrative designee.

Special Event Attire

- Suite, 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 scarves, 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 while in public or common areas of the university.
- Undershirts, specifically sleeveless, cannot be worn 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 (i.e., 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 and presentation 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.

Attendance

Outstanding lions understand the importance of attending class and mandatory events. Therefore, they strive not to have more than 2 unexcused absences in 2 credit classes per semester, and 3 unexcused; absences in 3 credit classes per semester. Exceeding this limit could reduce your chances of success and/or result in academic penalties or mandatory advisement.

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.

Florida Memorial University is a safe place and has more than 200 faculty and staff, and approximately 1,500 students. 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.

FMU's Campus Safety is in the Earlene & Albert Dotson Student Services Center, Room 100. The director can 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.

- Campus Safety has the authority to issue citations for violations such as speeding, illegally parked vehicles, or walking on the grass.
- Campus Safety officers are authorized to notify the police in emergencies.

- Campus Safety officers can remove a student and their personal belongings from campus when directed by an administrative officer of Florida Memorial University.
- Campus Safety has the authority to have unauthorized and illegally parked vehicles towed without notice.
- 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 student vehicles entering Florida Memorial University must have a current parking decal affixed to the lower left corner of the front windshield. Faculty, and staff must have the current year parking 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.

A visitor's temporary pass can be obtained at the front gate for visitors during working hours, 8 a.m. to 5 p.m.

- A person entering the campus after 5 p.m. who is not a student must be with a student, faculty, or staff member and will be required to leave some form of photo ID at the front gate.
- 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.
- Visitors arriving after 5 p.m. will be admitted to the Campus for scheduled (authorized) functions, not for general visitation.
- Visitors in rental cars must present a 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. The contract must clearly state the student's full name as an authorized driver. Temporary pass must be obtained from the Director of Campus Safety. 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)

- All individuals entering the campus must present a pictured ID. For students, a current Student ID card is sufficient.
- 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.
- Non-student visitors must have a campus sponsor.
 - 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 Area Coordinator 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).
 - The Campus Safety Officer will verify the sponsor's ID and validate the Guest Request Form.

- Upon the guest's arrival, Campus Safety will notify the sponsor, if requested, of the contact number provided.

Parking and Traffic Regulations

- All motor vehicles must meet the safety requirements of the State of Florida.
- 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.
- Students, faculty, and staff must have a valid university parking sticker to receive campus parking privileges.
- The Office of Campus Safety will maintain a copy of registration information.
- Only University-owned vehicles on official business may park on the grass or University walkways.
- The campus speed limit is 15 miles per hour.
- Penalties for violating parking regulations are as follows (see also: Schedule of Fines in Section VI and the Parking and Traffic Regulations):
 - Vehicles improperly parked on the grass, walkways, service roads, and guest parking areas or in unauthorized parkways may be towed away at the owner's expense.
 - Unauthorized vehicles (vehicles which are not registered with Campus Safety as evidenced by a University sticker or sticker) will be subject to a fine or towed at the owner's expense.
 - 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.
 - Fines must be paid within 10 business days to the cashier in the Office of the Bursar. It is the responsibility of the student to provide or show proof of payment from the office of the Bursar to campus safety. If the fines are not paid, they may escalate and/or negatively impact student registration.

Appeal Procedures

Any person found in violation of University Parking and Traffic Regulations, and consequently cited, shall have the opportunity to appeal their citation to the Director of Campus Safety.

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.

Appeals must be made within ten 10 business days of the citation issue date.

Appeal request forms are available in the Office of Campus Safety in the Student Service Building, Room 100.

Personal Safety and Security

All residents are asked to exercise the following precautions to protect themselves and their property:

- Keep your door locked.
- Always find out who is knocking before you open the door.
- Keep your keys safe, do not lend them to anyone, and do not leave them lying around.
- If your key is stolen or lost, report it to your Area Coordinator immediately.
- Have your keys ready before you get to your door or your car, especially after dark.
- Do not walk alone at night.
- Avoid dark paths and shortcuts. Always use main walkways.
- Carry identification with you at all times.
- Let your roommates know where you are going and when you will return.

Reminder: Crime can happen anywhere, at any time, and to anyone so be on guard. 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, Area Coordinator, the Assistant Vice President for Student Life, 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 Area Coordinator who will complete the 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. Many of the residence hall thefts occurred in an unlocked room.

Lost and Found

A lost and found service is 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.

Artificial Intelligent (AI): AI Use Policy. The use of Artificial Intelligence (AI) tools—such as ChatGPT, DALL·E 2, or Microsoft Copilot—is governed by course-specific guidelines set by each instructor. Unless explicitly permitted by the instructor, students are prohibited from using AI tools to complete, brainstorm, revise, or summarize assignments. Unauthorized use of AI or online learning support platforms will be considered scholastic dishonesty and may result in academic penalties, including loss of credit for the assignment or disciplinary action per the university’s plagiarism policy. Students should consult each course syllabus and speak with instructors to clarify what AI use, if any, is allowed.

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.

AI Policy

"Faculty will discuss in class the ways in which students could use ChatGPT or similar systems that are acceptable. Except for those situations, the following policy will apply.

Purpose: This policy aims to ensure the academic integrity and originality of university assignments by prohibiting the use of AI programs to complete assignments. "

Scope: This policy applies to all students at Florida Memorial University. The policy applies to any assignments submitted for academic credit, including but not limited to essays, research papers, and projects.

Policy: It is strictly forbidden to use AI programs or any other automated software to complete university assignments except under the conditions explained in class by your instructor.

Violation of this policy may result in disciplinary action, up to and including revocation of credit for the assignment, and other sanctions as described for plagiarism in the university's academic honesty policy.

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 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 at 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 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 of Student Life or Dean of Students.

The Stop Campus Hazing Act (SCHA) 2024

The Act defines **hazing** as any intentional, knowing, or reckless act committed by a person against a student (regardless of that student's willingness to participate), that (1) is connected with an initiation into, an affiliation with, or the maintenance of membership in, an organization (e.g., a club, athletic team, fraternity, or sorority); and (2) causes or is likely to contribute to a substantial risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization, of physical injury, mental harm, or degradation.¹ Notably, the definition encompasses conduct that is merely affiliated with a student organization, and activities related to initiation or maintaining membership within the student organization, making this definition broader than the State of Florida Hazing Law.

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.

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

The following are not a defense to a charge of hazing that:

- The consent of the victim had been obtained.
- 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
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization. Florida Memorial University will hold student organizations and individual students found guilty of hazing activities accountable through our judiciary process and those found negligent in these practices will be held criminally liable.

Immunization/Physical Examination Policy

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

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

Please submit your health records to:

Student Health Services Coordinator

Florida Memorial University 15800 NW 42 Avenue

Miami Gardens, FL 33054 or email a copy to studenthealthinsuran@fmu.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, except for 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:

- Parents, if student is a dependent as defined by Section 152 of the Internal Revenue Code of 1954.
- Florida Memorial University faculty and staff who have an educational interest in the student.
- Officials of other schools in which the student seeks to enroll (transcripts).
- Certain government agencies specified in legislation.
- An accrediting agency in carrying out its function.
- In emergency situations where the health or safety of the student or others is involved.
- Educational surveys where individual identification is withheld in response to a judicial order.
- In a campus directory after the student has deletion options.
- 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:

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

Students may challenge any data in their educational record considered 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 of Student Life, 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 of the offenses, specific examples of the offending behavior(s) or actions, and the complainant's contact information. Complainants are encouraged to make 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 according to the University's established discipline procedures. 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.

When possible and timely, students should raise concerns informally with the faculty, staff, or other students 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

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 of Student Life and/or Dean of Students.

Academic matters:

Grade Dispute Policy

Students may appeal a final course grade only if they can demonstrate that the grade was assigned in a capricious, prejudicial, or inconsistent manner. Students will be informed of their rights and responsibilities at each stage. The steps below must be followed to initiate and resolve a grade dispute.

The grounds for an appeal are:

- administrative or computational error in the calculation of a grade;
- the application of arbitrary or capricious grading standards that differed from those applied to other students in the course;

- the assignment of grades based on criteria beyond academic performance, including (but not limited to) violations of the University's Non-Discrimination policy, the University's anti-harassment or anti-retaliation policies, and other policies clearly defined in the Faculty Manual and/or University Bulletin; and
- substantial and unreasonable deviation from stated course requirements, policies, or grading criteria.

If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age or handicap, a representative of the appropriate University office (such as the Office of Human Resources) will be contacted and, as appropriate, consulted in the appeal process.

Grade Dispute Procedure

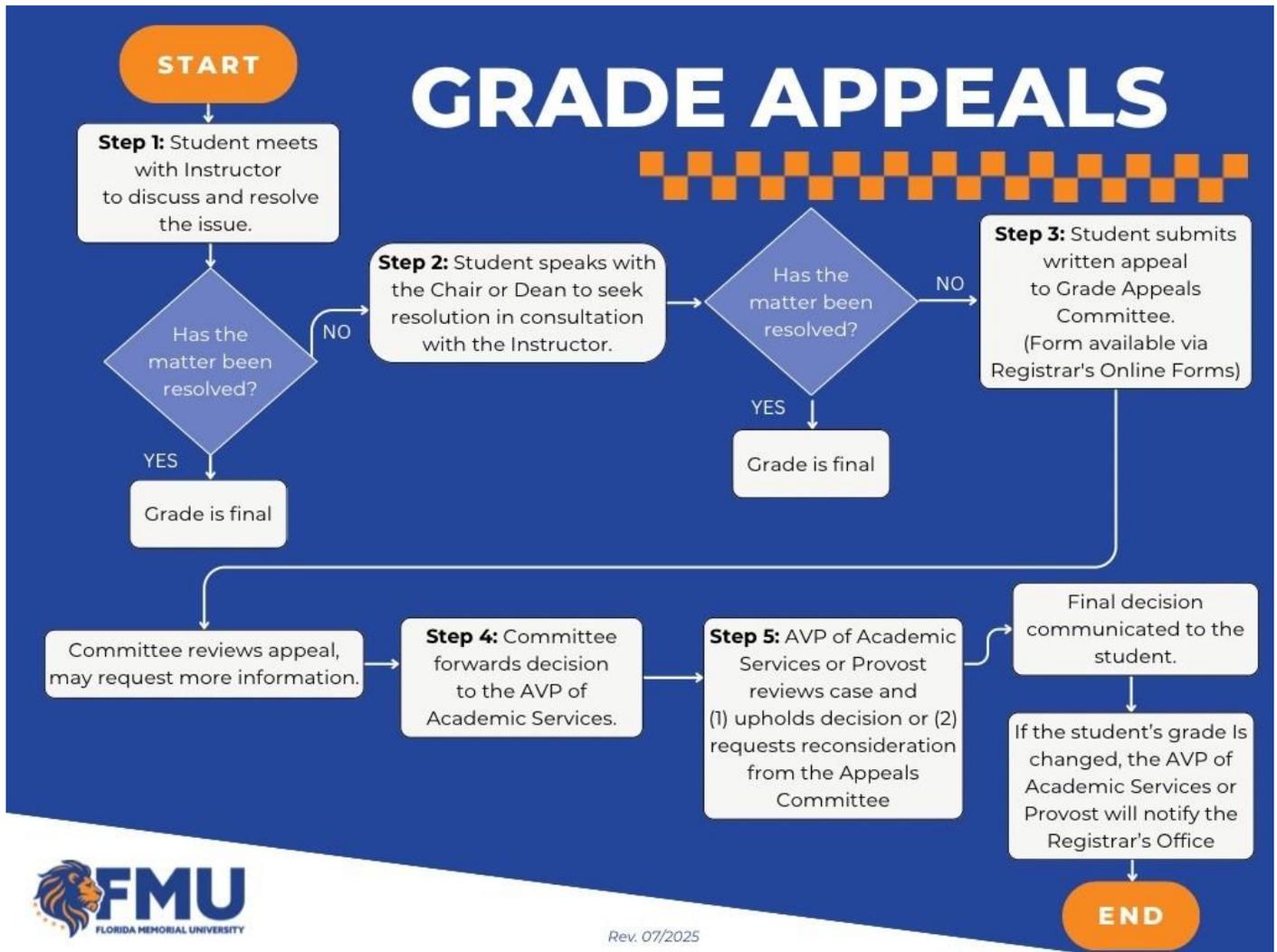
Steps for Resolution:

1. **Formal Resolution with the Instructor:** The student must first discuss the concern with the course instructor to seek clarification and resolution. If a mutual understanding or resolution is not achieved, the student should proceed to the next step by consulting the department chair or the dean who oversees the instructor.
2. **Discussion with the Chair or Dean:** If the issue remains unresolved after meeting with the instructor, the student must meet with the department chair and/or school dean to present their case. The chair or dean will address the student's concerns with the instructor in an effort to reach a resolution. If no resolution is achieved, the chair or dean may recommend that the student file a formal appeal independently with the Grade Appeals Committee.
3. **Formal Grade Appeal Submission:** If the matter remains unresolved after these discussions, the student must submit a written appeal to the Grade Appeals Committee via email at Grade.appeals@fmu.edu. Appeal documentation and the required form are available on the Office of the Registrar's website under "Online Forms." Appeals must be filed during the semester immediately following the term in which the disputed grade was assigned. Once submitted, the student will receive timely notification regarding the committee's decision or any scheduled hearing. Additional information may be requested from the student, instructor, chair, and/or dean during the review process. All proceedings are confidential and handled professionally.
4. **Review by the AVP of Academic Services or Provost:** Once the Grade Appeals Committee reaches a decision, the outcome will be forwarded to the Office of the AVP of Academic Services or Provost. The AVP of Academic Services or Provost will review the committee's decision along with all submitted documentation. Based on this review, the AVP of Academic Services or Provost may either (1) uphold the committee's decision and issue a final ruling, or (2) recommend that the committee reconsider the case. If the AVP of Academic Services or Provost accepts the committee's recommendation, timely notification of the final decision will be sent to the student.
5. **Notification to the Registrar:** If the student's grade is changed as a result of the appeal process, the AVP of Academic Services or Provost will notify the Registrar's Office to ensure the official academic record is updated accordingly. The student will also be informed once the change has been processed.

Grade Dispute Committee Guidance

The Grade Appeals Committee is responsible for reviewing formal grade disputes submitted by students. Appeals are only considered when there is clear evidence that the grade was assigned in an arbitrary, capricious, discriminatory, or inconsistent manner that violates the instructor's stated grading standards. The committee does not re-evaluate academic performance but assesses whether established policies were followed. Students must provide compelling and documented reasons to justify a grade change. Dissatisfaction with course content, teaching style, or grading rigor—when applied uniformly—are not valid grounds for appeal. The burden of proof rests entirely on the student to demonstrate that the assigned grade was not based solely on academic merit.

- **Faculty Authority:** Faculty members have primary responsibility for assessing academic performance. A grade may only be overturned if the student can provide compelling evidence that the grade resulted from an arbitrary, capricious, or discriminatory act that violates the instructor's stated grading standards.
- **Focus of Appeal:** Appeals are limited to whether the instructor's grade was based on non-academic factors. The student must present clear and credible evidence that the grade was influenced by considerations other than academic performance.
- **Subjective Judgments:** Disagreement with an instructor's professional judgment or grading style is not grounds for appeal unless there is proof of prejudicial or capricious behavior.
- **Student Responsibility:** In all cases, the burden of proof lies with the student to provide specific and documented reasons for the requested grade change.
- **Presumption of Validity:** Final grades assigned by instructors are presumed to be accurate and fair. Appeals must demonstrate clerical errors or gross deviations from the instructor's stated policies to be considered.
- **Non-Appealable Situations:** Dissatisfaction with course design, teaching quality, or the perception that grading was harsh—if applied uniformly—are not valid reasons for appeal. These concerns should be directed to the department chair or dean and not to the Grade Dispute Committee.



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 of Student Life and/or 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 first-year and transfer students may apply for accommodation once admitted to Florida Memorial University. Current students may apply at any time. It is the student's responsibility to identify themselves with the Accessibilities Office in the JC Sams Student Center and present valid documentation of a legally valid disability 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 help you obtain approved classroom

accommodation, exam accommodation, and other available services. Our contact information is 305-626- 4141 or FMUaccess@fmu.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 based on 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-Coordinators are charged with monitoring and ensuring compliance with these regulations. Questions regarding Title IX, as well as concerns about and complaints of noncompliance (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 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 based on 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 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:

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.

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.

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

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

- 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
- Submission to or rejection of such conduct by a student is used as the basis for or a factor in decisions affecting that student’s education, living environment, or participation in a university activity; or
- such conduct has the purpose or effect of unreasonably interfering with a student’s 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 numerous ways to mass communicate emergency notification alerts to the university 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.

Here is an alphabetized chart of Florida Memorial University's key departments and major services, each with their main contact number.

Here is the final comprehensive and alphabetized chart of Florida Memorial University departments and key services, including all major housing and residential office contacts, with their direct phone numbers:

Department	Service	Phone Number
Administration	Academic Affairs/Provost	305-626-4133
Counseling & Health	Accessibility Services/Disability	305-626-4141
Student Affairs	Admissions/Enrollment Management	305-626-3758
Administration	Alumni Affairs	305-626-3197
Administration	Athletics	305-626-3166
Student Affairs	Band Program	305-626-3166
Counseling & Health	Behavioral/Mental Health Counseling	305-626-3138
Administration	Bookstore	305-626-3726
Administration	Bursar/Cashier	305-626-3739
General University Info	Campus Address	305-626-3600
Student Affairs	Campus Ministry	305-626-3674
Campus Safety	Campus Safety Office	305-626-3771
Administration	Career and Workforce Development Center	305-430-0312
Administration	Center for Academic Resources & Support	305-626-3666
Administration	Center for Urban Environmental Studies	305-626-3701
Student Affairs & Life	Chorale Program	305-626-3166
Employee Resources	Employee Assistance Program	305-626-3622

Student Affairs	Financial Aid	305-626-3742
Crisis & Hotlines	Florida Domestic Violence Hotline	1-800-500-1119
Housing & Residence Life Administration	Goode Hall Office	305-626-3789
Housing & Residence Life Administration	Hospitality Services & Scheduling	305-474-4692
Housing & Residence Life Administration	Housing & Residence Life	305-626-3718
Housing & Residence Life Administration	Information Technology	305-623-1413
Housing & Residence Life Administration	Living & Learning Center 1–4	305-623-1456
Housing & Residence Life Administration	Living and Learning Center 1	305-623-1456
Housing & Residence Life Administration	Living and Learning Center 2	305-623-1457
Housing & Residence Life Administration	Living and Learning Center 3	305-623-1458
Housing & Residence Life Administration	Living and Learning Center 4	305-623-1459
Counseling & Health Administration	Lou Rawls Center for the Performing Arts	305-263-3619
Counseling & Health Administration	Medical Support/Student Health Services	305-626-3760
Campus Safety	Nathan W. Collier Library	305-626-3640
Housing & Residence Life	Police (Miami Gardens)	305-474-6473
Housing & Residence Life	Residence Life Office	305-626-3718
Spiritual Life	Robinson Hall Office	305-626-3875
Student Affairs & Life	Spiritual Counseling	305-626-3674
Student Affairs & Life	Student Affairs	305-626-3722
Counseling & Health	Student Government Association	305-626-3708
	Student Health Insurance/Immunizations	305-474-4695

This chart gives you an easy-to-reference directory ensuring students have direct access to essential FMU resources.