



FLORIDA  
MEMORIAL  
UNIVERSITY

# STUDENT HANDBOOK

## 2026–2027



Dear New Lions,

Welcome to Florida Memorial University, south Florida's Hometown HBCU, where resilience is our foundation and excellence is our expectation.

For 147 years, this institution has stood as an inspiration of faith, perseverance, and transformation. Born in struggle, sustained by purpose, and elevated through generations of determined scholars, Florida Memorial University is more than a place, it is a legacy. And today, you become a part of it.

As the 15th President, and the first alumnus to serve in this role in our institution's history, I welcome you not only with pride, but with deep personal conviction. I am a product of this university, and I stand as living proof of what is possible when you commit yourself to its mission.

Now, the responsibility is yours. I challenge you to become patrons of excellence. Do not settle for average when greatness is within your reach. Be disciplined in your studies, intentional in your growth, and unwavering in your purpose. Excellence is not given, it is earned daily through your actions, your mindset, and your commitment to becoming the very best version of yourself.

There will be moments that test you, but remember, you are part of the legacy of overcomers. This is your moment, and this is your time.

With Lion Pride,

William C. McCormick, Jr., MBA  
*President*

Greetings Lions!

On behalf of the Division of Student Affairs, it is my distinct honor and heartfelt pleasure to welcome you to Florida Memorial University, your Hometown HBCU! Whether you are joining us for the very first time or returning to continue your journey, we are glad to have you in Lion Country!

To our new students: you are now part of a proud legacy rooted in resilience, excellence, and purpose. You were chosen not only for your academic potential, but for the unique perspectives, talents, and aspirations you bring to our campus community. As you begin this new chapter, know that you are supported, valued, and encouraged to explore every opportunity for growth.

To our returning students: welcome back home! Your continued commitment to your education and FMU strengthens the very fabric of our university. You are leaders, mentors, and role models who help shape the experience of those around you. Your presence and perseverance are vital to our shared success.

At Florida Memorial University, we are deeply committed to your holistic development. We are here to support you every step of the way. We encourage you to get involved, seek support when needed, and challenge yourself to grow beyond your comfort zone.

The student handbook serves as a guide to help you navigate campus life, understand community expectations, and access the many resources available to you. I encourage you to familiarize yourself with its contents and use it as a tool throughout your time here.

As you embark on this academic year, remember that your journey matters. Your voice matters. And your success matters. Together, we will continue to build a vibrant, inclusive, and empowering campus community.

Again, welcome home, where your future is nurtured, and your potential is limitless.

It's Our Time!

Tymon M. Graham, Ed.D.  
*Vice President for Student Affairs*

# Section I: University History and Traditions

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 Opa Locka in Dade County. On November 11, 1968, the new campus opened as Florida Memorial College. In December 2004, the institution's charter was amended, and the name Florida Memorial University was adopted. Since its move to Miami, the legacy of Florida Memorial has been greatly enhanced by graduates like Colonel Norma Ely, who was the chief air traffic controller of Andrews Air Force base, home of Air Force One, the U. S. President's plane and helicopter, and by Barrington Irving, who built his own plane and became the youngest African- American pilot to fly around the world solo.

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

## **Values Statement**

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

### **Character:**

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

### **Leadership:**

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

### **Accountability:**

Taking responsibility for our actions, collectively as well as individually, and delivering products and services that are of high-caliber and responsive to the needs of our community members.

### **Service:**

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

### **Scholarship:**

Promoting excellence in teaching and learning through the identification and retention of quality faculty, staff, and students, who are all engaged in vigorous intellectual exchange as a part of high quality and competitive educational programs.

## **Mission**

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

## **Vision**

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

## **Motto**

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.

## **University Traditions and 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 and a ceremonial beginning to their academic journey. Rooted in the institution's rich legacy and tradition, Convocation affirms students' entry into a historic academic community committed to scholarship, service, leadership, and cultural excellence. The ceremony formally introduces students to Florida

Memorial University leadership while reinforcing the values, customs, cultural traditions and expectations that define the Lion experience.

As part of the First Year Experience and FMU 101 course under the Office 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-white dress with pantyhose and closed toe dress shoes or black pants or skirt with a white 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. Founders' Day Convocation stands as a ceremonial affirmation of FMU's past, present, and future celebration of Black excellence rooted in purpose and legacy.

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.

The Founders' Day Convocation activities conclude with the President's Scholarship reception, an annual and festive occasion featuring a renowned guest. The proceeds benefit the President's Scholarship fund for students who need financial assistance and deserving students.

## **Chapel Service**

The Chapel Service at Florida Memorial University is a cherished tradition that reflects the institution's Christian heritage and commitment to the holistic development of students. These gatherings offer students, faculty, and staff an opportunity to come together for worship, spiritual reflection, and community engagement.

Chapel services typically feature prayer, music, scripture readings, and inspirational messages aimed at promoting personal growth, ethical leadership, and a deeper sense of purpose. Participation in the Chapel Service aligns with the University's mission to nurture the intellectual, spiritual, and moral development of its students. Services are often led by campus ministry leaders, guest speakers, and student participants, creating a dynamic and inclusive worship experience.

Additionally, the Chapel serves as a platform for dialogue on issues of faith, social justice, and community responsibility. Through the Chapel Service, Florida Memorial University fosters a supportive environment where individuals are encouraged to explore their faith, strengthen their values, and build meaningful connections within the campus community.

## **Spiritual Formation**

As part of the University's commitment to developing the whole student, all first-year students are required to attend a weekly Spiritual Formation assembly. These gatherings are designed to enhance students' overall growth by fostering reflection, character development, and a deeper sense of purpose and community.

Attendance is mandatory for all freshman students and is considered an integral component of the first-year experience. Upperclassmen students are encouraged to continue attending and Student Leadership Groups are required to attend at least 2 per month.

## **Professional Dress Wednesdays**

To support career readiness and cultivate a culture of professionalism, students are expected to participate in Professional Dress Wednesdays. On Wednesdays, students are expected to be dressed in professional or business attire, such as dress shirts, blouses, slacks, skirts, dresses, with appropriate footwear.

This initiative encourages students to present themselves in a manner consistent with workplace expectations and to take pride in their personal and professional image. Students who have questions about appropriate attire or need support in meeting these expectations are encouraged to contact the Division of Student Affairs.

## **Spirit Fridays**

To promote school pride and strengthen our campus community, students are encouraged to participate in Spirit Fridays. On Fridays, students should wear university-branded apparel or school colors to demonstrate their connection to and pride in the institution.

Spirit Fridays are an opportunity to celebrate our shared identity and foster a sense of belonging across campus. Students who need assistance obtaining university gear or have questions are encouraged to contact the Division of Student Affairs.

### **Miss & Mr. Florida Memorial University Coronation**

The Miss and Mr. Florida Memorial University coronation is a royal event held to celebrate the outstanding achievements of Miss and Mr. Florida Memorial University, and their Royal Court of campus kings and queens. 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.

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 Mister Florida Memorial University, but also recognizes the full court of campus kings and queens who represent active student organizations.

### **Homecoming**

Homecoming is a celebration that brings together students, alumni, and the broader community through a variety of exciting events. These include an intercollegiate football game, a Greek step show, concerts, and more. At Florida Memorial University, Homecoming is a lively weeklong experience that goes beyond tradition, acting as a vibrant collegiate family reunion rooted in legacy, culture, and Lion Pride. This signature celebration unites students, alumni, faculty, staff, and supporters for a joyful return to campus, affectionately known as "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 each fall.

## **Honors and Awards Day**

Honors and Awards Day is an annual event that celebrates students for their academic excellence and efforts in the classroom. It acknowledges not only high achievement but also dedication, perseverance, and personal growth throughout the school year. Families, faculty, staff, and peers gather to applaud these accomplishments and encourage continued success. The event serves as a meaningful reminder of the value of hard work and a commitment to learning.

## **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 spring, 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. The ceremony is held annually at the conclusion of the spring semester.

# **Section II: University Resources**

## **Division of Academic Affairs**

### **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.

### **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.

### **Center for Career Services & Workforce Development**

The Center for Career Services & Workforce Development 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 Center for Career Services & Workforce Development, located in Lehman Hall, room 107,

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 with 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)

#### **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.

#### **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**

Monday-Friday from 8 a.m. to 6 p.m. (*in person*)

Sarah A. Blocker Hall, Room #100 (Writing/English)

Sarah A. Blocker Hall, Room #102 (Math)

*\*Extended hours are available during midterm and finals week\**

## **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.

## **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.

## **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.

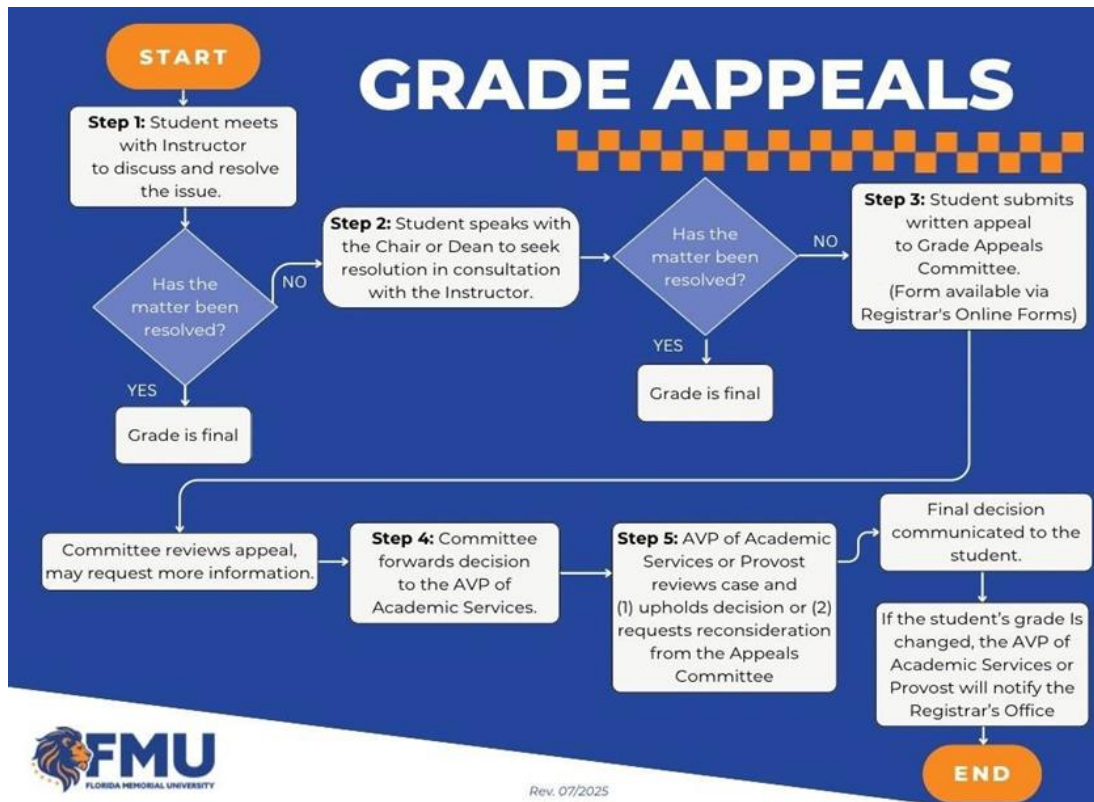
**Grade Dispute Procedure (Steps for Resolution):**

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](mailto: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.

**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.

**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 Appeals Flowchart



### 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.

### 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 students 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/](http://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](mailto: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/](http://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](http://www.floridamemorialUniversity.on.worldcat.org/discovery). Special Collections at NWCL is the home of significant and historical materials. Special

Collections include:

- 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](http://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.

# **Division of Administration and Finance**

## **University Bookstore**

The University Bookstore is your one-stop shop for academic and campus essentials. Conveniently located on campus in the JC Sams Student Activity Center, the bookstore offers required textbooks, course materials, school supplies, university apparel, and a variety of gifts and accessories. Students can rent textbooks, as well as access digital course materials to fit their learning preferences. The bookstore also supports campus spirit by providing official university merchandise for Spirit Fridays and special events. Friendly staff are available to assist with finding materials, answering questions, and ensuring you are prepared for a successful academic experience.

## **Office of Information Management and Technology**

The Office 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 and Canvas.

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](http://www.fmu.edu/administration/information-management-and-technology)

## **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 Building 100. 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.

## **FMU Mobile ID's**

Florida Memorial University has transitioned to the FMU Mobile ID as the official form of identification for all students. This digital credential, accessible through the Atrium Campus Connect platform, provides a secure, convenient, and modern way to verify identity and access campus services.

All students are required to use their Mobile ID for identification purposes across campus, including but not limited to access control, campus services, and meal plan usage.

The Mobile ID is provided at no cost and is the recommended and primary method of identification.

Students should be aware that this change does not introduce any new fees. Historically, if a student lost their physical ID card, a \$25 replacement fee was required, as outlined in the official Student Handbook. This same policy continues to apply.

Existing physical ID cards will remain active. However, if a student is unable or chooses not to transition to the Mobile ID and requires a physical ID card, a \$25 fee will apply for issuance or replacement. Physical IDs are now considered optional and will only be provided upon request under this existing fee structure.

This approach ensures consistency with established University policy while supporting the transition to a more secure and efficient mobile identification system.

## **Bursar's Office**

The Bursar's Office is a department within the Division of Administration and Finance. 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.

## **Student Accounts**

The Office of Student Accounts is a department within the Division of Administration and Finance and is responsible for managing student financial transactions and ensuring accurate billing and collection of tuition, fees, and other university-related charges. This office serves as a central resource for students and their families by providing clear and timely information about account balances, payment deadlines, and financial policies.

Student Accounts supports students by offering guidance on payment options, account statements, and by efficiently resolving billing inquiries. The office collaborates closely with other university departments to ensure that all charges and payments are correctly applied and recorded. Additionally, Student Accounts plays a crucial role in maintaining compliance with institutional, state, and federal financial regulations. Through its commitment to accuracy, transparency, and customer service, the Office of Student Accounts helps students effectively manage their financial responsibilities, contributing to their overall success at Florida Memorial University.

## **Dining Services**

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 in the for breakfast, lunch, and dinner daily with brunch hours on the weekend.

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 Assistant Vice President of Student Life or Accessibility Services so they can connect with the University's food service provider to explore the necessary accommodations.

The in addition to the Marketplace Dining Hall the University offers 2 additional locations for students' dining experiences. *SAUCY*, located in the JC Sams Student Activity Center offers wings, burgers, loaded fries, and all your favorite sauces, crafted to hit the spot every single time. *PITA PLEASE*, located in the FMU Wellness Center offers Mediterranean bowls, warm pita wraps, creamy hummus, and signature pita dippers, the perfect balance of flavor and feel-good eating.

### **MarketPlace Dining Hall**

Monday – Friday

Breakfast 7:00am - 9:00am

Lunch 11:00am - 2:00pm

Dinner 4:30pm - 8:00 pm

Saturday and Sunday

Brunch 10:00am - 1:00pm

Dinner 4:30pm - 6:30pm

### **SAUCY**

Monday – Friday

11:00am – 5:00pm

### **PITA PLEASE**

Monday – Friday

12:00pm – 6:00pm

# Division of Student Affairs

The Division of Student Affairs is affectionately known as the heartbeat of the campus and provides 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 areas:**

## **Enrollment Management**

- Admissions & Recruitment
- Financial Aid & Scholarships
- New Student Orientation
- International Enrollment

## **Student Life**

- Campus Ministry
- Housing & Residence Life
- Student Conduct
- Student Engagement and Leadership
  - Intramurals
  - Registered Student Organizations
  - Student Government Association
  - Royal Court
  - Lion Entertainment Board
- The JC Sams Student Activity Center
- University Counseling Services
- University Bands

## **Admissions and Recruitment**

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.

## **International Enrollment**

The Office of Admissions and Recruitment 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 Office of Admissions and Recruitment, Earlene & Albert Dotson Student Services Center, 305-626-3758.

### **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:**

Office of Admissions & Recruitment  
Florida Memorial University  
15800 NW 42 Avenue  
Miami Gardens, FL 33054

Students may email a copy to [fmuadmissions@fmu.edu](mailto:fmuadmissions@fmu.edu) or upload in their FutureLion Portal at [futurelion.fmu.edu](http://futurelion.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.

## **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<sup>st</sup> 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 15. To qualify as a priority filer, we must be in receipt of your FAFSA® report (via the federal processor), including a valid Student Aid Index (SAI), by March 15.

### **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](http://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.

## **New Student Orientation**

New Student Orientation (NSO) is a collaborative effort between Student Affairs and Academic Affairs. 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.

## **FMU Clinic Powered by Alive and Well**

The FMU Clinic Powered by Alive and Well offers quality health care that recognizes the physical and emotional needs of the student population. Services include general examinations and health education. The on-site clinic is in front of Living and Learning Center Building 3. Services are available to all students here at the University via your personal health insurance.

**The University requires all residential students to maintain active health insurance coverage.**

By signing the housing agreement, students acknowledge that:

- The University does not provide health insurance coverage
- The student is solely responsible for all medical expenses incurred during residency
- The University is not liable for any healthcare related costs, claims, or services
- The student must provide proof of insurance
- Failure to comply may result in administrative action, including housing or registration holds

**Students are required to notify the University of any lapse in coverage during the term of residency.**

## **Student Life**

The Assistant Vice President of Student Life serve as an essential point of contact when students have needs but are unsure where to seek assistance and works to support student success.

The Assistant Vice President of Student Life focuses on enhancing the overall student experience by leading programs and initiatives that promote self-awareness, personal growth, leadership development, and integrity. This role oversees student engagement efforts and fosters a vibrant campus environment that supports holistic development both inside and outside the classroom.

Additionally, the Assistant Vice President of Student Life supports students through direct care and advocacy (especially during medical or personal emergencies) to address concerns, provide guidance, and connect them with appropriate campus resources. This office also oversees matters related to student conduct and ensures compliance with the University's Code of Conduct, helping to maintain a safe and respectful campus community.

The Student Life Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Students and their families can contact the office by calling the University's main line at 305-626-3600 and asking for the Office of Student Life, or by emailing [studentaffairs@fmu.edu](mailto:studentaffairs@fmu.edu). Commuter students in need of immediate assistance should reach out to the Campus Safety Department at 305-626-3771.

## **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.

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 Dean of Campus Ministry, located in the Susie C. Holley Chapel at 305-626-3764.

## **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 Student Government Association (SGA), 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 leadership development, recreation opportunities, campus-wide event opportunities, and social connections.

### **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”

## **Breach of Trust Statement**

Florida Memorial University holds its Student Leaders to the highest standards of integrity, accountability, and ethical conduct. Individuals entrusted with student leadership roles are expected to serve as role models and to uphold the values of the University at all times. Student

Leaders are identified as any student in SGA including Class Officers & Senators, Royal Court including Class Kings & Queens, Resident Assistants, Pride Leaders, NPHC Members, and any student holding a leadership position in a Registered Student Organization.

Any breach of trust by a student leader is a serious violation and will not be tolerated. Such conduct is inconsistent with the responsibilities of student leadership and undermines the confidence and trust of the Florida Memorial University campus community.

All Student Leaders are required to comply fully with established protocols, University policies, and the Florida Memorial University Student Code of Conduct. Failure to adhere to these expectations may result in disciplinary action in accordance with University policies and procedures.

Florida Memorial University remains steadfast in its commitment to fostering a culture of respect, responsibility, accountability, and integrity within its student leadership.

## **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.

The Office of Housing and Residence Life is here to assist you with various concerns and provide essential services while you are at your “home away from home” that includes but is not limited to:

- Room Changes
- Roommate Conflicts
- Maintenance Concerns
- Lockouts

- Engaging Programming
- Leadership Opportunities

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 Housing and Residence Life Community Living 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 policies and procedures outlined in the Community Living Guide for the Department of Housing and Residence Life. Any student residing in the residence halls is required to attend classes each week as outlined by the course syllabus.

Please contact the Office of Housing and Residence Life at [Resident.Life@fmu.edu](mailto:Resident.Life@fmu.edu) or at (305) 626-3718.

**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.***

All students are responsible for regularly checking and picking up their mail and packages from the mailroom. Students will be notified when packages are available for pickup.

Packages and mail must be claimed by the last day of the academic semester following the delivery notification date. Any items not picked up within the designated timeframe may be returned to the sender or removed from the mailroom due to limited storage capacity.

The University is not responsible for lost, stolen, damaged, abandoned, or unclaimed mail or packages. The University also assumes no liability for items returned to the sender due to failure to retrieve them within the required pickup period.

Students are encouraged to ensure that all mailed items include the student's full legal name and correct campus mailing information to avoid delivery delays.

## **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 Student Activity Center, 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, accommodation, 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](mailto:FMUaccess@fmu.edu).

## **The University Counseling Services Center**

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 (HIPPA). 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 Student Activity Center 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.

## Section III: 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 Guidelines and Policies, 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.

## **Student 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.

The 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.

### **Prohibited Behaviors and 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. C.L.A.S.S. Violation – Conduct Unbecoming of a FMU student including any act, behavior, or pattern of behavior, whether occurring on or off campus, that violates the spirit, intent, or expectations of the University's standards, disrupts the educational environment, interferes with the rights or safety of others, or negatively impacts the University community, even if the behavior is not specifically enumerated in this Code of Conduct. This includes but is not limited to actions that compromise community safety or well-being, conduct that undermines the integrity or orderly operation of the University, behavior that damages the University's reputation or mission, and aiding, abetting, or attempting to commit conduct violations. The University reserves the right to address conduct that is inconsistent with its values, policies, and expectations for responsible community citizenship.
2. 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.
3. 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.
4. Harassment or inappropriate language will not be tolerated. 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.

5. Fighting or engaging in any physical attack on another person.
6. Theft, destruction, or damage to property, including individual property of others and university property.
7. Failure to adhere to the University dress code.
8. Disorderly conduct refers to any behavior that disrupts or interferes with the normal operations of the University, its officers, employees, offices, departments, buildings, or activities. This includes, but is not limited to, obstructing or interrupting University functions; showing disrespect toward or disrupting University activities or authorized activities; unauthorized entry (or ushering unauthorized entry) into or occupation of University-owned or operated property, including classrooms and other instructional/engagement spaces; and interfering with any University-sponsored or authorized event. Disorderly conduct also encompasses, but is not limited to, the use of profanity; lewd or obscene behavior; gambling; distributing materials that are libelous or that promote violations of public laws or University policies; damaging University property or the property of members of the University community; engaging in conduct that harms the University's reputation, image, or brand; and creating excessive or disruptive noise, whether in person, on social media, or on or off campus.
9. Unauthorized entry or use of university facilities or trespassing on university-owned property or property leased by the university
10. Unauthorized squatting in a residential hall or apartment, when not a registered resident and/or harboring an unauthorized squatter.
11. Falsifying any records/documentation, registration of organizations, or the use of university facilities.
12. 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.
13. 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.
14. 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.
15. Possession of drug paraphernalia, such as pipes, scales, bongs, grinders, etc.

16. Failure to comply with directions of University Personnel, Staff, RA's, Campus Safety, etc., or any other contractor, agent, law enforcement officers or safety official (fire/safety/EMT/etc.) acting in the performance of their duties.
17. 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.
18. 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.
19. Possession or use of firearms, explosives, other weapons, dangerous chemicals, or improper use on university property or leased property.
20. 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 or office.
  - c) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
21. 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.
22. Exiting a fire emergency door without proper cause.
23. 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.
24. 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.
25. 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

26. 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.
27. Harboring individuals within the residence halls, University leased properties or other locations on campus.
28. Gambling for money or other items of value on university property or leased property is prohibited.
29. Failure to comply with the University Housing and the Residence Life policies.
30. 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.
31. Abuse of the Student Conduct System, including but not limited to:
  - a) Failure to obey the summons of the hearing, review board or a university official.
  - b) Falsification, distortion, or misrepresentation of information before the review board or on an incident report or Appellate (Conduct Officer or an authorized administrative designee.)
  - c) Disruption or interference with the orderly conduct of a hearing.
  - d) Institution of a hearing or proceeding knowingly without cause.
  - e) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - f) Attempting to influence the impartiality of a member of the Conduct Review Board or Appellate (conduct officer or an authorized administrative designee) prior to and/or during, and/or after a proceeding.
  - g) Harassment (verbal or physical) and/or intimidation of a member of the Conduct Review Board or Appellate (conduct officer or an authorized administrative designee) prior to, during, and/or after a proceeding.
  - h) Failure to comply with the sanction(s) imposed under the Code of Conduct.
  - i) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
  - j) Failure to comply with the University Housing and Residence Life visitation policy.
32. 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.

33. 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.
34. Inappropriate Social Media Activity/Participation - Students are responsible for all content they post, share, comment on, or transmit through social media platforms. Online activity that is unlawful, harassing, discriminatory, threatening, defamatory, obscene, abusive, bullying, or otherwise inconsistent with University standards is prohibited when it violates University policy or applicable law.

This applies to all FMU students when they:

- a) Use social media in a manner that identifies them as FMU students.
- b) Reference FMU, its programs, employees, students, alumni, athletics, or events.
- c) Use University accounts, devices, networks, or other technology resources.
- d) Act on behalf of or appear to act on behalf of a student organization, club, team, or other University-affiliated group.

Students must not:

- a) Share confidential, private, protected, or sensitive information.
- b) Misrepresent themselves as speaking for or representing FMU without authorization.
- c) Use FMU's name, logo, seal, trademarks, or other branding in a misleading or unauthorized manner.
- d) Post content that falsely implies University endorsement of a political, commercial, personal, or other outside interest.
- e) Engage in cyberbullying, stalking, intimidation, harassment, or threats.
- f) Use social media to facilitate fraud, cheating, plagiarism, or other forms of misconduct.

- g) Post content that violates copyright, trademark, privacy, or other intellectual property rights.

#### *Official Representation*

Only individuals or groups specifically authorized by FMU may maintain official University social media accounts or speak on behalf of the University through social media platforms. Students may not present themselves as speaking on behalf of Florida Memorial University unless they have written authorization to do so. When students express personal opinions on social media, they should make clear that such views are their own and do not represent the views of Florida Memorial University. Student organizations and teams using FMU-related accounts must receive approval from the appropriate University office and comply with branding, content, access, and account-management requirements.

#### *Reporting and Enforcement*

Concerns involving social media activity should be reported to Student Affairs, or Public Affairs.

Violations of this policy may result in corrective or disciplinary action, including a warning, removal from student leadership or organizational privileges, restriction from participation in activities sponsored by the university, suspension, or expulsion, depending on the seriousness and frequency of the conduct. Conduct that potentially breaks the law may also be referred to law enforcement.

#### 35. Violation of Zero Tolerance Policy

#### 36. Violation of local, state, or federal laws.

### **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. Gross intoxication may result in a more severe immediate sanctions.

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.

### **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.

### **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, assemblies, worship services, formal dining events, official university events and pageants). Consistently displaying standards of appropriate attire to specific occasions and activities is an integral part of the educational process.

Each student should have the following:

- A professional black suit or dress
- A white dress shirt or blouse
- Hard bottom dress shoes or closed-toe dress shoes

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. If evidence of willful disregard for this policy is observed, anyone can initiate enforcement by making a report to the Assistant Vice President of Student Life 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 Student Conduct.

### **Zero-Tolerance Policy**

A zero-tolerance policy is one which requires penalty severe enough to be imposed. The penalty is unbending in its imposition and often does not give allowance for extenuating circumstances. Any interim sanction takes immediate effect.

Florida Memorial University has a zero-tolerance policy regarding dangerous and undesirable conduct and reserves the right to strictly enforce these policies. FMU may also take disciplinary action for any violation reported off campus, provided these violations have a connection to the campus. This would include violations that endanger students, may cause harm or interrupt the normal operations of safety to the campus community.

The Zero Tolerance Policy includes the following policies:

- Bullying/Cyberbullying
- Drugs
- Fighting
- Gang Activity/Affiliation
- Hazing
- Sexual Misconduct
- Weapons

In the event a student has violated a Zero-Tolerance Policy, the student will be immediately placed on interim suspension until a hearing panel may be assembled and a hearing can

take place. The student in violation of the policy must leave campus immediately or no later than 5pm the next day. In accordance with policy, a sanction notification letter will be distributed in advance of the hearing.

### Bullying/Cyberbullying

Bullying is defined as repeated or severe conduct that intentionally intimidates, humiliates, threatens, excludes, harms, or undermines another individual or group. Cyberbullying includes any use of electronic communication—including social media, text messages, email, messaging platforms, websites, digital postings, or other technology—to harass, threaten, embarrass, intimidate, impersonate, spread harmful content, or otherwise cause emotional, social, or academic harm.

Prohibited behaviors include, but are not limited to:

- Verbal, written, physical, or psychological intimidation or harassment
- Repeated unwanted contact or threatening behavior
- Online harassment, stalking, or targeted digital attacks
- Sharing private, false, embarrassing, or harmful content without consent
- Creating hostile, offensive, or disruptive environments in person or online
- Retaliation against individuals who report bullying or participate in investigations

Any student found responsible for bullying or cyberbullying may be subject to disciplinary action under the Student Code of Conduct, up to and including educational sanctions, loss of privileges, suspension, or dismissal from the University.

Students are encouraged to promptly report incidents to Student Affairs, Campus Safety, Residence Life, or through established University reporting channels. Reports will be reviewed promptly and addressed in accordance with University policies and applicable law. Every member of the University community shares responsibility for promoting a culture of dignity, civility, and mutual respect.

### Drug Policy

The possession, sale, use, or furnishing of drugs on the campus of Florida Memorial University is governed by University policy, Florida state law, and federal law. Accordingly, Florida Memorial University prohibits the illicit or unauthorized possession, use, consumption, sale, manufacture, or distribution of illegal drugs by its students and employees on University-owned or controlled property or as part of any University-related activities.

Florida Memorial University is committed to maintaining a drug-free campus. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both Florida state and federal laws and is strictly prohibited by University policy. These laws and policies are rigorously enforced by Campus Safety. Violations by any individual, organization, or group will result in appropriate disciplinary action in accordance with local, state, and federal laws, as well as University policies and procedures. Sanctions may include, but are not limited to, suspension or expulsion, loss of eligibility for financial aid, criminal prosecution, fines, and/or imprisonment.

### Fighting and Physical Altercation Policy

Florida Memorial University is dedicated to ensuring a safe, respectful, and orderly campus environment for all students, faculty, staff, and visitors. Therefore, any form of fighting, physical altercation, or violent behavior is strictly prohibited on University-owned or controlled property, as well as at all University-sponsored events or activities. This includes, but is not limited to, hitting, punching, kicking, pushing, or any physical contact intended to harm another individual, as well as any attempts or threats to engage in such behavior.

Students are expected to resolve conflicts in a non-violent and respectful manner. The University encourages the use of available resources, such as mediation, counseling, and assistance from Housing and Residence Life staff or Campus Safety, to address disputes before they escalate. Any student who witnesses or is aware of a potential or ongoing altercation is strongly encouraged to report the incident immediately to Campus Safety or a University official. All reported incidents will be promptly investigated. Individuals found responsible for engaging in fighting or violent conduct will face disciplinary action in accordance with University policies and procedures. Possible sanctions may include, but are not limited to, probation, suspension, or expulsion from the University. Additionally, individuals may face criminal charges under applicable local, state, or federal laws. Florida Memorial University maintains a zero-tolerance policy toward violence and is committed to fostering a campus culture based on mutual respect, personal accountability, and community well-being.

### Gang Activity/Affiliation

Florida Memorial University is dedicated to creating a safe, inclusive, and academically focused environment, free from intimidation, violence, and disruption. The University strictly prohibits gang activity and gang affiliation on University-owned or controlled property, as well as at all University-sponsored events and activities.

For the purposes of this policy, a gang is defined as any group or organization, whether formal or informal, that engages in unlawful or disruptive behavior, which includes acts of violence, intimidation, harassment, or criminal activity.

Students are prohibited from participating in, promoting, or affiliating with gangs in any manner that affects the University community. This includes, but is not limited to, recruiting members, displaying gang symbols or colors, using hand signs, distributing gang-related materials, or organizing or participating in gang-related activities. Any behavior that suggests or supports gang presence and creates a hostile or unsafe environment will be considered a violation of this policy.

The University encourages students to report any suspected gang-related activity to Campus Safety or the appropriate University officials. All reports will be taken seriously and investigated promptly. Individuals found to be engaging in gang-related activity or demonstrating affiliation that disrupts the campus community will face disciplinary action in accordance with University policies and procedures.

Sanctions for violations may include disciplinary probation, suspension, or expulsion from the University. Additionally, individuals may be referred to local law enforcement and may face

criminal charges under applicable local, state, or federal laws. Florida Memorial University maintains a zero-tolerance policy on gang-related activity and is committed to fostering a campus environment centered on safety, respect, and student success.

### 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 Campus Safety.

### *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.<sup>1</sup> 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.

### 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. You may contact the Title IX Coordinator at [titleix@fmu.edu](mailto:titleix@fmu.edu) or 305-626-3720.

You may also contact Campus Safety at 305-626-3771 or 3772 or the Miami Gardens Police Department. 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.

### 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 students’ education, living environment, or participation in a university activity; or such conduct has the purpose or effect of unreasonably interfering with a students’ academic performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s education, living environment, or participation in a university activity.

**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.

## Key Terms

- (a) **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.
- (b) **Advisor** refers to any person, including an attorney chosen by the student or the alleged victim at their own expense and initiative to assist him/her throughout the student conduct process.
- (c) **Business Days** refers to the workdays of Monday through Friday, excluding official Florida Memorial University holidays.
- (d) **Allegation** refers to any charge brought under the Code of Conduct or identified as a violation of any University policy or procedure regarding student behavior.
- (e) **Campus** refers to all University premises, including all land, buildings, facilities, and other property owned, possessed, leased, used, or controlled by the University, and adjacent streets and sidewalks.
- (f) **Chair** refers to a staff member or faculty, serving on the Judicial Affairs Committee (JAC) selected by the Conduct Officer or an authorized administrative designee to serve as committee chairperson during Judicial Affairs Committee Hearings.
- (g) **Charged Student** refers to any student charged with an alleged violation of the Student Code of Conduct or any other University rule or policy.
- (h) **Charges** refers to an allegation of a violation of the Student Code of Conduct or any other University rule or policy. Charges may be forwarded to the Dean's Office by Campus Safety, faculty, staff, or students who are members in Good Standing with the University community.
- (i) **Correspondence** refers to (1) written or electronic correspondence from the University sent to either the student's physical address on file with the Registrar, campus residence, or FMU email address, if the student is a current student and (2) written or electronic correspondence from the student via the student's FMU email address.
- (j) **Complainant** refers to the any party bring a charge of violation of the Code of Conduct or campus rules and regulations against any student. These parties might include Campus Safety, Residential Life, a student, staff, or faculty.
- (k) **Conduct Officer** refers to the personnel within the Division of Student Affairs, or an authorized administrative designee assigned to follow and enforce the policies and procedures of the Student Code of Conduct.
- (l) **Email** refers to a student's official FMU email address designated for communication. All students must use their official Florida Memorial University email address issued by the Office of Information Technology.
- (m) **Hearing** refers to any formal administrative or Conduct Review Board Committee proceeding held to determine the responsibility of a student charged with a violation of the Code of Conduct or any University policy or procedure.
- (n) **Hearing Officer** refers to a person authorized by the University to determine whether a student has violated the Student Code of Conduct. In his/ her capacity as a member of the Hearing Committee, that person may recommend sanctions that may be imposed when a violation has been committed.
- (o) **Information Meeting** refers to an informal conference at which the charged student is afforded the opportunity to meet with the conduct officer or an authorized administrative designee to discuss the charges and/or hearing procedures.

- (p) **Investigation Conference** refers to a formal meeting with the Conduct Officer or an authorized administrative designee for the purpose interviewing viewing students, gathering information, or providing an explanation of any Conduct Affairs process, explaining a student's rights and/or or reviewing the facts of the alleged incident.
- (q) **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.
- (r) **Conduct Review Board Hearing** refers to a formal Hearing conducted by the Conduct Review Board Committee.
- (s) **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.
- (t) **Notice of Charge** refers to the letter delivered to the student via email or in person with outlining the charges and date/time/location of the conduct review board hearing
- (u) **Respondent** refers to a student against whom an allegation has been made and who responds through the Conduct Review process.
- (v) **Student** refers to any person taking courses at the University. Persons who withdraw after allegedly violating the Student Code of Conduct, are not officially enrolled for a particular term but who have a continuing relationship or enrollment with FMU or have been notified of their acceptance for admission are considered "students." The term "student" will refer to student organizations and residential and non-residential students.
- (w) **Student Conduct Conference** refers to an optional meeting between the student and the Conduct Officer (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 Conduct Officer (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 Conduct Officer or an authorized administrative designee.
- (x) **University or FMU** refers to Florida Memorial University, including all its campuses and sites (leased or owned). The Student Code of Conduct applies to all campuses and sites of the University.
- (y) **University Community** refers to trustees, administrators, alumni, students, faculty, staff, and all visitors, contractors, and guests to the University or any of its campuses, facilities, or events.
- (z) **University Official** refers to any person employed by the University to perform assigned teaching, research, administrative, professional, or other responsibilities.
- (aa) **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.

**(bb) 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.

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

#### Decisions and Conduct Authority

1. The Conduct Officer 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 Vice President for Student Affairs (or designee) authorize the interim suspension or suspension of any student when the circumstances warrant immediate action including 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.

#### Student Conduct Hearings and 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 *conduct review board 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. Conduct Review Board hearings 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 Conduct Review Board for resolution.

### Investigation

The preliminary investigation into a violation of university policy or the Code of Conduct will be conducted by the Conduct Officer 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 hearing will be convened, the Office of Student Conduct 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 hearing or 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, the Vice President for Student Affairs, Assistant Vice President of Student Life, Assistant Dean of Students, professional housing and residence life staff members or designees of the Vice President for Student Affairs as an expedited process.

***Note: All cases in which an allegation of academic integrity cases shall be resolved through academic protocols unless deferred to student conduct by the EVP/Provost.***

### **Conduct Review Board**

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

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 Conduct Officer or an authorized administrative designee to address the issue. If an initiator or respondent has significant concerns about the Conduct Officer and their possible conflict of interest, a written appeal may be made to the appropriate appellate officer. The Assistant Vice President of Student Life or Vice President for Student Affairs decision on the appeal (whichever appropriate based on sanction), 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 may 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 Conduct Officer 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 Conduct Officer 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 University 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 5 business days from final panel assignment, barring unusual circumstances. However, the panel or the Conduct Officer 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 Conduct Officer or an authorized designee will call the hearing to order through an opening statement explaining the rules governing the process.

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

The Conduct Officer 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 always be with the

Complainant.

## **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 Assistant Dean of Students. 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 Conduct Officer – whether conducted administratively or by a panel.
3. The Conduct Officer 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 Conduct Officer 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 more than seven (7) business days after the student has been notified. Time limits for scheduling of hearings may be changed at the discretion of the Chairperson of the Conduct Review Board or a Conduct Officer.

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 Vice President for Student Affairs.
  - b) Admission of any person to the hearing shall be at the discretion of the Chairperson of the CRB.
  - c) In hearings involving more than one accused student, the Conduct Officer or Chairperson, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d) The Complainant and Respondent have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The Complainant and/or the Respondent is responsible for presenting his or her own case. However, advisors are not permitted to speak or to participate directly in any hearing.
  - e) 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.
  - f) Pertinent records, exhibits, and written statements may be accepted as

evidence for consideration by the Conduct Review Board at the discretion of the Conduct Officer/Chairperson.

- g) All procedural questions are subject to the final decision of the Chairperson of the Conduct Review Board/Conduct Officer.
  - h) 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.

### **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 Assistant Vice President of Student Life with their feedback.

### **Sanctions**

The Chairperson of the Conduct Review Board/Conduct Officer 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) Redress - (apology, either written or oral).
  - d) Loss of Privilege is a denial of specified privileges or access to spaces for a designated period.
  - e) Restitution is compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. Fines must be paid within 3 business days to the Bursar's Office. Student Conduct fines cannot be placed on the student's account.
  - f) Discretionary Sanction is a work assignment, service to the University, or

other related discretionary assignments. Such assignments must have the prior approval of the Conduct Officer or an authorized administrative designee.

- g) Behavioral Agreement – a set of appropriate actions imposed to provide an educational experience as well as conduct guidelines for an extended period.
- h) 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.
- i) Housing Termination – this may be for a definite period, after which the student is eligible to return or permanent separation from university housing.
- j) 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: Exclusion from all or designated co-curricular activities, Exclusion from leadership positions in the Student Government Association, Exclusion as a Resident Assistant or from a work-study position, Exclusion from the use of specified University facilities, The performance of community service projects, Exclusion from sponsorship of or participation in educational and/or athletic programs, The re-assignment of residents to another residence unit for probation or any other reasonable condition.
- k) A statement of offense and decision will be placed in the student's file in the Assistant Dean of Student's office. If while on disciplinary probation a student is found responsible for a further infraction of 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.
- l) 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. 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.
- m) 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. The student is not allowed to be on campus, any University owned or leased property, or attend any University event, on or off campus
  - n) 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.
  - o) Expulsion is a 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,
- 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.

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**

Having been found in violation of any portion of the Code of Conduct you 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@fmu.edu](mailto:Appeals@fmu.edu).
- 2. The Assistant Vice President 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. Appeals for cases resulting in expulsion are reviewed by the Vice President for Student Affairs for decision.

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.

### **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 of Student Life or an authorized administrative designee and shall only be removed by the Assistant Vice President of Student Life or Vice

President for Student Affairs.

The Assistant Dean of Students or designee reserves the right to impose fines for violations of Housing and Residence Life policies and procedures.

### **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.

### **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. o 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.

### **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.

### **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.

## **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 Coordinator (s) 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.

## **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:  
<https://www.fmu.edu/about-fmu/campus-directory/campus-safety-2/>

## University Directory

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

|                                                         |                |
|---------------------------------------------------------|----------------|
| <b>Academic Affairs</b>                                 | (305) 623-4133 |
| <b>Admissions &amp; Recruitment</b>                     | (305) 626-3758 |
| <b>Alumni Affairs</b>                                   | (305) 626-3658 |
| <b>Athletics</b>                                        | (305) 626-3166 |
| <b>Bookstore</b>                                        | (305) 623-4290 |
| <b>Bursar/Cashier</b>                                   | (305) 626-3738 |
| <b>Campus Safety</b>                                    | (305) 626-3771 |
| <b>Career Services &amp; Workforce Development</b>      | (305) 626-3662 |
| <b>Center for Academic Resources and Support (CARS)</b> | (305) 626-3662 |
| <b>CyberZone</b>                                        | (305) 623-1413 |
| <b>Financial Aid &amp; Scholarships</b>                 | (305) 626-3745 |
| <b>Housing &amp; Residence Life</b>                     | (305) 626-3718 |
| <b>Nathan W. Collier Library</b>                        | (305) 626-3641 |
| <b>Student Accessibility Services</b>                   | (305) 623-4141 |
| <b>Student Affairs</b>                                  | (305) 626-3670 |
| <b>Student Accounts</b>                                 | (305) 626-3108 |
| <b>Student Health Services</b>                          | 1-800-434-1366 |
| <b>Student Engagement &amp; Leadership</b>              | (305) 626-3773 |
| <b>TitleIX</b>                                          | (305) 626-3720 |
| <b>University Counseling Services</b>                   | (305) 626-3138 |
| <b>University Registrar</b>                             | (305) 626-3752 |
| <b>Veterans Affairs Liaison</b>                         | (305) 626-3754 |

