

Florida Tech Student Handbook

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Standards and Policies

Academic Honesty

Eight Rules of Academic Integrity

1. Know your rights—Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.
2. Acknowledge your sources—Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, backing it up at the end with a list of sources consulted. See section on plagiarism.
3. Protect your work—In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. Avoid suspicion—Do not put yourself in a position where you can be suspected of having copied another person's work, or having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your instructor's confidence in your work.
5. Do your own work—The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education and may lead to serious charges against you.
6. Never falsify a record or permit another person to do so—Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.
7. Never fabricate data, citations or experimental results—Many professional careers have ended in disgrace, even years after the fabrication first took place.
8. Always tell the truth when discussing your work with your instructor—Any attempt to deceive may destroy the relationship of teacher and student.

For more information on academic dishonesty, please see the policy on plagiarism. Academic dishonesty is taken very seriously by the university and is not condoned by any member of the university. Examples of academic dishonesty include (but are not limited to):

Academic Cheating

1. Intentionally giving or receiving help on written assignments, examinations or any work without prior permission of the instructor.
2. Looking at another's test paper or other material (i.e., texts, notes or papers) with intent to gain or give unfair academic advantage, without permission of the instructor.
3. Walking or signaling to a person while taking a quiz or examination with intent to gain or give unfair academic advantage, without permission of the instructor.
4. Collaborating with another person with the intent to give or gain unfair academic advantage, without prior permission of the instructor, in preparing written work.
5. Substituting for another person or permitting another person to substitute for oneself during an examination.
6. Turning in a paper or other work that has been previously written for another class or for another purpose, without prior permission from the instructor.

Plagiarism

1. Handing in as one's own a paper or assignment, a document purchased from a term paper service or any other source.
2. Copying another's paper or work and handing it in as one's own.
3. Taking a paper or work from a file not one's own and handing it in as one's own.
4. Intentionally footnoting an incorrect source.
5. Appropriating passages or ideas from another and using them as one's own without proper documentation.
6. Quoting a written source on an exam, paper or homework without citation when it is requested by the instructor to present one's own work.

Cheating by Using Computers

1. Engaging in computer fraud, trespass, theft, embezzlement, changing of information or invasion of privacy.
2. Tampering with computer files or information that belongs to someone else.
3. Using the computer to examine, modify or copy programs or data other than one's own without proper authorization. This includes violations of vendor copyright agreements.
4. Attempting to degrade computer hardware or software performance or to circumvent its security.
5. Depriving or attempting to deprive other users of resources or access to a computer.

Procedures for Handling Suspected Violations (Undergraduate)

When a suspected breach of academic regulations involves cheating or plagiarism, the following sequence of events will be initiated:

1. The instructor and the academic unit head responsible for the course will meet to decide whether charges should be made or not.
 - o (a) If both agree that no charges should be made on the basis of the evidence available, the matter will be dropped pending further incidents involving the same student in the same course. If no other such incident occurs, the matter will be dropped permanently and no reference will be made to it.
 - o (b) If both agree that charges should be made, the case will proceed to step (2) below.
 - o (c) In the absence of agreement between the instructor and the academic unit head, the dean of the school or college responsible for the course will decide whether to proceed according to (a) or (b) above.
2. The student will be notified promptly in writing of the charges, given an opportunity to meet with the instructor and academic unit head (accompanied by the faculty advisor if the student wishes) and/or to submit a written statement explaining or refuting the charges.
 - o (a) If the meeting takes place or a statement is submitted, the case will proceed to step (3) below.
 - o (b) If the student chooses not to meet with the instructor and academic unit head, the case will proceed to step (4) below.
3. Based on the meeting with the student and/or review of the student's written statement, the instructor and academic unit head will make a preliminary decision regarding the student's guilt or innocence.
 - o (a) If both agree the student is innocent, the matter will be handled according to step (1)(a) above.
 - o (b) If both agree the student is guilty, the case will proceed to step (4) below.
 - o (c) In the absence of agreement between the instructor and the academic unit head, the dean of the school or college responsible for the course will decide whether to proceed according to (a) or (b) above.
4. In the case of a finding or as a result of (2)(b) above, it will be necessary to determine whether this case is a first instance of cheating/plagiarism. This determination is to be made by the Dean of Students, based on the file of documented previous incidents.
 - o (a) If a previous case is on file, the matter must be referred for disciplinary action through the Office of the Dean of Students.
 - o (b) If no previous case is on file, the case will proceed to step (5) below.
5. If it is established that no previous case is on file for this student, the student will be given the option of either accepting the charges or having the case referred to the Dean of Students for a formal disciplinary conference. The maximum penalty that may be imposed on the student in the absence of a formal disciplinary conference is failure in the course in question and denial of the right to withdraw from the course or have the grade replaced for any reason (e.g., the forgiveness policy or a change of major). If the instructor and academic unit head both feel that a stronger penalty is called for, they also have the right to refer the case to the Office of the Dean of Students.

If the charges are accepted by all parties concerned without benefit of a disciplinary conference, the charges will not be made a part of the registrar's official student file, but a record of the incident will be forwarded to the Office of the Dean of Students and kept on file in accordance with the University Code of Conduct. This record will include both a description of the incident and a statement signed by the student waiving his right to a formal disciplinary conference and accepting the penalty imposed. It is not necessary that the student formally acknowledge his agreement with all aspects of the description of the incident. (In the absence of this statement, the case must be referred to the Office of the Dean of Students for a disciplinary conference.) The facts pertaining to the incident, including the name of the student, will not be made public, but will be made known to: faculty members in the student's academic unit; the academic unit offering the course; and other faculty and university officials, as required, to guard against future incidents of cheating and plagiarism.

Procedures for Handling Suspected Violations (Graduate)

Suspected breaches of academic regulations involving cheating, plagiarism or academic misconduct at the graduate level will be handled as outlined in departmental handbooks and online in graduate policies. Students should contact their college/school dean or department head for complete information.

Alcohol Policy

Consistent with Florida and Federal law, the minimum legal drinking age on or off the Florida Tech campus is 21. Underage possession or consumption of alcoholic beverages, public intoxication, driving or operating a motor vehicle or other mode of transportation while under the influence of alcohol or other substance, distribution or sale of alcohol, possession of a common source container, or excessive or rapid consumption of alcohol are violations of the alcohol policy.

Possession, consumption or distribution of alcohol by any person who is under the age of 21 is prohibited. Possession, consumption or distribution of alcohol in any common space including but not limited to a hallway, stairwell, lounge or bathroom is prohibited.

A student who is 21 years of age or older may possess and/or consume the permissible amount of alcohol in his/her residence hall room or apartment provided that no other individual under the age of 21 is present, unless that individual is the roommate. The door to the room or apartment must be closed when in possession or consuming alcohol. No guest under the age of 21 is allowed in the residence hall room of a 21-year-old student while alcohol is being consumed.

An individual who is 21 years of age or older may possess and/or consume alcohol in the room of another 21-year-old student provided that no one under the age of 21 is present. Abiding by the alcohol policy is the responsibility of all students.

Public intoxication is the appearance on campus or at a university activity in a state of intoxication. Facilitating, arranging or participating in any alcohol consumption activity that facilitates or encourages competitive, rapid or excessive consumption of alcohol regardless of age is prohibited. Examples include without limitation, keg standing, alcohol luges and drinking games. Containers of alcoholic beverages over 40 ounces including but not limited to wine, beer, liquor, mini-kegs, beer balls, trash cans, tubs or punch bowls are prohibited. Individual possession of alcohol is limited to either one six-pack of beer or 40 ounces of liquor or wine per student who is at least 21 years old and is a resident of the room or apartment. Displays of alcohol beverages, funnels, empty alcohol boxes or containers, or shot glasses are prohibited.

The sale of alcoholic beverages or consumption of alcoholic beverages outdoors and in public areas is prohibited, except at scheduled events approved by the Office of the Dean of Students.

Bias-Related Incidents and Hate Crimes

A bias incident is an event that constitutes an expression of hostility toward an individual or a group of individuals and is motivated in whole or part by the perpetrator's bias. Bias incidents include but are not limited to actions, gestures, or speech that manifest because of a person's perceived race, color, religion, sex, national origin, disability, veteran status, sexual orientation, or gender identity.

Bicycles

The university is not responsible for bicycles. Bicycles should be locked when not in use. It is recommended that all bicycles be registered with the Office of Security and Safety. Bicycles may be stored in bike racks or in residence hall rooms provided they do not block egress from the room. Bicycles may not be stored or parked in hallways or stairwells, or attached to building signage, vegetation, area grills, recreation equipment or any portion of the building. Any bicycle found in violation of this policy may be removed by a university official and held in campus storage for a maximum of thirty days to be claimed by the owner. Missing bicycles should be reported to the Office of Security and Safety.

Building/Facility Use

Students may not enter any area where access is limited to authorized personnel. Examples include storage areas, equipment rooms, housekeeping areas, and roofs. Climbing, rappelling or any related activity on the outside of any building is prohibited.

Objects may not be thrown, dropped or suspended (i.e., flags, banners, etc.) from windows, roofs, balconies or other exterior areas.

Tampering with elevators or elevator equipment is prohibited. with the elevators. Anyone caught removing the permit, tampering with or vandalizing the elevators will face disciplinary action. Please do not sit or lean on balcony railings. Fire exit doors must be closed at all times except in the event of an emergency. Facilities should be entered or exited through a doorway only. At no time should the occupancy exceed the fire code or number deemed safe by university official.

Students must abide by any noise ordinances, quiet hours, or other posted signs or placards in any university facility. Quiet hours in residence halls begin at 10 p.m. Sunday through Thursday and midnight on Friday and Saturday.

Door propping in any residential facility is prohibited. There is a minimum \$200 fine for propping doors in residence hall facilities.

Facility Reservations

All approved student organizations are eligible to reserve campus venues for events including meetings, information tables, concerts, banquets and other events. All events held on campus including those held in outdoor areas such as the Panther Plaza must be reserved through the Virtual EMS Web site at <http://events.fit.edu>. Real-time venue availability can be determined from the site by clicking on "Browse" and then "Browse for Space." Reservations for facilities items such as tables and chairs, as well as other services are also available through the Virtual EMS Web site.

There is no facility rental charge for approved student organizations to use campus venues; however, student organizations are responsible for covering any direct costs such as labor or catering. Any damages resulting from the use of campus venues will be invoiced to the student organization. All facilities being used must be returned to their original condition after use including cleanliness and re-organization of tables/chairs if necessary.

Individual students are not authorized to reserve on-campus venues for their personal use, as this constitutes an external event and external event policies may apply (For current rental rates and policies for holding an external event on campus please visit <http://www.fit.edu/csb/events.php>). If a student needs to reserve campus venues for academic purposes such as a study group, the student's professor should make the reservation for the study group via <http://events.fit.edu>.

Approved student organizations may request campus venues up to six months in advance via the EMS Web site. All campus venues should be reserved a minimum of three business days before the event; the Web site will not allow reservations to be created after this deadline. If a reservation is needed less than three working days before an event, contact the Conference Services Bureau at (321) 309-3836 and the appropriate assistant dean at (321) 674-8080 for approval and to book the event.

Panther Catering maintains the first right of refusal for food/beverage service for events held in the Hartley Room on the second floor of the Denius Student Center. A waiver of catering may be granted after speaking with the catering manager, who may approve arrangements with Evans Dining or the Rathskeller to provide food/beverage for the event. Serving of out-sourced food and/or beverages from off campus is not allowed in the lobby area outside the Hartley Room for events taking place inside the Hartley room.

Use of Campus Facilities

Any academic unit, department or recognized student organization wishing to sponsor an event on campus must complete an event/facility request form and comply with the university Event Liability Agreement as outlined below:

1. The requester is defined as the person(s) whose name and signature appear on the event/facility request form.
2. The requester understands the university reserves the right to terminate said event should behavior of the attendees become disorderly, rude or overly boisterous.
3. If the program involves the presence of alcohol, the requesting organization must complete the major event form and comply with ALL university policies related to the serving of alcoholic beverages on campus.
4. Should university property be damaged or destroyed, the requester and the requester's organization shall be held liable for any replacement costs.
5. Should any of the aforementioned conditions not be met, the requester and the requester's organization are subject to one or more of the following sanctions:
 - o Revocation of program privileges
 - o Financial responsibility
 - o University disciplinary action
 - o Criminal prosecution
6. The requester's signature on the event/facility request form indicates the requester has read and understands the policies stated in the document.
7. Requester (and requester's organization) agrees to defend and hold harmless, Florida Institute of Technology, its board of trustees, officers, agents and employees from any claim or damages arising, in any manner whatsoever, out of the activity/event referred to herein.

Demonstrations and Dissent

All members of the university community should be able to express their views by words and actions and to express by words and actions their opposition to the views and opinions of others. Free inquiry and free expression, including the right to open dissent, are indispensable in achieving the goals of an academic community.

To preserve these rights, all members of the university community have a responsibility to conduct themselves so that such rights may be exercised without interfering with the rights of others and without fear of violence, injury or interference. Freedom of protest is protected only as long as it does not unreasonably interfere with other protected freedoms. Coercive activities employed by individuals or groups, either to repress legitimate dissent or to demonstrate dissent, are a threat to the openness of the academic community and will be dealt with as an extremely serious matter.

Orderly and peaceful demonstrations on campus are not forbidden, unless they interfere with legitimate functions of the university. The following rules and regulations are adopted to maintain public order on the university campus and other university property.

Note: Demonstrations may occur only in the Panther Plaza.

1. Any act that would constitute a violation of federal, state or local law if committed off campus is prohibited on campus or on other university property.
2. No unauthorized person or persons shall interfere with reasonable and free access and normal use of any university building, classroom or other university premises.
3. No unauthorized person or persons shall interfere with the freedom of movement or speech of any individual or group.
4. When a speaker is the object of protest or controversy, no unauthorized person or persons shall take any sign or other demonstration impediments into the building where the speech is to take place.
5. Every person who attends any lecture, speech, discussion or public event shall treat all participants in an orderly and reasonably courteous manner. Acts of social and political protests should not violate standards of civility important to the achievement of educational purposes.
6. No unauthorized person or persons shall disrupt or interfere with classes, educational activities or any events sponsored by any university officer or official, faculty group or student group, nor shall any person or demonstration interfere with the right of a primary audience to hear and be heard.

7. No unauthorized person or persons shall use or threaten physical force, physical harassment or physical obstruction.
8. No person or persons shall use language or actions likely to provoke or encourage physical violence.
9. No person or persons shall use, in public, language or gestures that are unreasonably abusive or obscene.
10. No person or persons shall, without proper authority, occupy any university buildings or premises.
11. No person or persons shall examine, disturb or destroy university records, without permission of the person authorized to deal with such records.

Procedures

Any individual or group sponsoring a demonstration must meet with the Dean of Students or designee before the event regarding interpretation of the policy, approved location (Panther Plaza) and times, as well as the full procedures on demonstrations and dissent.

When requested by the Dean of Students or designee, persons engaged in any demonstration, meeting or other occasion, on campus or on university property used for educational purposes, or on other university property, shall identify themselves in a manner satisfactory to the Dean of Students or designee. Only peaceful demonstrations are appropriate in an academic community.

To safeguard the interests of all members of the university community, it is requested that those planning a demonstration inform the Office of the Dean of Students as far in advance as is reasonably possible of any planned demonstration, its proposed locale and the object of intended protest or other purpose. At any demonstration, meeting or other occasion, judgment as to whether the regulations are being observed shall be made at the scene by the Dean of Students or designee. Responsibility for exercising such judgment shall rest solely on the Dean of Students or designee. It must be emphasized that judgment as to whether the regulations are being observed shall not be exercised by demonstrators, those demonstrated against or spectators, in contradiction to the expressed judgment of the Dean of Students or designee, except at the risk of such individuals. If the Dean of Students or designee at the scene of any demonstration, meeting or other gathering, determines that one or more of the regulations are being breached, he or she will request the participants to modify their conduct to comply with the regulations, indicating briefly and informally the nature of the breach of regulations and their requested corrective action. All participants and spectators shall comply immediately, fully and cooperatively with the requests of the Dean of Students or designee. Should any participant or spectator fail to comply with the requests of the Dean of Students or designee, he or she shall be subject to removal from the campus or other university property, and in the case of students, subject to disciplinary action by the university. Thereafter, if, in the judgment of the Dean of Students or designee, there appears to be a clear and present danger of injury to person or property or a threat to disrupt university operations, the Dean of Students or designee shall seek the aid of security, the courts or other civil authority in maintaining or restoring order.

Disruptive Behavior

Disruptive behavior is prohibited. Disruptive behavior is conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operations of the university. Students who engage in disruptive behavior may be directed by the instructor to leave the class for the remainder of the class period. If the student refuses to leave after being requested to do so, the instructor may summon the Office of Security and Safety for involuntary removal of the student.

Drug Policy

The use, consumption, possession, sale, manufacture, trafficking or transfer of any illegal drug or controlled substance, as defined by Florida state and Federal law, for which the individual does not have a legal license or valid prescription is strictly prohibited. Use, display and/or possession of drug paraphernalia are prohibited. This includes but is not limited to bongs, pipes, hookahs, water pipes or any item modified or adapted for planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the human body.

Drugs are defined as compounds that are illegal except when taken under a doctor's prescription for the individual named on the prescription.

The university may take action against a student for off-campus conduct if it is required by law to do so, if the conduct arises from university activities, if the conduct poses a significant threat to the safety or security of the university community, or if the conduct poses a significant threat of undermining the university's educational process.

Florida Tech is an educational institution, not a law enforcement agency, and therefore does not apply sanctions of the law. However, Florida Tech will not disregard the law and will not shield individuals from legal consequences of their actions, should they violate the law. In addition, individuals who violate the law are also subject to disciplinary action by the university.

Drug-free Workplace

Applicability

This policy applies to all students and employees of the university. It shall be the responsibility of the principal investigator (PI) to ensure that all employees engaged in the performance of a respective contract or grant are provided with a copy of this policy. The Executive Vice President / Chief Operating Officer and Director of Human Resources will ensure notification to all employees. The Dean of Students will ensure notification to all students. For copies of this policy, employees may consult the Office of Human Resources, and students may receive a copy from the Office of the Dean of Students.

Policy Requirements

As an institution of higher education and federal contractor, Florida Tech provides a drug-free workplace. As such, the following is prohibited by all employees and students:

- Use, possession, manufacture, distribution, dispensation, sale, attempt to sell or being under the influence of illegal controlled substances on campus or off campus.
- Unauthorized use, possession, distribution, sale or attempt to sell alcoholic beverages on duty.
- Being under the influence of alcoholic beverages on duty.
- Use of alcohol off duty that adversely affects the employee's work performance, his or her own or other's personal safety while on duty, or the university's reputation in the community.

An employee or student may be required to submit to an alcohol/drug test if reasonable suspicion exists they are under the influence of alcohol or illegal drugs. Employees who are directed to submit to such a test and refuse or fail to do so when asked, will be subject to immediate dismissal. Employees and students who test positive for alcohol or illegal drugs may be referred to the Employee Assistance Program and/or Counseling and Psychological Services for professional assistance. Employees who refuse such assistance or who fail to follow the treatment outlined for their recovery are subject to dismissal. Students who are directed to submit to such tests and refuse or fail to do so when asked are subject to suspension from the university.

Employees or students who are convicted or sentenced for on- or off-campus illegal drug activity must notify the university of the conviction no later than five (5) days after each conviction. If the convicted employee or student is working on a grant, the university will notify the granting agency of such conviction within ten (10) days after receiving notice. Such employee or student will be considered in violation of this policy and subject to dismissal or expulsion.

Employees should notify their supervisor when they are under medically prescribed treatment with a controlled substance that may limit their ability to perform their job. The supervisor may request verification of required medication. Failure to provide requested verification will subject the employee to dismissal. Students should notify the Office of the Dean of Students.

All applicants for employment and applicants for admission to the university may be tested, at the university's discretion, for the presence of alcohol and/or illegal drugs. An applicant who refuses or fails to take the required test, or who tests positive for the presence of alcohol and/or illegal drugs, will be disqualified from further consideration.

Legal Sanctions

Pursuant to state, federal and local law, it is unlawful for any person to sell, purchase, manufacture, deliver or possess with intent to sell, purchase, manufacture, deliver or use a controlled substance. Any person who violates this provision may be charged and prosecuted in accordance with one of the following:

- Felony of the second degree: Punishable by a prison term not to exceed 15 years and/or fine not to exceed \$10,000.
- Felony of the third degree: Punishable by a prison term not to exceed five years and/or fine not to exceed \$5,000.
- Misdemeanor of the first degree: Punishable by a prison term not to exceed one year and/or fine not to exceed \$1,000.

Electronic Devices

Electronic devices shall not be used in a manner that causes disruption in the classroom, library or any college-owned or operated facility. This includes abuse of electronic devices with photographic, audio or video recording capability. By enrolling in a class, the student agrees to abide by the university's and instructor's policies regarding the use of electronic devices, including audio/video recording and photography, during class and for all class assignments. Using these devices to photograph test questions or for any academic misconduct or illegal activity is prohibited, as is photographing individuals in areas such as bathrooms or locker rooms. Taking photographs, audio and/or video recordings of any individuals against their will or without their consent is strictly prohibited. Dissemination of such materials is also prohibited.

Email Policy—Official University Communication (your username@my.fit.edu)

Your Florida Tech email address is the official university communication medium. Your email address is your TRACKS login name plus @my.fit.edu. Your password is your TRACKS password. You can check your email remotely at <https://webaccess.fit.edu>.

Students will be responsible for all communication from university administration, faculty and staff sent to your @my.fit.edu email address. It is important that all students check their email at this address on a daily basis. If you have another account that you want to forward your @my.fit.edu email to, you can follow the instructions for forwarding your email to do so.

Endangering Behavior

Endangering behavior is prohibited. Endangering behavior is any deliberate, negligent, or reckless conduct that may pose a threat of harm to self or others. Examples include but are not limited to physical assault; possession or use of weapons; tampering with fire protection systems and equipment, such as fire extinguishers and exit signs; hall sports; water fights; rollerblading indoors; and climbing the exterior of buildings.

Fireworks, Weapons and Explosives

The use, possession, storage, or display of fireworks, sparklers, explosives, dangerous chemicals, explosive materials, dangerous devices capable of casting a projectile (firearms, pellet guns, paintball guns), ammunition, bows and arrows, swords or other weapons is prohibited. Other objects may be declared as weapons, depending on the context in which they are used. Objects in violation of this policy will be confiscated and destroyed.

Florida Tech ID Card (Panther Identification Card)

A single, permanent ID card is issued to all Florida Tech students. This card, when properly validated, entitles the student to use of select university facilities, access to the campus dining services and admission to specifically announced activities/events.

A student's ID card is for the sole use of the individual to whom it has been assigned and is not transferable. The student assumes all liabilities for any charges arising for the use of the card. There is a replacement fee for damaged, lost or stolen cards. The ID card remains the property of the university and must be returned to the Campus Services if the student leaves during the academic year, is dismissed or transfers.

Students are responsible for carrying their panther identification card with them at all times and presenting it to university officials or agents upon request. If the panther identification card is stolen, misplaced, or lost, notify Campus Services immediately. It is a violation to be in possession of or use another person's panther identification card.

Online students may request an ID card by going to http://www.fit.edu/campus_services/id/ and selecting "Online Card Request."

Harassment

Florida Tech affirms the principle that the university community should be a place of work and learning for staff, faculty, students and guests, free of all forms of sexual, racial and religious harassment, intimidation or exploitation. All students, staff and faculty should be aware that the university is prepared to take action to prevent and correct such behavior and individuals who engage in it are subject to disciplinary action.

Definition

Harassment—The use of threatening words or actions that are likely to, or do in fact, cause emotional distress. These include, but are not limited to:

1. Attempting or threatening to subject another person to unwanted physical or verbal contact.
2. Following another person in or about a public place or private places.
3. Directing obscene language or gestures at another person or group of people.
4. Directing verbal abuse at another person.
5. Creating a racially intimidating, hostile or offensive social or educational environment.
6. Creating a religiously intimidating, hostile or offensive social or educational environment.
7. Creating an intimidating, hostile or offensive environment based on a person's sexual orientation or sexual identity.

Redress for Harassment

Students who believe they have been harassed may obtain redress via the established informal and formal procedures of the university. Complaints about harassment will be responded to promptly and equitably. The right to confidentiality of all members of the university community will be respected in both formal and informal procedures insofar as possible. Formal procedures will not be initiated without a written signed complaint. Retaliation against individuals for bringing complaints of harassment will not be permitted. The university's policy against retaliation cannot of course impair the right of any individual to secure legal redress in the courts.

Formal complaints by any students, including graduate students and teaching/research assistants, against another student must be submitted to the dean of students. Those complaints against faculty members must be submitted to the appropriate academic unit head, executive vice president/chief operating officer or director of human resources. Those against a staff person, professional employee or university vendor must be submitted to the appropriate vice president, senior administrator or the director of human resources.

Hazing

Florida state law defines hazing as 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 paddling, whipping, beating, branding, forced calisthenics, exposure to the elements, or forced consumption of any food, liquor, drug or other substance.

Hazing is any 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 any other forced activity that could adversely affect the mental health or dignity of the individual. Among prohibited activities are forced or coerced activities that create excessive fatigue, cause physical and psychological shocks, involve kidnapping, morally questionable quests, treasure hunts or scavenger hunts or any other such activities, involve publicly wearing apparel that is conspicuous and not normally in good taste, cause students to engage in public stunts, and buffoonery, morally degrading or humiliating games and activities or late-night activities that interfere with scholastic endeavors. Also prohibited are any activities that are in violation of federal, state or local laws, the University Code of Conduct or accepted standards of good taste or propriety. For purposes of university policy, any activity described in this paragraph upon which the admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be forced or coerced activity. It is not a defense to a charge of hazing that the consent of the victim had been obtained or that the conduct or activity was not part of an official organizational event, was not sanctioned/approved by the organization or was not done as a condition of membership to the organization.

New member orientation and development programs must be constructive and strive to make individuals a part of the larger group by mutually understanding objectives and participating in programs.

According to Florida State Law:

- A person commits hazing, a third-degree felony, punishable as provided in s.775.082 or s.775.083, when he or she intentionally or recklessly commits any act of hazing as defined by state law 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, punishable as provided in s.775.082 or s.775.083, when he or she intentionally or recklessly commits any act of hazing as defined by state law 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.
 - As a condition of any sentence imposed pursuant to a violation of the Florida State Hazing Law, the court shall order the defendant to attend and complete a four-hour hazing education course and may also impose a condition of drug or alcohol probation.
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Immunization Requirements

Florida Tech requires all new Melbourne campus undergraduate students to show proof they have received two (2) MMR Vaccines (measles-mumps-rubella). Students must show proof of immunization with a valid "shot record" issued by their physician, school program, county health department or other government agency, depending on their country of origin. A blood test (Titers) indicating immunity to these infections can be submitted in lieu of the shot record.

Students who have not received the mandatory immunizations are required to be vaccinated before any future registration. Failure to show proof of immunizations or to receive the vaccinations will preclude any future registration. Immunizations are available for a fee at the student health center.

All graduate and undergraduate students attending class on the main campus who originate from Tuberculosis (TB) endemic areas of the world (Asia, the Middle East, Africa, Latin America including Mexico, Eastern Europe and the Pacific Islands) are required to be screened for TB before attending classes.

Students living on campus must provide documentation of vaccination for Hepatitis B and Meningitis or sign a waiver acknowledging receipt of information regarding the risks of these infections, but declining immunization.

Institutional Response to HIV/AIDS

Acquired Immune Deficiency Syndrome (AIDS) caused by the Human Immunodeficiency Virus (HIV) is a serious medical and social problem that has reached epidemic proportions and is a disease that can affect any individual or group. The blood,

semen or vaginal fluids of an infected person entering the bloodstream of another individual transmit this life-threatening disease, caused by a virus.

AIDS cannot be contracted by being in the presence of a person with AIDS. In almost all cases, it appears to be spread sexually or via the blood. Sharing of toothbrushes, razors, any type of needles, combs or other materials that could be contaminated with someone else's blood is very strongly discouraged. It is prudent for any individual who is engaged in high-risk behaviors or is part of a high-risk group to avail themselves of the screening test available.

The university recognizes that its primary response to the epidemic of AIDS must be education because responsibility based on information and awareness is the most effective means of prevention and reduction of high-risk behavior. The institution will make efforts to educate students and staff about the nature, causes, transmission and symptoms of the disease.

The following guidelines clarify Florida Tech's institutional response to HIV infection and AIDS:

1. Current medical knowledge indicates that students or employees with AIDS or HIV infections do not pose a health risk to other students or employees in an academic or residential setting.
2. In the event that a student or employee is diagnosed as having AIDS or HIV infections, decisions regarding classroom attendance, housing and continuation of work will be made on an individual, case-by-case basis. The university will rely on available medical advice and will guarantee that the response to individuals with HIV/AIDS will be consistent with the response to others with serious diseases or handicapping conditions.
3. Information concerning the existence and identity of students or employees with HIV infection or AIDS will be kept strictly confidential and will not be shared with faculty, staff or family, without written permission of the infected person. Members of the university who have access to such information will be kept to a minimum and limited to those with a legitimate "need to know."
4. The university will provide educational materials on HIV/AIDS to students, offer emotional support to students who have HIV, AIDS or are suspected of having AIDS and make available information on referrals for counseling, testing and treatment.
5. If a student requests to be tested for HIV, the student will be given information on the agencies that provide the legally required pre- and post-counseling.

Intellectual Property Policy for Students

Intellectual property developed by students is owned by Florida Tech if the students were employees and paid by internal or external funds at the time of discovery, and the discovery was made within the normal scope of their employment.

In addition, intellectual property developed by students is owned by Florida Tech if the student inventor made substantial use of university facilities to make the discovery. Substantial use of university facilities means extensive non-reimbursed use of either university laboratories and/or computational facilities or human resources. The use of these facilities must be important to the creation of the intellectual property and does not include incidental use of facilities or extensive use of a facility commonly available to all students (such as libraries and offices) or any facility used by students for routine tasks.

The student inventor will be treated by Florida Tech as an inventor as described in faculty policy and the *Faculty Handbook*.

Interim Suspension

The Dean of Students or designee shall have the authority in emergency situations to suspend a student's right to be present on campus or on other property owned, operated or controlled by the university before a formal disciplinary conference. The Dean of Students or designee shall determine whether a student has demonstrated a clear and present danger to him/herself or others. These determinations must be made as a matter of fact, on the basis of information presented to the Dean of Students or designee. Subject to the emergency nature of the situation and determinations of fact required, the Dean of Students shall permit a student to challenge the information presented. A formal review of the matter shall be held at the earliest feasible time, but normally within three (3) days of the declaration of an interim suspension.

Missing Person Notification

All reports of missing students shall be directed to Office of Security and Safety. A student shall be deemed missing when he or she is reported missing from the university for more than 24 hours without any known reason.

All students shall have the opportunity to identify an individual to be contacted by the university in case a student is determined to be missing. No later than 24 hours after it has been determined the student is missing, the Office of Security and Safety will notify the listed individual that the student is missing.

Any report of a missing student, from whatever source, should immediately be directed to Office of Security and Safety.

Non-Student Persona Non Grata

The Dean of Students may issue a “persona non grata” notification to any member of the community, guest or alumni who has flagrant disregard for the rights of the members of the Florida Tech community or who repeatedly violates university policy. This status requires the individual to vacate Florida Tech property immediately and subjects the individual to trespass charges should they return.

Notice of Nondiscrimination/Affirmative Action

Florida Tech, a private educational institution, is committed to the principle of equal opportunity for all qualified persons, welcomes students of all backgrounds and takes pride in the diversity of its faculty and staff. It assures students of access to all the privileges, programs and activities generally accorded and made available to the university.

Florida Tech strongly supports affirmative action principles and does not discriminate on the basis of creed, religion, national origin or ancestry, age, race, color, marital status, Vietnam-era veteran status, gender, sexual orientation or disability in the administration of its educational programs, admissions policies, financial aid programs, athletics, co-curricular activities or other college administered programs. Any adverse action or personnel action or other act of discrimination, based on the above may be the basis for filing a complaint of discrimination. Any student, applicant for employment or employee at Florida Tech, who believes that he or she has been discriminated against, may file a complaint of discrimination.

Students are encouraged to use the formal university chain of supervision (i.e., the Office of the Dean of Students, the instructor, the academic unit/office chairperson and/or appropriate academic dean) to seek relief or redress before filing a complaint of discrimination. Employees may bring complaints to their supervisor or the Office of Human Resources.

Parental Notification

The university reserves the right to notify parents or guardians, regardless of the student’s age, status or conduct, in health and safety emergencies, hospitalizations or when the health or well-being of the student or others may be at risk. The university may disclose results of disciplinary findings to parents or legal guardians for violations of federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance.

Pool Use

Students must follow all posted rules at each of the swimming facilities. Swimming is at your own risk.

Posting Policy

In an effort to promote better communication and give a better appearance to our campus, the Office of Student Life has established this policy to keep the bulletin boards organized and up to date.

Note: This policy applies to all bulletin boards on the university campus. The only bulletin boards that are exempted are those controlled by academic units, university offices and those bulletin boards and/or posting surfaces in the residence halls (which are under the jurisdiction of the Office of Residence Life).

1. All organization fliers or mailings must be approved by the Office of Student Life and have the STUDENT LIFE APPROVED stamp before distribution through campus mail.
2. All posters, fliers, banners, signs and announcements (all of which from this point forward will be referred to as “posters”) must be approved by the Office of Student Life and have the STUDENT LIFE APPROVED stamp. The stamp must be clear and easy to read on the poster. Posters must be brought to the Office of Student Life to be stamped and dated by a member of the Office of Student Life staff. The hanging of posters is the responsibility of the group/person who is sponsoring the poster, not the Office of Student Life. The office requires that posters are stamped before they are copied. Posters without stamps will be removed.
3. The date on poster indicates when the poster must be taken down. Individuals/organizations who hang the posters are responsible for removing them on the indicated date. Any one poster may not be posted for more than one month. New versions of the poster may be approved.
4. Only one (1) poster per event/activity on a bulletin board will be permitted. Mass canvassing on a bulletin board will result in removal of all advertisements.
5. Posters are permitted on bulletin boards and other approved locations such as the exterior walls immediately adjacent to the entrances to the Denius Student Center (SUB), the windows adjacent to doors of the SUB and Evans Library. Posters are not permitted on walls, painted surfaces, windows, doors, plastic classroom change holders (in academic quad), trees, bridges, concrete or asphalt areas, trash cans or other pieces of university property. Anyone found in violation of this policy may be fined or lose posting privileges.
6. Information on posters must be correctly spelled, dated and contain enough information in English so that accurate, timely communication results. Posters must state which organization/academic unit is sponsoring the advertising/event. Any poster containing information that violates the policies of the university in reference to content or good taste will not be approved. Anyone found hanging posters containing such information may lose their posting privileges.

7. Posters or fliers that advertise any event where alcohol is served (whether or not the advertisement indicates such) will not be approved for distribution or posting.
 8. The words beer, wine or liquor, or any slang terminology implying alcohol consumption or abuse will not be permitted. *Note: Closed parties may not be advertised on or off campus (see University Alcohol Policy—Closed Parties, for additional information).*
 9. Outside organizations, businesses, vendors, etc., may only post one (1) poster on campus. The only exception to this rule is when an outside agency is sponsored by a department or organization. In this case, the academic unit or organization name must be clearly displayed on the advertisement.
 10. Posters will not be permitted on the For Sale, For Rent or other reserved boards in the Denius Student Center.
 11. If an organization, academic unit or individual continually violates the posting policy, they may be fined, brought up on organization or disciplinary charges, or lose their posting privileges. The academic unit, organization or individual responsible for the alleged violation will be notified in writing prior to any formal sanctions being imposed.
 12. Table tents are only permitted in the campus dining facilities provided the following conditions are met:
 - o Table tents are approved and stamped by the Office of Student Life.
 - o Permission is granted from the manager of the specific dining facility.
 - o The table tents meet the guidelines established by the Florida Tech Copy Center.
 13. No individual, organization or department is permitted to hang posters inside a residence hall or the immediate area outside the hall. Organizations that wish to advertise in the residence halls must submit advertisements to the assistant dean for residence life to be posted by staff from the Office of Residence Life.
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Property Damage

Damage to university property or property of a member of the university community is prohibited. Any damage by students to university property will be charged to the students' account after an assessment has been made.

Recreational Sporting Activities

Participation in sporting activities in the immediate vicinity of any building should be done with care and consideration. All sporting activities should be conducted in areas designed for such an activity.

Students may not participate in any type of sport, horseplay or physical games inside the residence halls. Examples include, but are not limited to, bouncing balls, bicycling, playing frisbee, rollerblading, skateboarding, scooter riding, bowling, wrestling, water balloon throwing, or using squirt guns or other devices that release a projectile. Weightlifting or other forms of exercise equipment are not permitted in residence halls without prior approval from Campus Services.

Right of Appeal Procedures (Grade Appeals)

The following grade appeal procedure represents official university policy. These procedures recognize the right:

1. of each student to receive a grade assigned by a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious;
2. of each student to review all work used in the evaluation with the instructor;
3. of each student to seek redress, when evidence is available that a mistake has been made in calculating or recording his or her grade or that his or her grade has been assigned based on arbitrary or capricious deviation from the instructor's stated grading policy; and
4. of each instructor to assign a grade based on a professionally accepted method that is submitted in writing to everyone in the class and applied equally to all members of the class.

The burden of proof rests with the student for all grade appeals and all relevant documents are filed in the department involved in the appeal. Failure by the student to complete any step of the procedure within the specified time period results in the termination of the appeal with no further recourse. All correspondence with the student will be through the student's assigned fit.edu email address unless another form of written communication is agreed.

Grade appeals progress as follows:

Step One: The student consults with the course instructor by the end of the third week of the succeeding term in an attempt to understand the instructor's justification for the grade and to resolve the disagreement in an informal, cooperative atmosphere. The student may eliminate this step only when the instructor is on leave or no longer employed by the university.

Note: All references to instructor apply unless the instructor is on leave or is no longer employed by the university. All parties may agree to discontinue or delay the grade appeal process until all interested parties are available on campus.

Step Two: If a resolution is not reached in Step One, the student presents the written complaint to the head of the department in which the grade was assigned within five business days after consulting with the instructor. Supporting evidence (course syllabus and copies of graded assignments, when available) should be included with the written appeal.

The department head verifies the requirements of Step One have been satisfied before acting on the appeal and within seven business days after receiving the appeal and supporting evidence, meets jointly or separately with the student and the instructor in an attempt to resolve the dispute.

If, in the opinion of the department head,

1. the student's appeal lacks merit, the student and the instructor will be notified in writing within five business days after the department head's consultation with the student and the instructor; or
2. the instructor assigned the grade in a manner not in accordance with the rights outlined above, the department head provides written recommendation to the instructor to change the grade within five business days after consultation with the student and the instructor.

Within five business days after receiving the department head's recommendation the instructor shall provide a written response to the department head.

Within five business days after receiving the instructor's written response, the department head communicates the status of the appeal to the student and the instructor.

Step Three: If the appeal is not resolved in Step Two within five business days after receiving the notification from the department head, the student may appeal to the dean of the college in which the course is taught. The dean gives written notification to the department head and the instructor that an appeal has been made.

All previously submitted documents together with additional written statements from all parties concerned are sent to the dean, who, within seven business days after receiving the appeal and supporting evidence shall meet in joint or separate consultation with the parties.

If the department head and the dean concur the student's request lacks merit, the appeal ends and the student has no further recourse. The dean informs all parties in writing within five business days after consultation with them.

If, in the opinion of the dean, the instructor assigned the grade in a manner not in accordance with the rights outlined above, the dean provides written recommendation within five business days after consultation with the parties concerned to the instructor to change the grade.

Within five business days after receiving the dean's recommendation the instructor provides a written response to the dean. If the dean's recommendation is that the student's grade should be changed and the instructor agrees to change the grade, the instructor completes a Change of Grade form and once it is signed, submits it to the Office of the Registrar. The dean communicates the status of the appeal to all parties concerned within five business days after receiving the instructor's decision.

If the instructor disagrees with the dean's decision and/or declines to change the grade, the dean communicates the instructor's response to the vice president for academic affairs. If the vice president for academic affairs concurs with the dean's decision, notification is sent to the registrar's office to change the grade. The dean communicates the status of the appeal to all parties concerned within five business days after receiving the vice president for academic affairs' decision. The decision of the vice president for academic affairs is final.

Right to Privacy

Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy is prohibited.

This does not apply to the lawful security or surveillance filming or recording that is authorized by law enforcement or authorized university officials.

Search and Inspection

The university reserves the right to search a student's room, vehicle, person or other university property, for administrative, safety and regulatory purposes without the student's consent. During an inspection, illegal items or items considered to be a danger to the community will be confiscated by university officials.

The university exercises this right only under specific circumstances.

1. Members of the Residence Life staff, facilities management or authorized personnel may enter a student's room to perform related work or routine health and safety inspections.
2. Members of the Residence Life staff and security personnel are permitted to enter a student's residence when there is evidence of violent behavior, illness or injury, disorderly behavior or activity that is a violation of university policy or disturbs the neighboring living environment.
3. Members of the Residence Life staff and security personnel are permitted to enter a student's residence for purposes of evacuating the building during a fire alarm, fire or other emergency.

4. A search of a student's residence pursuant to an investigation intended to result in disciplinary action may be performed only with the prior approval of the Dean of Students or designee in the form of an internal university search/inspection authorization. Individuals seeking authorization to do a search must clearly specify the reasons, objectives and information sought to the Dean of Students or designee before the approval being granted. Students, like all other citizens, are liable to search by authorized law enforcement officials after presentation of a court order or duly ordered search warrant to the Dean of Students or that person's designee. Plain-view violations of university regulations that may be observed by university personnel entering a student's residence under these guidelines are subject to university disciplinary action.

Separation/Readmission of Students for Reasons of Health

Florida Tech reserves the right to require the withdrawal of any student whose physical, psychological or emotional health renders him or her incapable of either meeting minimal standards of academic performance or making the social adjustment necessary for the exercise of competent citizenship. When a student's physical or psychological health a) renders him or her incapable of participating successfully in the educational program of the university, or b) poses a danger to the student or to the person or property of another, then the student may be separated or requested to withdraw or some other modification of his or her student status may be made.

The following are detailed examples of some of the students to whom this policy applies:

1. Students who are deemed to be a danger to themselves or others. Danger to self or others includes any danger of suicide, self-mutilation, accident or assault substantially above normal limits that necessitates unusual measures to monitor, supervise, treat, protect or restrain the student to ensure his or her safety and the safety of those around the student.
2. Students whose behavior is disruptive to others. Disruptive includes behavior that causes emotional, psychological or physical distress to fellow students or staff substantially above that normally experienced in daily life. Such disruption may be in the form of severe distress associated with one or more behavioral incidents, or somewhat less severe, but persistent distress over a more extended period.
3. Students who refuse to cooperate with recommended assessment or treatment and whose physical or psychological disorder is likely to deteriorate to the point of permanent disability, disfigurement, impairment or dysfunction without such assessment or treatment. Where standard assessment is impossible because of the student's resistance, indirect behavioral observations will constitute the basis for such judgment.
4. Students whose physical or psychological disorder is of sufficient severity to substantially exceed the normal limits of the university's or locally available treatment resources and whose condition will deteriorate (as in 3 above) without additional resources.

Health Review Committee

The Health Review Committee is composed of the Director of Counseling and Psychological Services, the Director of the Health Center, the Dean of Students, Vice Provost for Enrollment Management, Chief of Security, Assistant Director of the Academic Support Center, and the university's Risk Manager. In the absence of any principal, a designee may be appointed to serve in the deliberations of the committee. The resources of other university faculty or staff may be requested by the committee as appropriate to its mission.

Guidelines for Health Review Committee

Usually a student is referred to the Health Review Committee for reasons of health that have a bearing on his or her student status. Referrals are initiated by action of the Dean of Students or designee or, in extenuating circumstances, by the Director of Counseling and Psychological Services and/or Director of Health Center. Assessments including psychological testing, medical examination, or a referral for psychiatric or medical consultation may be required.

The committee will receive all medical, psychological or observational reports submitted with regard to or on behalf of the student as may pertain to determining health status. Treatment and evaluative reports should include information pertaining to diagnosis, treatment and prognosis.

Recommendations as to case disposition with regard to withdrawal or readmission, or both, for reasons of health are made to the Dean of Students. The student is advised of the recommendation made and the reasons for it. The findings submitted to the Dean of Students are held in confidence and are not entered on the student's academic record.

Guidelines for Withdrawal

The Dean of Students or designee should be notified whenever a student appears to have a serious physical, psychological or emotional disorder that offers reasonable cause to believe he or she may be a danger to self or others, or may disrupt proper activities of the university community and its members, or may be unable to look after his or her affairs adequately. For students who are actively participating in mental health interventions through Florida Tech's Counseling and Psychological Services (CAPS), communication with the Dean of Students regarding this matter will be at the discretion of the CAPS Director. Notification will generally occur with the student's permission.

The Dean of Students will coordinate a contact with the student and seek voluntary resolution of the situation through investigation and consultation. Depending on circumstances, an immediate professional assessment of the student's condition by the appropriate medical or mental health specialists, or both, of the university or other appropriate resources, may be required.

When conditions allow for the full investigation and appraisal of the student's health status, resolution of the situation will be sought with the student's cooperation, if at all possible. Voluntary withdrawals are encouraged to maximize the participation of the student, or his or her family. If a student declines voluntary withdrawal, he or she may be separated without consent (which action will be recorded for course credit purposes as a withdrawal) by action of the Dean of Students.

Students who are separated from the university for reasons of health as elaborated above will be on leave of absence until such time as the student becomes able to resume activities as a student (see guidelines for readmission). At the time of the student's withdrawal, a health hold will be placed on the student's account.

Students who withdraw or are separated for reasons of health are eligible for tuition, housing and/or dining service refund of charges in accordance with existing university policy. The student will be notified of the refund determination. The refund policy may be found online in the "Schedule of Classes."

Guidelines for Readmission

Authorization to resume active student status may be granted by the Dean of Students after consideration of the individual's progress and current condition.

Ordinarily, when a student wishes to resume his or her studies, the Dean of Students should be notified in advance of the desired period of readmission.

Eligibility for readmission will be contingent on completion of the Re-enrollment Questionnaire form from a treatment resource, assessment and recommendation by the Health Review Committee and other information as may be needed for final determination by the Dean of Students.

Readmission may include stipulations concerning credit hours registered, extracurricular activities, place of residence or other conditions as may be judged to be in the best interest of the student and the university. Failure of the student to cooperate in these procedures governing withdrawal and reinstatement is grounds for continued or renewal of separation of students.

Sexual Misconduct

Florida Tech prohibits any form of sexual misconduct. When sexual misconduct is brought to the attention of the university, Florida Tech will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students should be aware the university is prepared to take action to prevent and correct such behavior. Individuals who engage in sexual misconduct are subject to disciplinary action through the Student Code of Conduct System, which may result in expulsion from the university.

Definition

Any sexual activity without consent given will be considered sexual misconduct. Consent must be free of force, threat, intimidation or coercion. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent cannot be given by a person who is asleep, intoxicated, incapacitated or unable to communicate without impaired judgment. Consent to one form of sexual activity does not mean consent is given to another type of activity or subsequent activities. Consent is revocable at any time. Sexual Misconduct includes sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking.

Sexual Harassment—Attempting to coerce an unwilling person into a sexual relationship; to subject a person to unwanted sexual attention; to punish a refusal to comply; or to create a sexually intimidating, hostile or offensive work, social or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to the intimidating or embarrassing emphasis of sexual identity. This definition will be interpreted and applied consistent with generally accepted standards of mature behavior, academic freedom and freedom of expression.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits.

Sexual harassment can occur in any type of relationship, involving faculty, staff, students, friends or strangers. Sexual harassment also involves relationships among equals. Power relationships and social dependencies exist between students as well, and may be exploited in ways that are damaging to either party. Students should therefore be aware of the offense that may be taken by any unwelcome sexual advance. Persistent requests for social encounters and favors, physical contact of a lewd type, indecent exposure, persistent requests for or realized sexual encounters, sexual crimes and rape constitute sexual harassment when they are accompanied by one or more of the following terms or conditions: explicit or implicit promises or rewards for cooperation, explicit or implicit threats of punishment for non-cooperation and/or intimidation that creates a hostile or offensive academic/work environment, interference with an individual's scholastic/work performance, preventing an individual's

full enjoyment of educational/professional opportunities, or an action that induces conformance, stress, anxiety, fear or sickness on the part of the harassed person. Implicit in the legal definition of sexual harassment is the assumption that sexual harassment prevents the realization of the victim's full potential as a student. A person sexually harassing another, who reports to him or her, is thus prohibiting the victim of the freedom to do his/her job, whether as a student or employee. Sexual harassment is considered an unethical and unprofessional as well as illegal behavior and will not be tolerated.

Sexual Assault—Any attempt to engage in any sexual or intimate act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, alcohol/chemical or other impairment, mental deficiency or incapacity to give consent. It is the responsibility of the person initiating sexual or intimate activity to make sure the other person is capable of consenting to that activity.

Dating Violence—Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence—Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the state of Florida, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Florida.

Stalking—Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for one's safety or the safety of others, or suffer substantial emotional distress. Refer to the Stalking Policy for further information.

Reporting Sexual Misconduct

The university encourages all sexual misconduct to be reported. Florida Tech will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students have a right to report sexual misconduct by contacting one of the following:

1. Campus Security, ext. 8111
2. Dean of Students, ext. 8080
3. Title IX Coordinator, ext. 8700

More information on available resources, education, programming and Title IX can be found on the university's website at <http://www.fit.edu/title-ix/>.

Skating Safety

To ensure the safety of the campus community and the preservation of campus structures and facilities, the following policy regarding the use of skateboards and in-line skates is in effect:

1. The use of skateboards and in-line skates is restricted to flat concrete exterior surfaces. Trick riding/skating on elevated surfaces, retaining walls, steps, wooden surfaces or surfaces other than flat concrete is prohibited.
 2. It is against university policy to skateboard or in-line skate inside university facilities. The university restricts skateboarding or in-line skating on campus roadways open to vehicular traffic.
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Smoking

By Florida State Statute, Florida Clean Indoor Act, smoking is prohibited inside all buildings. Smoking is not permitted within 25 feet of any building. Electronic cigarettes are treated the same as regular cigarettes and may not be used in any building or within 25 feet of any building.

Solicitation

Students are prohibited from solicitation in or about university facilities or at university-sponsored activities. Solicitation is defined as door-to-door selling of any product or service, campaigning, dorm storming or unauthorized posting of fliers describing products or events on buildings or on vehicles. No outside organization, person or any contracted student may solicit on campus.

Sound Permit Policy

The following policy shall be implemented when a sound permit is obtained or when one is required by the city of Melbourne, Florida, and while the event is in progress. At least one month prior to the event requiring a sound permit, the organization

having the event shall ensure one is requested and pay the fee. This may be done by indicating the need for the permit on the Major Event Request form and by completing the lower portion of this form. If you are unsure if the event needs a permit, you may contact the Office of Student Life or Campus Security.

A copy of the permit shall be in the possession of the requesting party and on site during the event; a copy will also be given to the Office of Student Life and to Campus Security. The day of the event the following procedures shall be implemented. Either the requesting party or the Director of Security shall notify the Melbourne Police Department (MPD) of the event and inform them that:

1. There is an event requiring a permit.
2. The times of the event.
3. The exact location of the event.
4. The name and cell phone number of the person with the permit or the number of security.
5. We have a sound meter and will be monitoring the event to ensure compliance with all applicable Melbourne City sound policies.
6. If they receive any complaints about sound they can call the person in charge (PIC) or Security to report the complaint. We will inform them that we will gladly use the meter to ensure that we are in compliance.
7. Obtain the name of the officer or dispatcher calling you.
8. After checking the sound meter for compliance, the PIC will call the police officer or dispatcher and thank them for calling and let them know of the decibel reading and that we have taken care of the situation.
9. If the MPD insists on sending an officer, we will show them the meter and that we are in compliance.
10. If there is any insistence by the responding MPD officer to shut down the event, the person in charge of the event who is holding the sound permit shall respectfully request that a supervisory officer respond and upon his arrival show the supervisor the meter and its readings.
11. If at that time, we are unable to comply with the requirements of the permit or the MPD insists that the event be stopped, we will comply. The PIC will also contact a security supervisor.
12. At no time will any person in negotiations with MPD argue. We will be polite and comply with all their commands.
13. At the conclusion of any MPD involvement, whether the event was stopped or not, a memo outlining the circumstances shall be made and copies delivered to the Dean of Students and the Director of Security. The Director of Security shall be informed via phone about the incident as soon as practical after the incident either by the PIC or the responding security officer.

Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for one's safety or the safety of others, or suffer substantial emotional distress.

Stalking behaviors may include, but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, undesired gifts or other communications that place another person in fear
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom or other location frequented by a complainant
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a complainant or a complainant's loved ones
- Gathering of information about a complainant from family, friends, co-workers and/or classmates
- Manipulative and controlling behaviors such as threats to harm oneself or threats to harm someone close to the complainant
- Defamation or slander against the complainant

Student Complaint Resolution Process

Purpose

1. To promote prompt resolution of perceived wrongs and/or injustices which may arise between students and faculty/staff members.
2. To promote prompt resolution of other grievances, whether academic or non-academic in nature.
3. To assure the rights of privacy of all parties are maintained.
4. To develop a higher sense of community among all persons at Florida Tech.

Informal Complaint Resolution Process

Occasions may arise in which a student feels that he or she has a legitimate basis for complaint. It is the policy of the university to promptly resolve these complaints. Those involved should initially attempt to resolve the matter informally and without the

need to establish a record. The informal process for resolution of a complaint is as follows:

1. When a student feels that he or she has a complaint, it should be taken by the student directly to the other party(s) involved.
2. If the student and the other party are unable to resolve the matter or if for any reason the student does not feel at ease in going to the other party, he or she should contact the academic unit head or appropriate director for assistance. Unit heads and directors are able to achieve a fair and equitable solution to most problems. If the student would rather not discuss the matter with the unit head or director, he or she may choose to go to the college dean, dean of students, associate vice president for online learning and/or, if deemed necessary, to the vice president of student affairs.
 - a. Students in Extended Studies may telephone the senior associate dean at the Melbourne campus in Melbourne, Florida.
 - b. Students in Florida Tech University Online programs may contact the office of the associate vice president for online learning in Melbourne, Florida.
 - c. Students in the Florida Tech Continuing Education/Professional Development courses may contract the senior director of continuing education at the Melbourne campus in Melbourne, Florida.
3. Complaints involving sex discrimination or equal opportunity can be resolved by using the procedures outlined above. However, if the student is not at ease with these procedures or feels they to be ineffective, he or she may seek the aid of the Title IX Coordinator at (321) 674-8700. The Title IX coordinator is a person designated by the university to ensure it is in compliance with federal laws regarding the resolution of sex discrimination allegations. This individual has the added responsibility of ensuring compliance with all federal laws regarding equal opportunity.

Formal Complaint Resolution Process

Students have the right to submit a formal written complaint for any grievance. Melbourne campus students and extended studies students should submit the complaint to the dean of students by email to fithelp@fit.edu. Florida Tech University Online students should contact the office of the associate vice president for online learning by email to uahelp@fit.edu.

The dean or associate vice president for online learning will determine the appropriate person in the university to handle the problem and forward the complaint to that person. All written student complaints, with their resolutions, will be documented and the records maintained by either the dean of students or the office of the associate vice president for online learning.

The Ombudsman

The ombudsman is a university employee appointed by the president to investigate reported complaints, to report findings and to help achieve equitable settlements. Students may seek the help of the ombudsman assigned to handle student-based complaints if the student feels that either the informal or formal complaint process has been ineffective. The ombudsman should only be contacted after the student has followed the established procedures described above. The ombudsman can be found in the president's office or can be contacted by email to ombudsman@fit.edu.

Additional information

1. Students can choose to drop any complaint process at any time.
2. To promote prompt and equitable resolutions of student complaints, complaints should be made as soon after the incident as possible. Complaints should be filed during the term of occurrence but no later than 30 days after the date of the incident.
3. Every effort will be made by all parties concerned to resolve the grievance within 90 days.
4. All complaints and written resolutions will be maintained for five years from date of resolution.

State Agency Contact Information for Student Complaints

Should a student wish to contact an outside agency away from Florida Institute of Technology the following list of state contacts may be used based on the geographic location of the student.

Alabama

Alabama Commission on Higher Education
P. O. Box 302000
Montgomery, AL 36130-2000
<http://www.accs.cc/complaintform.aspx>

Alaska

Alaska Commission on Postsecondary Education
P.O. Box 110505
Juneau, AK 99811-0505
customer.service@alaska.gov

Alaska Office of Attorney General
Consumer Protection Unit
1031 W. Fourth Avenue, Suite 200
Anchorage, AK 99501

attorney.general@alaska.gov

http://www.law.state.ak.us/pdf/consumer/FORM_complaint.pdf

Arizona

Arizona State Board for Private Postsecondary Education
1400 W. Washington Street
Room 260
Phoenix, AZ 85007
http://azppse.state.az.us/student_info/compliance.asp

Arkansas

Arkansas Higher Education Coordinating Board
Arkansas Department of Higher Education
114 East Capitol Ave.
Little Rock, AR 72201
ADHE_Info@adhe.edu

<http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIXJ.pdf>

Arkansas State Board of Private Career Education
501 Woodlane, Suite 312S
Little Rock, AR 72201
sbpce@arkansas.gov

http://www.sbpce.org/complaint_process.html

California

California Bureau of Private Postsecondary Education
P.O. Box 980818
W. Sacramento, CA 95798-0818
bppe@dca.ca.gov

http://www.bppe.ca.gov/forms_pubs/complaint.pdf

Colorado

Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202

<http://highered.colorado.gov/Academics/Complaints/default.html>

Connecticut

Connecticut Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2326
info@ctdhe.org

Connecticut Department of Consumer Protection
165 Capitol Avenue
Room 110
Hartford CT 06106
trade.practices@ct.gov

http://www.ct.gov/dcp/lib/dcp/pdf/forms/consumer_statementcpr-2_rev_8-06_edited1106.pdf

Consumer Complaint Hotline: (800) 842-2649

Delaware

Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 N. French Street
Wilmington, DE 19801-3509
dheo@doe.k12.de.us

*Delaware Attorney General
Consumer Protection Wilmington:
820 N. French Street 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us*

District of Columbia

*District of Columbia Office of the State Superintendent of Education
Education Licensure Commission
810 First Street, NE
9th Floor
Washington, D.C. 20002*

http://osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/elementary_and_secondary_education/may_2011/complaint_form_4_11.pdf

Florida

*Florida Commission on Independent Education
325 W. Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
Commissioner@fldoe.org*

<http://www.fldoe.org/cie/complaint.asp>

Georgia

*Georgia Nonpublic Postsecondary Education Commission
2082 E. Exchange Pl. #220
Tucker, GA 30084-5334*

<http://rules.sos.state.ga.us/docs/392/5/06.pdf>

Hawaii

*Hawaii State Board of Education
P.O. Box 2360
Honolulu, HI 96804
ocp@dcca.hawaii.gov*

http://hawaii.gov/dcca/ocp/consumer_complaint

Idaho

*Idaho State Board of Education
Attn: State Coordinator for Private Colleges and Proprietary Schools
650 West State Street
P.O. Box 83720
Boise, ID 83720-0037*

Illinois

*Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, IL 62701-1404
info@ibhe.org*

Institutional Complaint Hotline: (217) 557-7359

*Illinois State Board of Education
100 N. 1st Street
Springfield, IL 62777*

<http://webprod1.isbe.net/contactisbe/> (email)

*Illinois Attorney General
Consumer Fraud Bureau
500 South Second Street
Springfield, IL 62706*

http://www.illinoisattorneygeneral.gov/about/email_consumers.jsp

<http://www.illinoisattorneygeneral.gov/consumers/conscomp.pdf>

Consumer Fraud Hotline: (800) 243-0618

Indiana

Indiana Commission on Proprietary Education

Attn: Director of Regulatory Compliance

302 W. Washington Street, Room E201

Indianapolis IN 46204

<http://www.in.gov/cpe/files/sf39280-complaint.pdf>

Iowa

Iowa Student Aid Commission

603 E. 12th Street

5th Floor

Des Moines, IA 50319

info@iowacollegeaid.gov

<http://www.iowacollegeaid.gov/images/docs/file/forms/constituentrequestform.pdf>

Kansas

Kansas Board of Regents

1000 SW Jackson Street

Suite 520

Topeka, KS 66612-1368

<https://kansasregents.org/form.cfm?formID=1>

Kentucky

Kentucky Council on Postsecondary Education

1024 Capital Center Dr. #320

Frankfort, KY 40601-7512

Kentucky Board of Proprietary Education

911 Leawood Dr.

Frankfort, KY 40601-3319

<http://www.bpe.ky.gov/NR/rdonlyres/1BB8CA02-8F89-43A3-8957-AB01DB805389/0/ComplaintForm.doc>

Office of the Attorney General

Capitol Suite 118

700 Capitol Avenue

Frankfort, KY 40601-3449

consumer.protection@ag.ky.gov

http://www.ag.ky.gov/NR/rdonlyres/19D2FEF3-0666-49B5-A184-38006DA45B2C/0/complaint_gen.pdf

Louisiana

Louisiana Board of Regents

P.O. Box 3677

Baton Rouge, LA 70821-3677

<http://regents.louisiana.gov/assets/docs/ProprietarySchools/StudentComplaintProcedure.pdf>

Maine

Maine Department of Education

Complaint Investigator

23 State House Station

Augusta, ME 04333-0023

jonathan.bruff@maine.gov

Maine Attorney General

Consumer Protection Division
6 State House Station
Augusta, ME 04333

http://www.maine.gov/ag/consumer/complaints/complaint_form.shtml

Maryland

Maryland Higher Education Commission
839 Bestgate Road, Suite 400
Annapolis, MD 21401-3013
<http://www.mhec.state.md.us/career/pcs/gripe.asp>

Maryland Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202

consumer@oag.state.md.us
<https://web.oag.state.md.us/editor/customer/onlineformhelpers/formviewer.aspx?filename=MUGeneral.htm>

Consumer Protection Hotline: (410) 528-8662

Massachusetts

Massachusetts Board of Higher Education
One Ashburton Place
Room 1401
Boston, MA 02108
<http://www.mass.edu/forstudents/complaints/complaintprocess.asp>

Michigan

Michigan Department of Labor & Economic Growth
Office of Postsecondary Services
Proprietary School Unit Staff
201 N. Washington Sq.
Lansing, MI 48913
<http://www.michiganps.net/complaint.aspx>

Minnesota

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

<http://www.ohe.state.mn.us/oheContactForm.cfm> (email)

Minnesota Attorney General's Office
1400 Bremer Tower
445 Minnesota Street
St. Paul, MN 55101

<http://www.ag.state.mn.us/ElectronicForms/ComplaintForm.pdf>

Mississippi

Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211-6453

Mississippi Commission of Proprietary Schools and College Registration
3825 Ridgewood Road
Jackson, MS 39211-6453

Consumer Protection Division
Office of the Attorney General
State of Mississippi
P.O. Box 22947
Jackson, MS 39225-2947

<http://www.ago.state.ms.us/index.php/contact> (email)

http://www.ago.state.ms.us/images/uploads/forms/MSAGO_Complaint_Form.pdf

Missouri

Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
info@dhe.mo.gov

Montana

Montana Board of Regents
Office of Commissioner of Higher Education
Montana University System
2500 Broadway Street
P.O. Box 203201
Helena, MT 59620-3201

Montana Office of Consumer Protection
2225 11th Avenue
P.O. Box 200151
Helena, MT 59620-0151
contactocp@mt.gov

<http://www.doj.mt.gov/consumer/consumer/consumercomplaint/complaintform.pdf>

Nebraska

Nebraska Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

Nebraska Department of Education
Investigations Office
301 Centennial Mall South
P.O. Box 98987
Lincoln, NE 68509-4987

<http://www.education.ne.gov/PPCS/PDF%20Folders/PDF%20Documents/PPCS%20Forms/Complaint-form.pdf>

Nebraska Attorney General
Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509
http://www.ago.state.ne.us/consumer/emailforms/consumer_complaint.htm

Consumer Protection Hotline: (800) 727-6432

Nevada

Nevada Commission on Postsecondary Education
3663 East Sunset Road
Suite 202
Las Vegas, NV 89120
<http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm>

New Hampshire

New Hampshire Postsecondary Education Commission
3 Barrell Court #300
Concord, NH 03301-8531
<http://www.nh.gov/postsecondary/complaints>

New Jersey

New Jersey Commission on Higher Education
PO Box 542
Trenton, NJ 08625
nj_che@che.state.nj.us

New Jersey Department of Labor and Workforce Development

1 John Fitch Plaza
P.O. Box 110
Trenton, NJ 08625-0110
schoolapprovalunit@dol.state.nj.us

http://lwd.dol.state.nj.us/labor/forms_pdfs/edtrain/Conflict%20Resolution%20Questionnaire.pdf

New Jersey Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102
<http://www.nj.gov/oag/ca/complaint/ocp.pdf>

New Mexico

New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505

<http://www.hed.state.nm.us/uploads/FileLinks/b23fc959f37c44bb8e3caae612e0dba7/PPS%20Complaint%20Form.pdf>

New York

New York Office of College and University Evaluation
New York State Education Department
5 North Mezzanine
Albany, NY 12234
ocueinfo@mail.nysed.gov

<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>

New York Bureau of Proprietary School Supervision
New York State Education Department
99 Washington Avenue, Room 1613 OCP
Albany, NY 12234

New York State Department of State
Division of Consumer Protection
Consumer Assistance Unit
5 Empire State Plaza – Suite 2101
Albany, NY 12223-1556

<https://www1.consumer.state.ny.us/cpb/CauComplaintForm.html>

North Carolina

North Carolina Community College System Office of Proprietary Schools
200 West Jones St.
Raleigh, NC 27603
http://www.nccommunitycolleges.edu/Proprietary_Schools/docs/PDFFiles/StdCompltForm.pdf

North Carolina Consumer Protection
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001
<http://www.ncdoj.gov/getdoc/59be4357-41f3-4377-b10f-3e8bd532da5f/Complaint-Form.aspx>

North Dakota

North Dakota Department of Career and Technical Education
State Capitol – 15th Floor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
cte@nd.gov

North Dakota Consumer Protection Division
Office of Attorney General
Gateway Professional Center
1050 E Interstate Ave. Suite 200
Bismarck, ND 58503-5574

<http://www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf>

Ohio

Ohio State Board of Career Colleges and Schools
35 East Gay Street, Suite 403
Columbus, OH 43215-3138
<http://scr.ohio.gov/LinkClick.aspx?fileticket=%2bwaKHWPRAH8%3d&tabid=68>

Ohio Board of Regents
30 East Broad Street, 36th floor
Columbus, OH 43215-3414

Ohio Attorney General
Consumer Protection Section
30 E. Broad St., 14th floor
Columbus, OH 43215-3400

<http://www.ohioattorneygeneral.gov/consumercomplaint>

Oklahoma

Oklahoma State Regents for Higher Education
655 Research Parkway
Suite 200
Oklahoma City, OK 73104

Oklahoma State Board of Private Vocational Schools
3700 Classen Boulevard
Suite 250
Oklahoma City, OK 73118-2864

Oklahoma Office of the Attorney General
Consumer Protection Unit
Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105

<http://www.oag.state.ok.us/oagweb.nsf/ccomp.html>

Oregon

Oregon Office of Degree Authorization
1500 Valley River Drive
Suite 100
Eugene, OR 97401

Oregon Department of Education
Private Career Schools Office
255 Capitol Street NE
Salem, OR 97310-0203
<http://www.ode.state.or.us/teachlearn/specialty/pcs/forms/complaint-procedures.doc>

Oregon AttorneyGeneral
Financial Fraud/Consumer Protection Section
1162 Court St. NE
Salem, OR 97301-4096

<http://www.doj.state.or.us/finfraud/pdf/concompform.pdf>

Pennsylvania

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Office of Attorney General
Bureau of Consumer Protection
14th Floor, Strawberry Square
Harrisburg, PA 17120

http://www.attorneygeneral.gov/uploadedFiles/Complaints/BCP_Complaint_Form.pdf

Puerto Rico

*Puerto Rico Council on Higher Education
P.O. Box 1900
San Juan, PR 00910-1900*

*Puerto Rico Department of Justice
P.O. 9020192
San Juan, Puerto Rico 00902-0192*

Rhode Island

*Rhode Island Board of Governors for Higher Education
Shepard Building
80 Washington Street
Providence, RI 02903*

*Rhode Island Department of Attorney General
Consumer Protection Unit
150 South Main Street
Providence, RI 02903*

<http://www.riag.state.ri.us/documents/consumer/ConsumerComplaintForm.pdf>

South Carolina

*South Carolina Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201*

http://www.che.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf

South Dakota

*South Dakota Board of Regents
306 E. Capitol Ave, Suite 200
Pierre, SD 57501-2545*

*South Dakota Office of Attorney General
Division of Consumer Protection
1302 E. Hwy. 14 – Suite 3
Pierre, SD 57501-8053*

<http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx>

Tennessee

*Tennessee Higher Education Commission
404 James Robertson Parkway
Suite 1900
Nashville, TN 37243*

<http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint%20Form.rtf>

Texas

*Texas Workforce Commission
Career Schools and Colleges – Room 226-T
101 East 15th Street
Austin, TX 78778-0001
<http://www.twc.state.tx.us/svcs/propschools/ps401a.pdf>*

*Texas Higher Education Coordinating Board
1200 E. Anderson Lane
Austin, TX 78752*

*Office of the Attorney General
Consumer Protection Division
P.O. Box 12548
Austin, TX 78711-2548*

<https://www.oag.state.tx.us/consumer/complaintform.pdf>

Utah

Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, UT 84111

consumerprotection@utah.gov

<http://consumerprotection.utah.gov/complaints/index.html>

Vermont

Vermont Department of Education
State Board of Education
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

Vermont Attorney General's Office
109 State Street
Montpelier, VT 05609-1001

Virginia

State Council of Higher Education for Virginia
101 N. 14th St.
James Monroe Building
Richmond, VA 23219
communications@schev.edu

<http://www.schev.edu/forms/StudentComplaintInformation.pdf>

Washington

Washington Higher Education Coordinating Board
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
dainfo@hecb.wa.gov

<http://www.hecb.wa.gov/autheval/daa/ConsumerInformation.asp>

Washington Workforce Training and Education Coordinating Board
128 10th Avenue SW
P.O. Box 43105
Olympia, WA 98504-3105
workforce@wtb.wa.gov

http://www.wtb.wa.gov/PCS_Complaints.asp (instructions)

Washington State Office of the Attorney General
1125 Washington Street SE
P.O. Box 40100
Olympia, WA 98504-0100

<https://fortress.wa.gov/atq/formhandler/ago/ContactForm.aspx?subject=Consumer%20Protection> (email)

<https://fortress.wa.gov/atq/formhandler/ago/ComplaintForm.aspx> (complaint form)

West Virginia

West Virginia Higher Education Policy Commission
1018 Kanawha Blvd. E., Ste. 700
Charleston WV 25301-2800

Community and Technical College System of West Virginia
1018 Kanawha Blvd. E., Ste. 700
Charleston WV 25301

West Virginia Office of the Attorney General
Consumer Protection Division
P.O. Box 1789
Charleston, WV 25326-1789

<http://www.wvago.gov/pdf/general-consumer-complaint-form.pdf>

Wisconsin

Wisconsin Educational Approval Board
30 W. Mifflin St., 9th Floor
P.O. Box 8696
Madison, WI 53708
eabmail@eab.state.wi.us

<http://eab.state.wi.us/resources/complaint.asp>

Wyoming

Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050

Attorney General's Office
123 Capitol Building
200 W. 24th Street
Cheyenne, WY 82002

Student Right to Know

Florida Institute of Technology is in compliance with both the Student Right to Know Act of 1990 and the Campus Awareness and Campus Security Act of 1990.

The Office of Security and Safety keeps statistics on compliance with the Campus Awareness and Campus Security Act. These statistics are updated annually and can be found at http://www.fit.edu/security/crime_stats.php. They are also available on request to other interested parties.

Florida Tech's six-year graduation rate, based on the 2007 new first-year student cohort, is 54 percent.

Temporary Rules and Regulations in Response to Campus Crisis

The Dean of Students or designee shall have authority in emergency situations to issue temporary rules and regulations to prohibit inappropriate student conduct. The Dean of Students or designee shall report his/her actions and the reasons for such actions to the Provost and the President. Such emergency rules and regulations shall remain in effect until they are withdrawn by the Dean of Students or by action of the Provost or the President.

Vehicle Regulations

Automobiles, motorcycles, motor scooters, mopeds and other motorized vehicles to be used on university property, including parking facilities, must be registered with the Office of Security and Safety. Because of their flammable nature, motorcycles, mopeds, motor scooters and other gas engine vehicles or equipment are not permitted inside the residence halls or apartments. Please use areas designated for motorcycle parking at all times. Any vehicle found in the residence halls or apartments will be removed at the owner's expense.

All vehicles or operators involved in violation of traffic or parking regulations will be ticketed. Traffic tickets issued are presumed to be valid. All persons wishing to appeal their ticket must do so on the appeal form within three business days of the ticket being issued. The ticket will go before the traffic appeals board made up of representatives of the student body, faculty and staff. The appeals board has final decision-making authority and results of their decision will be e-mailed to the individual making the appeal.

Vendor Policy

Note: See also policy on Buildings/Facility Use

Vendors are not permitted on university property unless sponsored by a university academic unit, department or organization. The sponsoring academic unit or organization must reserve space for the vendor. An event/facility request form must be on file with the Office of Student Life. Blank event request forms can be obtained from the Office of Student Life or at

www.fit.edu/activities/forms. University academic units or organizations may not sponsor more than three vendors per semester. Vendors are permitted a maximum of five days per event once they are sponsored. No credit card companies, other than the Florida Tech Alumni Association credit card, will be allowed to solicit on campus.

Solicitation Areas

Solicitation areas are limited to specified locations. The reserved areas are available for ticket sales, information distribution, etc. Signs may only be placed in the immediate vicinity of the reserved area to draw attention to the event. Spaces that can be used by vendors and university academic units/offices and organizations are the Denius Student Center's first floor hallway, the second floor lounge area and the external area known as the Panther Plaza.

Tables and Tents

Tables may be reserved on a daily basis for the first floor hallway, but only one table can be used per group. A university academic unit or organization may reserve a hallway table providing that another group is not already booked for that location. If tables are needed for the Panther Plaza or the second floor lounge, the requesting academic unit or organization must make arrangements through the Office of Student Life.

Tents may be erected in the Panther Plaza, residential quad or academic quad areas. Tents must be above ground and arrangements must be made through the Office of Facilities Management. Student organizations must have approval from the Office of Student Life. A permit needs to be secured from the City of Melbourne by the Office of Facilities Management.

Posting

Vendors must be in compliance with the university posting regulations outlined in university policy.

Parking

Vendors may drive along the service road adjacent to the Denius Student Center for the purpose of loading and unloading materials. While loading or unloading, the vehicle's hazard flashers must be activated. Vehicles must then be parked in the lot west of Country Club Road.

Emergency Contact Information

Emergency Phone Numbers

Campus Security	8111
Fire Department	
—Melbourne	9-911
—West Melbourne	9-911
—Palm Bay	9-911
Hospitals	
—Holzer Student Health Center (Campus)	8078
—Homes Regional Medical Center	434-7000
—Palm Bay Community Hospital	434-8000
—Wuesthoff Medical Center	752-1200
City Police	
—Melbourne	9-911 or 259-1211
—West Melbourne	9-911 or 723-9673
—Palm Bay	9-911 or 952-3462
Sheriff's Department	9-911 or 952-6371
Florida Highway Patrol	9-911 or 690-3900

Florida Tech University Online students should email CustomerService@UniversityAlliance.com or call (800) 280-9718.

Residence Life

Appearance and Care of Room

Residents are permitted to personalize their room. Residents are not permitted to use nails, screws, pins, acetate, adhesives, stickers, tape, or any other device that puts a hole in the wall or leaves a residue. Residents are not permitted to paint their room, build partitions, or remove, install, alter or change the room lock.

Students are responsible for maintaining a clean room and/or apartment. Clean is defined as free from excessive dirt, stains, contaminants, impurities, excessive clutter, blood-borne pathogens, laundry or other personal items and food waste that may cause a safety hazard. Students are responsible for emptying trash and cleaning personal and common areas of the room or apartment. Trash is to be placed in depositories that are located outside the residence halls. Failure to properly dispose of trash may result in individual or common area trash removal charges.

Upon inspection, Residence Life staff may require students to reconfigure, maintain or clean their room, apartment or appliance. Students may also be billed for trash removal, repairs and pest control associated with the lack of care of their room or apartment.

No more than twenty percent (20%) of any wall in a room or apartment is to be covered with decorations. Items may not be placed within two feet of any fire safety equipment. Any illegal or stolen property, including but not limited to construction signs or cones found in any room or apartment, may be confiscated and the resident subjected to disciplinary and/or legal action.

Bathrooms

All bathroom facilities are designated by gender. Using bathrooms or shower facilities designated for the opposite gender is prohibited. Community bathrooms in residence halls are intended for use by the residents of the wing. All private and community bathrooms should be kept in a clean and orderly manner. Storage of personal items in community bathrooms is not permitted. Failure to properly maintain the bathroom facility may result in a common area or individual damage or cleaning charge.

Checking Into Your Residence Hall Room

After completing a housing and meal plan contract, you will be assigned a room based on room availability and room preference. You may not check into a room until given permission to do so from Campus Services and you are given a key (requires a valid photo ID).

When you check into your room, you are responsible to contact your Resident Assistant (RA) or Residence Director (RD) to review and sign the Check-In Check-Out form. The Check-In Check-Out form details the condition of the room on your arrival and will be reviewed when you check out. It is the student's responsibility to ensure the Check-In Check-Out form reflects any items that may be damaged or missing. Changes in condition from check in to check out may result in the assessment of fees needed to repair or replace the damaged item(s).

Checking Out of Your Residence Hall Room

Any time students change their housing assignment, they must check out of their room with a Residence Life staff member. All students must remove all personal belongings, thoroughly clean the room, return the furniture to its original configuration, return key(s) and sign the Check-In Check-Out Form. Failure to do so may result in being charged for failure to check out (minimum \$100 fine), lost keys (ranges from \$75 - \$250) and any other appropriate charges. All residents must check out of their housing assignment if not returning to university housing or the term has ended.

Residence Life staff, RD and RAs, do not assess fees for damages, repairs, or cleaning. Final inspections of all rooms are conducted by university staff after you have checked out.

Students are responsible for all university property and damages that occur in their room, wing, floor and building. If the party responsible for the damage is not identified, the residents of the room, wing, floor and/or building will be billed for the cost. Common area damage charges may not be appealed and are only reversed if the person(s) responsible for the damage(s) is identified. Damages to property caused by a resident's non-student guest are the responsibility of the student.

Climate Control of Room/Apartment

For those rooms/apartments with adjustable air conditioning settings, air conditioning should be set between 72 and 76 Fahrenheit in the "cool" setting. Tampering with the system through direct contact or indirectly influencing the temperature control sensor is prohibited and is a fineable offense.

Because of energy management and concerns, and to secure the integrity of the central cooling system, all windows and exterior doors should remain shut at all times.

If you experience uncomfortable temperatures in your room/apartment or believe that your air conditioning system may be broken, contact the Office of Facilities Management at (321) 674-8038 or <http://facilities.fit.edu/>.

Electrical Equipment / Illegal Appliances

All electrical equipment must be UL-listed and properly maintained. All power strips must have surge protection. All illegal appliances and equipment will be confiscated. Extension cords cannot be placed under carpet or on the ground across exit areas.

A refrigerator or micro-fridge with microwave is provided in each room/apartment and is the only refrigeration unit permitted inside the residence halls. The refrigerator or micro-fridge may not be removed from the room or altered at any time. To report issues regarding your refrigeration unit, contact the Campus Services Office at extension 8076.

Stand-alone microwaves are provided in Columbia Village, Greek Village and Harris Village. Microwaves are permitted in Southgate and Mary Star of the Sea Apartments provided they do not exceed 15 amps and 700 watts. All microwaves must be plugged directly into the wall outlet. Students living in Harris Village, Greek Village, Mary Star of the Sea, Columbia Village or Southgate Apartments are permitted to have the following UL-approved appliances in the kitchen area of the apartment: toasters, rice cookers, crock-pots, electric George Foreman Grills and hot-air popcorn poppers. Appliances are prohibited in individual bedrooms in apartment-style residence halls. All electric cords must be UL-approved. Power strips are required to have a surge protector and cannot be connected to another surge protector or device that enables multiple devices to be plugged in.

The possession of the following appliances/items is prohibited: hot plates, pressure cookers, convection ovens, halogen lamps, lava lamps, plastic shade Medusa lamps or plastic shade multicolored lamps, percolator or electric coffee makers without auto shut-off features, oil lamps, candle lamps, air conditioners, heaters, fryers, additional microwaves than what is provided in the room by the university, additional refrigerators than what is provided in the room by the university, additional freezers than what is provided in the room by the university, bed risers, lofting systems, lighter fluids, charcoal grills, propane grills and propane tanks.

Possession or use of any of the items listed above within the residence halls will be documented, and violators will have the appliance/item confiscated and will be subject to disciplinary action.

Eligibility for On-Campus Housing

Any currently registered full-time student is eligible for on-campus housing. Florida Tech does not offer family or co-ed same-room housing.

Emergency Situations

Any medical, police or other emergency should be reported to the Office of Security and Safety at (321) 674-8111.

For safety and security tips, go to www.fit.edu/security.

Fire Alarms and Fire Safety Equipment

In the event of a fire alarm, all building occupants are required to exit the building and move to the re-assembly point which is at least 100 feet from the building being evacuated. Failure to evacuate the building during a fire alarm will result in a minimum of a \$200 fine.

Building occupants may not re-enter the building for any reason until given permission to do so by Office of Security and Safety or a member of the Residence Life staff. Anyone found entering the building before permission has been granted will be fined a minimum of \$200.

Activating or turning in false fire alarms or giving any other common or recognized alarm of fire or bomb threat is prohibited. Violators will face university disciplinary charges and may be subject to criminal prosecution.

Tampering with building and/or room smoke detectors, pull stations, fire extinguishers, fire placards, fire exit signs, or any other fire safety equipment is prohibited. Tampering with any safety equipment will result in a minimum \$500 fine and violators will face university disciplinary charges and may be subject to criminal prosecution.

Examples of tampering include, but are not limited to, covering smoke detectors, removing batteries from smoke detectors, removing fire placards or fire exit signs, and discharging fire extinguishers.

Candles, incense, kerosene lamps, space heaters, lighter fluid, propane, charcoal, gasoline, halogen lamps, containers for storing combustible fluids, or any device with a flame are prohibited in university facilities.

The use of outdoor cooking equipment is restricted to designated areas only.

First-Time Freshman Two-Year Residency Requirement

Recent research of college students across the nation shows students who live on campus are more satisfied with their college experience, earn higher grade point averages and are more likely to graduate than their commuting peers. Residence hall programming also enhances a student's educational experience by providing the opportunity to be involved in a variety of activities and programs. Students find that with this involvement they achieve more professional growth and are stronger candidates when pursuing their career goals.

To that end, Florida Tech instituted an educationally based policy requiring all full-time students who have earned less than 56 credits hours to reside in university residence halls and participate in a university meal plan. Students who have met one of the following may be exempt from this policy through application with the Office of the Dean of Students:

1. Veteran of military service (two years or more)
2. Married
3. Primary caregiver for dependent children
4. 21 years of age or older
5. Reside with immediate family within 50 miles of the Florida Tech campus (defined as parents, grandparents, legal guardian or a sibling over age 21 not also enrolled at Florida Tech.)
6. Participant in a university-approved off-campus internship that requires living outside of the local area
7. Special requirements not included above

Furniture

The furniture in the room at the time of occupancy may not be removed. Alterations to university furniture are prohibited.

All beds, unless properly bunked using university-provided brackets and pins from Campus Services, must sit securely on the floor and may not be elevated by cinder blocks, bed risers or other structures. The type, quantity and condition of the furniture are noted on the Check In Check Out Form. Please be sure this form is completed accurately at the beginning and conclusion of the occupancy period.

Removal of furniture from public areas (lounges, study rooms, entryways) is not permitted and may result in disciplinary action in addition to a fine of \$25 per day that the furniture is in your possession.

Guest Policy

A host is defined as any currently enrolled student who entertains any individual in his/her assigned campus housing unit, or who accompanies a non-student anywhere on campus.

A guest is defined as any currently enrolled student who is present in a residential housing unit other than the one to which he/she is assigned, or any individual not currently enrolled at the university.

The following guidelines apply to all hosts and guests:

Hosts and their guests are expected to adhere to the rules and regulations of the university. Hosts are responsible for informing both student and non-student guests of university policies. Host residents are responsible for the actions of their guests and may face disciplinary action for any policy infractions or damages by their guests. Guests that violate policies may be removed from the residence halls and may lose their privileges to be a guest.

Hosts must accompany their guests in the residence halls at all times. Hosts may not leave their guest in their room/apartment unattended.

A guest must possess picture identification and produce identification at the request of any university official. Guests without identification or who refuse to produce identification may be escorted from campus.

Overnight guests are permitted. The host must have prior permission from all roommates. In a 30-day period, guests are only permitted to stay overnight a total of three nights regardless of whether those nights come in succession or not. During a semester, an individual is only allowed to be a guest on campus a maximum of seven nights regardless of whether those nights are in the same room/apartment or not. Exceptions to this policy may be granted by the assistant director of residence life.

Guests in residence halls with community-style bathrooms are only permitted to use the appropriate gender-assigned bathroom.

Housing Reassignment

Florida Tech reserves the right to reassign students. Situations requiring removal or reassignment mandate the full cooperation

of all residents. Should resident students be required to vacate a room or building, reassignment to other available residence units or to increased occupancy rooms remains the right of the university.

Lounge/Common Area Spaces

The lounges and other common areas are for the use of the residence hall residents and their guests. Furniture, appliances and other amenities in these areas must remain in the location to which they have been assigned and may not be removed to student rooms or from the building. Residents are responsible for the condition of the lounge and other common areas. Modifications and/or the addition of new furniture, appliances or amenities must be approved by the assistant director of residence life.

Operating a Business or Fundraising

Residents may not collect donations, sell goods, solicit, fundraise or participate in any philanthropic activity for personal profit. Students may not operate any business or fundraising entity in or around any residence hall facility.

Members from recognized student organizations may conduct fundraising activities in residence halls with written permission from the assistant director of residence life or designee.

Personal Property Insurance

Students assume all risk for their personal property. The university does not provide any insurance and assumes no liability for any personal property. Arrange to insure your property through either an individual or homeowner's insurance policy. Applications are available in the Campus Services Office.

Keep your door and windows locked at all times. Do not unlock or prop open the outside doors to any university facility.

Pets

Fish kept in fully enclosed 10-gallon or smaller aquariums are permitted. All other pets are prohibited.

Students will be fined a minimum of \$50 and instructed to remove the pet from university premises within 24 hours for violating this policy. Failure to remove the pet warrants removal by the university at the student's expense.

Students are responsible for any damage, cleaning or pest control costs associated with the presence of a pet.

Quiet/Courtesy Hours

Quiet hours are from 10 p.m. to 7 a.m. Sunday through Thursday and midnight to 10 a.m. Friday and Saturday. During quiet hours, noise should not be audible outside of your room or apartment. Courtesy hours are in effect 24 hours a day. During courtesy hours, students are expected to cease noise coming from their room or apartment if a request is made by a resident or a staff member. At no time should the noise coming from a room or apartment disrupt the campus community. Quiet hours will also take effect at 5 p.m. on the Friday before finals week and will remain in effect until the end of the semester.

Removal from Residence

If students withdraw, graduate or transfer from the university, they must check out of their room and vacate the university within 48 hours. The university reserves the right to remove students from residence halls at any time.

Residence Hall Keys

Residence hall room keys and/or door access cards are issued by Campus Services. Residence hall keys are for use by the person assigned to the room only. Loaning, lending, borrowing, copying or giving a residence hall room key or key card to another individual is prohibited.

If you are locked out of your residence hall room, contact the Office of Security and Safety or a member of the Residence Life staff. Lockouts after the third week of classes result in a service charge.

There is a minimum re-core charge of \$75 charge per lost or damaged bedroom room key. There is a minimum of \$200 charge for lost or damaged building, wing, and floor access keys. Lost or inoperable keys and locks should be reported immediately. Keys must be returned at time of checkout. Failure to do so at that time will result in a lost key charge.

Room Change

To request a room change, contact the assistant director of residence life at (321) 309-4500 to schedule an appointment.

The assistant director of residence life will facilitate the room change process. After the meeting, the student is responsible for completing a room change form and delivering it to Campus Services located on the first floor of Florida Tech Commons. Campus Services will provide the resident requesting the change access to the new room so that the resident can begin moving to the new location. The resident requesting the room change has 72 hours to return initial room key(s) and complete the room change once it has been approved.

To complete the room change, the resident must check out of current room with a member of the Residence Life staff, sign the Check-In Check-Out Form, and turn in the current room key(s). Failure to check out of the residence hall room may result in a minimum of \$150 fine for an illegal room change.

The resident requesting the room change is the resident who is required to relocate to a new room. A resident cannot request that his/her roommate(s) be moved out.

Room changes are only permitted during the first six weeks of the semester.

Storage

The university does not offer storage facilities. All personal belongings must be removed from residence halls at time of check out.

Any student property left in residence halls or other university facilities and not claimed within three (3) business days will be declared abandoned property. Students may be billed for trash removal or other fees for abandoned property.

Disciplinary System

Code of Conduct/Grounds for Disciplinary Action

Grounds for disciplinary action may include one of the following: a) active violation, b) attempt to violate, or c) solicitation of or aiding another in the commission of a violation. Disciplinary action may be taken in any case in which an individual or group is found in violation of any of the following:

1. University Policies—Violation of published university regulations or policies established for any area or academic unit by those having jurisdiction over it, including, but not limited to, parking, Security, Residence Life and Housing, Financial Aid, Health Services, Evans Library and Information Technology.
2. Physical Abuse—causing physical harm to any person or causing reasonable apprehension of such harm.
3. Endangering or Threatening Conduct—Any conduct that imperils or jeopardizes the health and safety of any person or the university community or communicates a serious expression of intent to harm any person or the university community.
4. Harassment—Any action, verbal or nonverbal, in conflict with the university's policy on harassment as stated in the *Student Handbook*. This may include a single action or a series of actions.
5. Hazing—Any action, verbal or nonverbal, in conflict with the university's policy on hazing as stated in the *Student Handbook*. This may include a single action or a series of actions.
6. Hacking—Gaining or attempting to gain unauthorized access to a computer system, whether through damage or destruction of data or programs, or through disruption of operational practices.
7. Weapons—Unauthorized use, possession or storage of any weapon or explosive material, including, but not limited to, fireworks, firearms, air guns, paint pellet guns, knives, ammunition, martial arts weapons or bombs on university premises or at university-sponsored activities.
8. Failure to Evacuate—Failure to immediately evacuate a university building on the sounding of the fire alarm. Occupants must evacuate a building to points sufficient to ensure their safety. Occupants and/or residents may not re-enter the building at any time or for any reason while the alarm is sounding, unless instructed to do so by the university staff, security and/or local officials.
9. Disorderly Conduct—Disorderly, disruptive or obscene conduct or breach of peace that intentionally or recklessly interferes with normal university-sponsored activities or the rights of other community members on or off university property. Activities include, but are not limited to, studying, teaching, research, university administration, university-sponsored or supervised activities or fire, police or emergency services.
10. Freedom of Expression—Interfering with the freedom of expression of others.
11. Compliance—Failure to comply with the directives of university officials or agents acting in good faith performance of their duties.

12. Fraudulent Behavior—Forgery, falsification, unauthorized alteration or misuse of university documents, records or identification, including but not limited to, electronic software and records.
13. False Information and Impersonation—Furnishing false information to the university, impersonating another person, using another person's identity, or manufacturing or possession of false identification.
14. Academic Dishonesty—All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty or plagiarism.
15. Controlled Substances—Use, consumption, possession, sale, manufacture, trafficking or transfer of any illegal drug or controlled substance, as defined by state or federal law. Use and/or possession of drug paraphernalia. Actions in conflict with university policy and Residence Life policies on illegal drugs as outlined in the *Student Handbook* and other university publications.
16. Theft—Unauthorized possession of property of another and/or the university; misappropriation, unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to the university or belonging to another person or entity.
17. Damage—Intentionally or recklessly damaging or destroying university property or the property of others.
18. Public Indecency—Engaging in, but not limited to, public indecency, intoxication and indecent exposure.
19. Facilities Usage—Unauthorized entry or use of university premises, facilities or property.
20. Alcohol—Conduct in conflict with alcohol usage policy as stated in the *Student Handbook*.
21. Responsibility for Guests—Students are responsible for informing their guests, both student and non-student, about university policies and are held accountable for the behavior of their guests.
22. Stalking—Engaging in a course of conduct directed to a specific person or persons that causes substantial emotional distress in such person(s) and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.
23. Violent Behavior—Engaging in the use of physical force or violence to intimidate or to inflict harm to others or the property of the university, such as but not limited to, fighting or physical violence.
24. Sexual Misconduct—Any sexual activity without consent given. Sexual misconduct includes sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking.
25. Violations of local, state and federal laws.

Sanctions

Disciplinary actions that may be taken as a consequence of student misconduct, either by individuals or groups, include, but are not limited to:

1. Disciplinary Hold—A change in student status that may preclude student from attendance, registering, altering an academic schedule, receiving transcripts or graduating.
2. Fines—A mandatory restitution and/or fines may be levied for any infraction.
3. Disciplinary Warning—Issued to indicate that behavior is in violation of university regulations and that continued misconduct or repetition of the behavior may bring more serious consequences.
4. Alternative Action—Alternative action may be required as part of a penalty and includes, but is not limited to, sanction in abeyance, educational programming and training, counseling assessment, restriction or loss of privileges, restitution, apology, residential relocation and/or community service. Community service will be unpaid and benefit a charitable or nonprofit organization, including Florida Tech.
5. Removal from University Housing—A student's housing contract is voided and he/she is required to vacate university residential facilities permanently or for a specified period of time. The student receives no refund of housing charges and forfeits the housing deposit.
6. Disciplinary Probation—A serious warning that defines a situation where further disciplinary action may result in either suspension or expulsion from the university.
7. Disciplinary Suspension—Separation from Florida Tech for a specified period of time and is required to leave the university. Return to campus may occur only with prior notification and approval of the Dean of Students.
8. Expulsion—Permanent separation from the university without opportunity for readmission at anytime and required to leave the university within the time determined and cannot be on university property without the prior notification and permission of the Dean of Students.

Procedures for Handling Alleged Violations of the University Rules and/or Regulations

1. Any individual member of the university community may initiate disciplinary proceedings for an alleged violation of the Code of Conduct. The complaint must be submitted in writing to the Dean of Students or designee.
2. After a preliminary investigation, the Dean of Students or designee determines if there is sufficient information to bring the charges.
3. Disciplinary proceedings are initiated by the Dean of Students or designee sending a formal charge letter to the student or student group.
4. The disciplinary conference shall take place no earlier than 48 hours from the date of notification, unless agreement to an immediate disciplinary conference.
5. Cameras, camera phones and audio/video recording devices other than those belonging to the university are not permitted at a disciplinary conference.
6. The Dean of Students or designee may choose to adjourn the disciplinary conference at any time to obtain further information from other sources, or to recommend the case be referred to the University Disciplinary Committee.
7. At the conclusion of the disciplinary conference, the Dean of Students or designee may dismiss all disciplinary charges or make a judgment and assign a sanction. The standard by which decisions are made regarding whether a student is found responsible for a violation of university policy is based on a preponderance of information rather than "beyond a reasonable doubt."
8. A letter confirming the decision will be sent to the student or group and a copy placed in the disciplinary file in the Office

of the Dean of Students.

9. If there is a disagreement with the decision of the disciplinary conference officer, he or she may request an appeal to the Dean of Students.
 - (a) Appeals must be submitted in writing within 48 hours of the student receiving notification of the decision in the case.
 - (b) All written appeals must state specific reasons/rationale for requesting an appeal.
 - (c) Students may request an appeal on the grounds that 1) information not available at the time of the disciplinary conference is now available and could reasonably have altered the outcome of the case; 2) the university disciplinary procedures were violated in a way that could have substantially affected the outcome of the case; or 3) the sanction was disproportionately harsh and not justifiable when compared to the nature of the violation.
 - (d) The Dean of Students will inform the student of the decision in writing. This decision is the final decision of the university.

Student Rights

1. Pending action by the Dean of Students or designee on disciplinary charges, the status of the student shall not be altered or his/her right to be present on campus and attend classes suspended. However, because situations may arise and may not be fully covered by this code, the Dean of Students is granted the authority to exercise his/her good judgment in emergency situations.
2. Disciplinary conferences will typically be conducted administratively before a conduct officer. However, either the student or the conduct officer may request that the case be heard by the University Disciplinary Committee (UDC).
 - (a) The UDC is composed of five (5) students and two (2) faculty/staff members. Five (5) members shall constitute a quorum.
 - (b) The student members shall be appointed by the President of the Student Government, through a process he/she shall determine. All student members must be in good academic and disciplinary standing and must have indicated a willingness to serve on the committee.
 - (c) Each student committee member is appointed for a maximum term of one (1) academic year.
 - (d) The faculty/staff member shall be appointed by the Executive Vice President/Chief Operating Officer.
 - (e) Should vacancies occur in the membership, replacements will be made in accordance with the above procedures.
 - (f) A chair shall be elected from among the membership to preside at all UDC disciplinary conferences and shall rule on all questions of procedure or relevancy of information.
 - (g) The records of the committee shall be maintained by the Office of the Dean of Students.
 - (h) A representative from the Office of the Dean of Students will present the case to the University Disciplinary Committee.
 - (i) Immediately following the disciplinary conference, the UDC will meet in private to determine if the student or student group is responsible for a violation of university policy. This finding is based on a "preponderance of information" and determined by majority vote of the committee. If the student is found in violation, the representative of the Office of the Dean of Students will present any information about previous disciplinary action taken against the student or student group. The UDC will then decide on the appropriate sanction.
 - (j) The representative of the Office of the Dean of Students shall inform the student of the findings of the Disciplinary Committee, as well as the right to appeal the action.
 - (k) The student has the right to appeal the action of the UDC to the Dean of Students.
3. The student has the right not to attend a disciplinary conference or to attend the disciplinary conference and make no statement. Neither circumstance will be taken into consideration when determining the outcome of the disciplinary conference.
4. The student has the right to be assisted by an advisor who must be a current member of the Florida Tech faculty, staff or student body. An advisor, however, is not eligible to participate in the disciplinary conference (e.g., by presenting the student's case or questioning witnesses or the victim). Disciplinary conferences are not legal proceedings and as such, attorneys are not permitted.
5. The student has the right to present information and witnesses in his/her behalf and the right to examine witnesses presented by the university. Requests to present/examine witnesses must be made in writing to the Dean of Students at least 48 hours before the scheduled disciplinary conference.
6. A student who withdraws from the university after being charged with a violation will not be exempt from campus disciplinary action and will be unable to re-register pending resolution of disciplinary charges.
7. A student who is charged with a violation and who is a graduating senior will be ineligible to graduate until disciplinary action on the case has been completed and eligibility to graduate is confirmed by the Dean of Students. If the disciplinary action results in suspension, the student will be ineligible to graduate until the term of the suspension has been served.
8. A student who is charged with a violation before the end of a semester, where there is not sufficient time to hold a disciplinary conference before the semester ends, will be given a disciplinary conference as soon as possible, but no later than the second week of the next semester in which the student is registered.
9. With the exception noted in number (10) below, all disciplinary conferences are closed. A student who is charged may request, in writing, permission from the Dean of Students or designee for the disciplinary conference to be open to a particular person or persons. If, in the opinion of the Dean of Students, the presence of said persons will cause substantial disruption to the disciplinary conference or if the number of persons exceeds the space limitations of the room, the request may be denied.
10. In cases resulting from charges of sexual assault or relationship violence, the victim has the right to attend the disciplinary conference and bring an advisor who must be a current member of the Florida Tech faculty, staff or student body. An advisor, however, is not eligible to participate in the disciplinary conference (e.g., by presenting the victim's case or questioning witnesses or the accused).
11. In accordance with the Family Educational Rights and Privacy Act of 1974, the university may release information pertaining to individual's disciplinary conferences to appropriate college personnel, to the parents of dependent students, to parents of students under the age of 21 involved in alcohol or drug violations and to victims of crimes of

violence or non-forcible sex offenses. (See "Release of Student Disciplinary Records" below. With those exceptions, information from the student's disciplinary file will not be made available to anyone other than the student, without that student's written consent. The disciplinary file is not part of the academic record of a student and no disciplinary decision (other than expulsion or suspension) is recorded on the academic transcript.

12. Individuals who have been suspended or dismissed and who are found on campus without permission as granted by the Dean of Students or designee will be subject to arrest for trespass.

Release of Student Disciplinary Records to Third Parties

A student's written disciplinary record will be maintained for a period of five years from the date of last entry, except in matters of suspension or dismissal, in which case the record is maintained indefinitely.

Information in a student's disciplinary record will only be released to third parties in the following circumstances:

1. The individual(s) requesting the information is a university official with a legitimate educational interest in such records.
2. The individual(s) requesting the information is the parent of a dependent student or a student under the age of 21 involved in a campus alcohol or drug violation. This information may be released to parents whether or not a formal disciplinary conference has been held, if in the opinion of the university the behavior presents a danger to the health and safety of the student or other members of the community.
3. The individual(s) requesting the information has obtained a subpoena from a duly authorized law enforcement agency or a written waiver from the student whose records are being requested.
4. The individual is the victim of a crime of violence or non-forcible sex offense and is requesting the final results of the disciplinary proceeding against the alleged perpetrator of said crime or offense.

In all of the above cases, the only information released will be the name of the student involved in the disciplinary proceeding, the violation committed and any sanction imposed by the institution on that student.

University Discipline System

When students enter Florida Tech, it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual development. It is also assumed that they are familiar with the regulations, procedures and policies set for the students at the university and that they have them as a way of life during their stay at the university. Students are expected to learn to cope with problems with intelligence, reasonableness and consideration for the rights of others; to obey laws and ordinances of the nation, state and community in which they, as well as the university, are a part; and to conduct themselves peaceably in espousing changes. As they prize rights and freedoms for themselves, they are expected to respect the rights and freedoms of others.

Students are subject to all federal, state and local laws (as well as Florida Tech rules and regulations) and are accountable to the state and federal courts for any violations of such laws. A student is not entitled to greater immunities or privilege before the law than those enjoyed generally by other citizens. Students are subject to such reasonable disciplinary action as deemed appropriate, including suspension and expulsion, for violations of university policy and/or breach of federal, state or local laws. As a general rule, university disciplinary charges will not be brought against students for off-campus violations of state or federal law unless the matter constitutes a substantial disruption of/or material interference with the legitimate purpose and interests of the university. However, the Office of the Dean of Students shall have the authority to hear and decide any individual or group violations of the University Code of Conduct, regardless of where those violations occur and reserves the right to enforce this code whether or not civil authorities have acted. The university may consider, but is not bound by, any civil or criminal action taken in regard to the same violation by city, state or federal courts.

Disciplinary Issues for Student Groups

Groups and/or student organizations sanctioned or recognized by the university are subject to the same regulations and procedures as individual students. Violation of the University Code of Conduct by these groups falls under the jurisdiction of the student disciplinary system. Any group charged with violating the University Code of Conduct should have the right to be represented by their president (or highest-ranking elected officer) at any university disciplinary conference.

Group misconduct need not be officially approved by the entire membership to be considered grounds for possible disciplinary action against the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. An appropriate test to determine whether a group may be held accountable for the conduct of individuals is to ask whether it is likely that the individuals would have been involved in the incident if they were not members of the group or if, by group action, the incident was encouraged, fostered or might have been prevented. In cases where a group or organization faces disciplinary action, each person participating in a violation may also be charged on an individual basis.

Student organizations found in violation of university policy are subject to a maximum sanction of termination of recognition by the university or any appropriate lesser sanction. Lesser sanctions include, but are not limited to, probation, restriction or suspension of the privilege to sponsor programs or events, loss of university funding, removal of officers, restitution for damages, loss of facilities use, fines or a written disciplinary warning. Sanctions that suspend or limit the privileges of a group or organization shall have a set time of duration, after which full privileges may be restored following a meeting with the Dean of Students or designee. Student organizations have the right to appeal any disciplinary sanctions as outlined in the University Code of Conduct.

Notwithstanding the above, organizations may be subject to disciplinary action by the local or their international governing bodies.

Natural Disasters

Emergency Information for Florida Tech University Online Students

If a natural disaster impacts the Melbourne, Florida, area, Florida Tech University Online students should check the Florida Tech home page at www.fit.edu or call (800) 888-4348 for updates.

In the event a natural disaster occurs near the student's residence, the student should contact customer service at (800) 280-9718 as soon as possible to inform them of the situation. Customer service will contact the appropriate instructors on the student's behalf.

The timeline for completing course requirements in the case of a natural disaster is at the discretion of the instructor.

Information Sources

AM Radio

- WMMB 1240 KHZ
- WTAI 1560 KHZ

FM Radio

- WFIT 89.5 MHZ
- WRLQ 99.3 MHZ
- WGGD 102.3 MHZ
- WHKR 102.7 MHZ
- WA1A 107.1 MHZ

Television

- WESH Channel 2
- WCPX Channel 6
- WFTC Channel 9

Additionally, more information about hurricanes and procedures can be found on the following websites:

- www.redcross.org (preparation/safety tips)
 - www.nhc.noaa.gov (storm information)
 - www.fema.gov (relief information)
-

Emergency Notification System

Notification regarding cancellations and evacuations will be sent to each person using all campus emergency notification systems.

Hurricanes and Tornadoes

Tornadoes and hurricanes can inflict heavy casualties and damage. It is very difficult to make anything other than routine preparation for tornadoes because of their unpredictability and the lack of reliable warning information. Hurricanes, however, generally allow for sufficient lead-time to take actions that minimize losses and contribute to timely recovery.

Hurricanes

For the purpose of clarification, the following definitions are noted:

Hurricane Season—June 1–November 30

Hurricane Watch/Alert—This is the first warning that a hurricane is a definite threat to a portion of the Florida East Coast. The watch is usually given 36 hours before the storm is expected to hit the coast. Landfall of the hurricane is uncertain and broad geographic areas are alerted. This is the time for preliminary storm preparation.

Hurricane Warning—Normally issued 24 hours before the storm is expected to strike the coast (Space Coast). More accurate landfall is predicted, with narrower geographic boundaries.

Should Florida Tech fall under a Hurricane Watch, students are requested to keep their radio or television tuned to one of the stations listed under *Emergency Information Sources* for up-to-date information on the hurricane. Additional information can be found under *Emergency Phone Numbers* and *Emergency Notification System*.

Before the Storm

- All electrical equipment (stereos, computers, radios, etc.) should be secured and unplugged.
- All loose objects should be placed in drawers or lockers. Paper, books, etc., are not be left on top of desks.
- All windows should be closed tightly and locked, and curtains should be closed. Do not tape or board windows.
- Valuables should be placed in lockable drawers or lockers and should remain locked throughout the storm. Doors should be locked when occupants are not in the room.
- Students who own cars should set the emergency brake and put the car in park or reverse gear. All windows should be closed and the car locked.
- No motor vehicles of any type may be stored inside the apartments. This is a violation of local fire codes and endangers residents in neighboring apartments. Any vehicles found inside apartments will be removed at the owner's expense.
- Students should supply their own battery-powered flashlights in case of power failure. Candles or other flame-type lighting should not be used under any circumstance; fire is uncontrollable during a hurricane.
- Panther Dining Hall will be the center for all food service activity during a hurricane emergency period.
- The last meal served at Panther Dining will end a minimum of 12 hours before the expected landfall of the storm. Depending on the severity of the storm (category 1 or higher), "survival bags" of snack food and water will be issued during the last meal service.
- When picking up food and water supplies, students and staff remaining in the area will be identified and asked to state where they intend to stay during the storm. That information will be forwarded to the Office of Security and Safety.
- In the event of a hurricane, all students are encouraged to contact their parents/legal guardians and Residence Life regarding their evacuation plans and seek shelter out of the predicted strike area.
- In the event of a hurricane, all students are strongly encouraged to seek appropriate shelter off campus for the duration of the storm and to notify the Residence Life staff before departure. In addition, all students are asked to contact their parents/legal guardians regarding their evacuation plans.
- Complete a Hurricane Evacuation Plan form with your Resident Assistant or Resident Director.

During the Storm

If the university has not evacuated the campus/closed the residential facilities, it is essential that all residents who have chosen to remain on campus stay indoors throughout the entire hurricane. Residents must not leave their living units unless directed by the Residence Life staff. Depending on the severity of the storm, campus curfews may be in effect during and after the storm.

- For maximum safety during the peak of the storm, residents should close their doors and remain in the hall. If you are not familiar with a hurricane, there is always a lull in the storm when the eye passes through the area. Once the eye passes through, the storm begins again but with the winds coming from the opposite direction.
- Remain away from danger areas, such as glass windows. Do not attempt to open doors or windows to see what is happening.
- Report all accidents, injuries, broken windows and excessive water to your RA.
- Telephone calls should only be made in case of an emergency.
- "Hurricane parties" are not allowed. Do not drink alcohol. Everyone needs to think clearly during a hurricane.

Southgate Apartments/Columbia and Harris Village Suites

In addition to the procedures outlined above, the residents of Southgate Apartments and Columbia and Harris Village Suites are alerted to the following procedures:

- Fill cooking containers with water for drinking purposes and store them in your refrigerator.
- Fill the bathtub one-half full of water for washing, flushing the toilet, etc., in case the water supply is shut down.
- Have enough canned food and other non-perishables on hand to last at least three (3) days.

Note: Do not rely on the use of electric can openers.

Evacuation

Evacuation of the campus may be ordered by the Brevard County Emergency Management Division or depending on the severity of the storm, the university may evacuate the campus and close the residential facilities. The campus and/or residential facilities will remain closed until such time as all services have been restored and it has been deemed safe to reopen. There will be no refund of charges or fees for the time the university is closed due to hurricanes, tornados, other natural disasters or acts of God. In the event an evacuation of campus is ordered, the university is NOT a designated shelter and WILL NOT provide shelter

to anyone.

The evacuation center for students living on campus is Meadowlane School, 2785 Wingate Blvd., West Melbourne. This center will be used until capacity is reached. At that time, a secondary facility will be opened and people will be redirected to the alternate facility. If, before the storm, students are concerned for their safety and would prefer to go to the evacuation center, they should do so, but first should notify their RA and parents/legal guardians of their intentions.

Those who own and operate motor vehicles should transport themselves to the evacuation site and offer transportation to others. The university will provide limited shuttle service to the designated shelter as long as it is determined to be safe to provide said transportation. Shuttle schedules will be posted at Panther Dining Hall, the residential facilities and Campus Security.

The university reserves the right to make emergency reassignments and/or restrict access to residence halls/apartments before, during or after any storm.

Tornado Precautions

Before the storm, develop a plan for you and your family at home, work, school and when outdoors. Keep a map of approaching storm movements by listening to weather bulletins. Have a NOAA weather radio to receive warnings. If planning to be outdoors, listen to latest forecasts and plan accordingly.

Occasionally, tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado. Flying debris from tornadoes causes most deaths and injuries. If you see a dark, often greenish sky, a wall cloud, large hail or hear a loud roar similar to a freight train, take shelter immediately.

If a Tornado Warning is Issued

In a home or building, move to a pre-designated shelter, such as a basement, interior room or hallway on the lowest floor, and get under a sturdy piece of furniture. Stay away from windows. Get out of automobiles. Do not try to outrun a tornado in your car; instead, leave it immediately. If caught outside or in a vehicle, lie flat in a nearby ditch or depression.
