

PALM BEACH STATE  
COLLEGE  
1933-2023

90

KNOWLEDGE IS FOREVER

# student <sup>2023</sup><sub>2024</sub> handbook



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# 2023-2024 Student Handbook

## President's Message

Dear Students,

Welcome to Palm Beach State College! Whether you are a new or returning Panther, I hope this academic year exceeds your expectations and brings you closer to your education and life goals.

Since its founding in 1933 as Florida's first public community college, PBSC has grown from 41 local students in three classrooms to 40,000 students studying on five campuses located in Belle Glade, Boca Raton, Lake Worth, Loxahatchee Groves and Palm Beach Gardens and online.

In the pages of this handbook, you will learn about the services and activities designed to help you reach your full potential and keep you on the road to graduation and career success. I encourage you to take full advantage of these resources as well as the facilities and technology tools available to you, from our Student Learning Center that offers free tutoring to our innovative labs to our Counseling Center that supports student well-being collegewide.

This handbook also covers our academic policies, campus safety, useful contacts and webpages, and other topics important to every student. Please take time to review it, including the Student Code of Conduct, which is central to PBSC's values, culture and community.

You are now part of a diverse student body from all areas of the state, the nation and more than 150 countries. Get to know your classmates and professors. Participate in student government and take part in the various clubs, events and special projects. Community partners and industry experts share their knowledge as guest lecturers, and many PBSC programs feature internships. So, in addition to lifelong careers, lifelong friendships also start here, fostered by these connections.

Celebrating its 90<sup>th</sup> anniversary in 2023, Palm Beach State College has been integral to the remarkable growth of Palm Beach County. Our graduates continue to fuel this prosperity and rise to the top of every profession and industry. We can't wait to see what you will accomplish.

Panther Proud!  
Panther Strong!

Sincerely,

Ava L. Parker, J.D.  
President  
Palm Beach State College

# 2023-2024 Student Handbook

The Palm Beach State College Student Handbook is a resource which contains valuable information to help you/students succeed. This Student Handbook provides information on campus academic services and resources, student policies and procedures, student activities and more.

The Student Handbook is reviewed and updated annually. Periodic updates may also be done as necessary during the academic year.

## College Vision

Palm Beach State College is nationally recognized as an innovative academic leader advancing student success through its unparalleled commitment to excellence, engagement and dynamic partnerships.

## College Mission

Palm Beach State College provides accessible, student-centered teaching and learning experiences in academic, technical and lifelong learning to transform lives and strengthen our community.

## College Values

### *Conscientious*

We serve the College community and global society as we aspire to do what is right, ethical and fair.

### *Belonging*

We value all persons and backgrounds, and cultivate an inclusive community that nurtures diverse, equitable and civil perspectives.

### *Perseverance*

We inspire hope and encourage our constituents to achieve their goals and pursue lifelong learning.

### *Transformational*

We positively and profoundly change the lives of our constituents by adopting programs and services that meet their needs.

Source: <https://www.palmbeachstate.edu/ire/StrategicPlanning/default.aspx>

## Accreditation

Palm Beach State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate and baccalaureate degrees. Questions about the accreditation of Palm Beach State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

This handbook is an information supplement to the College Catalog. Additional information is available from appropriate department(s) should further questions arise.

Upon request, this publication is available in alternative formats to persons with disabilities. The College's Center for Student

Accessibility at 561-868-3371 (V/TTY) can assist with these requests.

## District Board of Trustees

Patrice Bishop, Vice Chair  
 Melissa Friedman-Levine, MD  
 Wendy S. Link, Esq.  
 Omar Soto  
 Carolyn L. Williams, Chair  
 Lorena Martin Reyes, Student Trustee

## Nondiscrimination Policy

Palm Beach State College, an equal access/equal opportunity institution, complies with all applicable federal and state laws regarding nondiscrimination on the basis of race, color, creed, ethnicity, national origin, gender, sex, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, pregnancy status, and any other factor protected under the law, state or federal, in employment, admissions, or educational programs and activities.

The following offices have been designated to ensure compliance and handle inquiries or concerns regarding the nondiscrimination requirements of the Title II of the Americans with Disability Act (ADA), section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972.

### **Human Resources Director and Equity Officer**

Juanita Benjamin  
 561-868-3111  
 4200 Congress Avenue, Lake Worth, Florida 33461

### **Title IX Coordinator**

Penny McIsaac  
 561-868-3277  
 4200 Congress Avenue, Lake Worth, Florida 33461

Admissions	David Garwood	561-868-3532
Center for Student Accessibility	Kathleen Karran-McCoy	561-868-3371
Facilities Access	Bob Priolo	561-868-3416

In addition, information concerning Title IX and all other discrimination laws may be obtained at the following Palm Beach State College locations:

### **Belle Glade: Center for Student Accessibility**

1977 College Drive, CRA 105.7, Belle Glade, FL 33430-3699

561-790-9022

### **Boca Raton: Center for Student Accessibility**

801 Palm Beach State College Drive, AD 135, Boca Raton, FL 33431-6490

561-862-4314

### **Lake Worth: Center for Student Accessibility**



4200 Congress Avenue, BK 110, Lake Worth, FL 33461-4796

561-868-3046

**Loxahatchee Groves: Center for Student Accessibility**

15845 Southern Boulevard, LGA 103, Loxahatchee, FL 33470-9204

561-790-9022

**Palm Beach Gardens: Center for Student Accessibility**

3160 PGA Boulevard, BR 128, Palm Beach Gardens, FL 33410-2893

561-207-5345

For more information regarding the ADA at Palm Beach State College click [here](#). Or you may send an email to [StudentAccessibility@palmbeachstate.edu](mailto:StudentAccessibility@palmbeachstate.edu), call 561-868-3734 or contact our office on your campus.

This publication can be made available in alternate formats to persons with disabilities. Please make requests well in advance of need to:

Kathleen Karran-McCoy

Dean of Student Development and Ombudsman

Palm Beach State College

4200 Congress Avenue, MS #50, Lake Worth, FL 33461-4796

Telephone: 561-868-3371 (V/TTY)

Palm Beach State College is committed to an academic and working environment free from harassment, sexual harassment, discrimination, and retaliation. Harassment, sexual harassment, discrimination, or retaliation threatens the legitimate expectation of all members of the College community that the campus environment will be conducive to work or study. Preventing harassment, sexual harassment, discrimination, and retaliation is the responsibility of the entire College. It is contrary to the College policy for any individual to engage in retaliatory action against a person who files a harassment, sexual harassment, and/or discrimination complaint. Accordingly, Palm Beach State College encourages all employees and students who believe they are being subjected to harassment, sexual harassment, discrimination, or retaliation by an employee or third party to follow the outlined complaint procedures. Students who believe they have been subjected to harassment, sexual harassment, discrimination, or retaliation by another student should consult the Student Code of Conduct/Student Handbook. The College will take prompt disciplinary action against individuals, including third parties, at any locations who engage in actions that violate this policy. The College will comply with all federal, state, and local laws.

Palm Beach State College is committed to providing prompt and equitable resolutions to students' complaints in accordance with college policy, state statutes and federal regulations. If a student or prospective student believes their complaint has not been addressed satisfactorily after exhausting all available complaint procedures outlined by the College, they have the right to file an external complaint with the Florida Department of Education (FLDOE), the College's accreditation agency, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Office of Civil Rights and for distance education students the FL-SARA PRDEC Council:

FLDOE--Contact the Division of Florida Colleges.

SACSCOC--Questions about the accreditation of Palm Beach State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

A student may file a complaint of discrimination with the Office of Civil Rights.

Distance Education students, who have completed an applicable internal institutional grievance process as described at:

- Academic Issues and Procedures Form
- Sexual Misconduct/Harassment Complaints Title IX report Form
- Harassment/Discrimination Involving PBSC Employees Harassment, Sexual Harassment, Discrimination and/or Retaliation Form and the applicable state grievance process, as outlined above (FLDOE, SACSCOC and Office of Civil Rights) may appeal non-instructional complaints to the FL-SARA PRDEC Council.

For additional information on the complaint process, please visit the FL-SARA Complaint Process page.

***Distance Education students, who have completed PBSC complaint process, may also file non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page.***

# Academic Policies

Students are required to read the syllabus for the course to better understand the faculty member's policies regarding such matters as attendance, absences, grading, and examinations. Students are held accountable for this information.

## Class Attendance

Students are expected to attend all their scheduled classes. For eLearning classes (Online, Hybrid, or Live Online), students are expected to regularly log in to access the class website and participate in the course according to the schedule of events outlined by the faculty/instructor. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Logging in without active participation is NOT attendance for financial aid purposes.

Specific attendance and grading requirements for each course are stated in the respective course syllabus. These requirements may vary from course to course, and it is the student's responsibility to read and adhere to the attendance policies set forth by each class faculty/instructor. **Students must read and adhere to the course syllabus requirements regarding class absences and examinations.** Students should seek any needed clarification from the class faculty/instructor. The College policy of reinstating students who were dropped for financial aid reasons or due to college error shall supersede individual faculty/instructor's attendance policies.

When officially representing the College, or attending a College sponsored event, such as a field trip or intercollegiate competition, students shall not be counted absent, provided their faculty/instructors are given prior notification and any missed assignments are subsequently completed. Students will be granted excused absences in the case of a substantiated emergency, such as a confining illness, a serious accident, the death of an immediate relative, or a religious observance. (See religious observances.) Faculty/instructors decide on the validity of the excuses and provide opportunities for students to complete any required makeup work. Students are responsible for immediately informing their faculty/instructors when they must miss class sessions for emergencies.

## Academic Dishonesty

Palm Beach State College considers Academic Dishonesty, as defined in the Student Code of Conduct in this Handbook, to be a serious issue. The College and its Faculty understand that students may not fully understand what academic dishonesty means. The following is provided to clarify what constitutes academic dishonesty and the consequences that will result.

Students accused of Academic Dishonesty for the first time are bound by the syllabus policy of the course in which the infraction occurred. Furthermore, the faculty will report the infraction in the Maxient database, where it will be flagged should the student commit a subsequent infraction. Should a student feel that they have been wrongly accused they can appeal the result to the Academic Hearing Committee by emailing the Associate Dean responsible for the course and request to be heard by the committee.

Any student who is found to have engaged in a repeated act of Academic Dishonesty even if in a different course or term, or an act of Academic Dishonesty that involves other students, will be considered a violation of the Student Code of Conduct. The student will be referred to the Dean of Student Services or designee for review. This may result in consequences ranging from disciplinary probation to dismissal from the college.

**WARNING: STUDENTS MAY NOT WITHDRAW FROM A CLASS TO AVOID A FAILING GRADE RECEIVED AS A RESULT OF ACADEMIC DISHONESTY OR ANY SUBSTANTIATED ACCUSATION OF ACADEMIC DISHONESTY.**

Academic dishonesty including, but is not limited to, unauthorized use of aids, cheating, fabrication, plagiarism, or facilitating academic dishonesty in the classroom or other college environments, as defined below:

### *Plagiarism*

- Taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source.
- Submitting a term paper, examination or other work written by someone else.
- Submitting the same paper, slightly altered paper, other work, or examination, for more than one course, whether in the same term or another term. This is self-plagiarism.
- Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
- Failure to use quotation marks when quoting directly from another person, whether it is a paragraph, a sentence or even a part thereof.
- Similar and extended paraphrasing of another.

For more information to help you understand and recognize plagiarism, please refer to the Library Guide.

### ***Plagiarism-Use of Artificial Intelligence (AI) Programs***

Artificial intelligence programs (AI) such as ChatGPT can search the internet and craft papers that resemble the work of human researchers. AI has many legitimate uses in business, government, and other aspects of society.

A primary mission of Palm Beach State College is to advance human intelligence, so presenting work completed by AI rather than by the student's own efforts is counterproductive and deceptive. Palm Beach State College has state-of-the-art software to detect the use of AI writing. The use of AI directly violates Palm Beach State College's standards for plagiarism, specifically "Submitting a term paper, examination, or other work written by someone else." Students submitting work completed by AI, in whole or in part, without proper citations and explicit instructor permission, are guilty of academic dishonesty and subject to the process and penalties described in the Student Handbook under Academic Policies.

### ***Cheating***

Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for regrading; and allowing another person to do one's work and to submit the work under one's own name or otherwise not following the rules or instruction to gain an advantage.

### ***Fabrication***

Presenting data in a piece of work not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

### ***Aiding and Abetting Dishonesty***

Providing material or information to another person with knowledge that these materials or information will be used improperly pursuant to Florida Statutes 877.17 (1).

## **Final Course Grade**

The evaluation of academic work is the responsibility of the faculty member. The method for assigning the final course grade is established by the faculty member. Per Board Rule 6Hx118-3.191, faculty shall communicate the grading policy of the course to their students in writing via the course syllabus at the beginning of each course. If there are changes to the syllabus, the faculty member should be issuing an addendum, which becomes part of the syllabus.

The final course grade appeal is **NOT** to be used to review the judgment of a faculty member in assessing the quality of the student's work. Grounds for final grade appeals shall be evaluated in terms of the standards established by the faculty member as stated in the syllabus. Criteria for an appeal are:

- An error in the calculation of the grade, **or**
- The assignment of a grade was a substantial departure from the faculty member's previously printed standards in the course syllabus.

### Appeal Process

If a student believes their final course grade was awarded in error or was a substantial departure from the standards contained in the course syllabus, the student should contact the instructor via email immediately after the final course grade appears on their transcript. (Grades posted to Canvas are not considered final.) **All informal discussions about final grades must be initiated within five (5) business days beginning with the first day of the following academic semester, Fall or Spring.** The timeline is very important. If the professor is not available, the student should contact the professor's supervisor. The student should keep copies of the course syllabus and all other work such, as exams, quizzes, homework, an in-class assignments. If resolution is not reached, the student may ask for a formal review of the final grade. Students requiring ADA accommodations need to contact the Center for Accessibility Services to coordinate support throughout the process.

Students asserting a claim of discrimination and/or inappropriate application of their accommodations should refer to the CSA section of this handbook for more information related to final course grade review.

### Request for a Formal Review of Final Course Grade

1. A request for a formal review must be submitted via the **Request for a Formal Review of Final Course Grade** to the faculty member's Associate Dean (or equivalent or designee) within fifteen (15) business days **of the beginning of the following academic semester.** A written request for a formal review is required and must include:
  - a. The specific complaint, clearly stated;
  - b. All relevant course information including syllabus, exams, homework and other graded work;
  - c. A statement of the resolution that the student is seeking.
2. **Within ten (10) business days of receipt of the student's appeal,** the Associate Dean (or equivalent or designee) will review the appeal and notify the student, faculty member, and Dean of Academics of their decision through the College email.
3. If the student does not agree with the decision in Step 2, the student may appeal to the Campus Final Course Grade Appeal Committee by submitting a Final Course Grade Appeal. The student must articulate, in writing, the specific reason(s) they disagree with the outcome of the Associate Dean's (or equivalent or designee) decision. The appeal must be to the committee chairperson within five (5) business days following the receipt of the Associate Dean's (or equivalent or designee) decision. Within fifteen (15) business days of the receipt of the student's appeal, the committee chairperson will convene the committee.
  - a. The committee will review the student's reason(s) and any relevant documentation to decide by majority vote whether there is sufficient evidence to require a formal hearing.
  - b. If no formal hearing is required, the Associate Dean's (or equivalent or designee) decision will stand, and the committee chair will inform the Dean of Academics who will then inform the student and faculty member.
  - c. If the committee decides that there is sufficient evidence to hold a formal hearing, the committee chairperson will notify all the hearing participants by college email.
  - d. The student, faculty member, and Associate Dean (or equivalent or designee) may appear before the committee. Within five (5) business days of the committee hearing, the chairperson will notify the Dean of Academics of the committee's written recommendation.
4. Within five (5) business days of receipt of the committee's recommendation, the Dean of Academics will notify the student, faculty member, Associate Dean (or equivalent or designee) of their decision through the College email. **The**

**decision of the Dean of Academic Affairs is FINAL and cannot be appealed.**

5. The Dean of Academics or Associate Dean **may extend any of the timelines specified above** if extenuating circumstances make this necessary. (For example, if faculty were unavailable during the summer term.)

*Note: Please refer to [www.palmbeachstate.edu/academicaffairs/final-grade-appeal](http://www.palmbeachstate.edu/academicaffairs/final-grade-appeal) website for student final course Grade Appeal Forms.*

**Campus Final Course Grade Appeal Committee**

*Who will be on the committee?*

The campus Academic Dean shall select the members for the Campus Final Course Grade Appeals Committee. If a campus has Health Sciences and/or Public Safety programs, the campus academic dean shall also select the members for a Final Course Grade Appeals Committee for each of these program areas.

Unless otherwise required by program accreditation, the committee shall be composed of five persons including two students, two faculty, and one administrator. In addition, alternates may be identified. Faculty, staff, and students who are directly involved in the case may not serve on the committee. The Academic Dean shall select one of the committee members to serve as Chairperson.

*What role will the chairperson have on the committee?*

- Facilitate the hearing process, only voting in case of tie.
- Call the hearing to order and introduce all members present.
- Explain to the student and all participants the way the hearing will be conducted.
- Maintain proper decorum and order.
- Ensure that the student and the faculty have the opportunity to testify and present evidence.
- Ensure that all available relevant evidence is presented, and that the recommendation is based upon the appeal criteria, evidence, and any testimony given.
- Call a recess at her/his discretion.

*What will happen during the hearing?*

- Opening remarks will be given by the chairperson.
- The student will present any evidence supporting the appeal.
- Faculty will present their evidence regarding the grade.
- A participant may direct questions through the chairperson only; no direct questioning will occur.
- At the conclusion of the hearing, the participants will be excused, and in closed session, a recommendation will be rendered by a majority vote.

*How will the committee make its recommendation?*

The process for determining the outcome of the hearing is called deliberation. This process involves a review of the criteria, evidence and testimony, discussion, and a vote. The committee will use the preponderance of evidence standard to determine whether the grade should stand or be changed. The chairperson will ensure that only evidence presented at the hearing itself may be considered in reaching a decision and that the committee adheres to the standards of confidentiality. A recommendation will be delivered via college email within five (5) business days to the campus Academic Dean.

*How will the Dean of Academic Affairs notify all their decision?*

Within five (5) business days of receipt of the Final Course Grade Appeals Committee's recommendation, the campus Academic Dean will notify the student, faculty, and committee chairperson through college email of their decision. The decision of the campus Academic Dean is **final**.

## Standards of Academic Progress

**Academic Good Standing:** Students who are not on academic probation or dismissal from the college are considered in academic good standing.

**Academic Probation:** Students in credit programs must maintain a program of study grade point average\* (CGPA) of:

- 1.4 or better for 1-14 semester units attempted
- 1.6 or better for 15-27 semester units attempted
- 1.8 or better for 28-45 semester units attempted
- 2.0 or better for over 45 semester units attempted

\*The college administration will continually assess the impact of the academic progression policy and make adjustments as necessary to the academic probation grade point average table above. It is anticipated that the program of study grade point average to remain in good academic standing will increase in the future.

Therefore, it is imperative that students meet with an academic advisor on a regular basis to discuss academic success issues and support services and carefully plan their academic program.

***Note:** Financial Aid Standards of Progress are different from these standards and are listed in the Student Financial Aid section of this Handbook.*

Probation will be continued as long as the student fails to achieve the standard program of study GPA for the number of units attempted (see table above). Probation will be calculated at the end of each academic period. Transfer students whose program of study GPA does not meet the standard for good academic status will enroll on academic probation. Any student on academic probation will be limited in course load to a maximum of 12 units during the fall, spring and summer academic periods and must maintain a 2.0 academic period GPA or achieve good academic status. Students who do not achieve these minimums will be placed on academic suspension.

Students on academic probation are required to meet with an academic advisor prior to registering for subsequent academic periods. Academic advisors are authorized to limit the number of units and types of courses taken by students on academic probation. Academic probation is noted on the student's permanent record.

**Academic Suspension.** Academic suspension is the first involuntary separation. Academic suspension results from a student's failure, while on academic probation, to regain good academic standing or achieve a minimum 2.0 academic period grade point average (GPA). Suspension requires the student to stay out of school for one academic period to reflect on their academic goals and level of commitment to education. Academic suspension is noted on the student's permanent record. Students readmitted after an academic suspension will be on academic probation and must meet with an academic advisor prior to registering for classes.

**Academic Dismissal.** Academic dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the College and readmitted, fails to regain good academic status or achieve a minimum 2.0 academic period grade point average (GPA). Academic dismissal requires the student to stay out of school for one full calendar year to reflect on their commitment to education and to make any necessary changes to facilitate future success. Academic dismissal is noted on the student's permanent record. Students readmitted after being academically dismissed will be on academic probation and must meet with an academic advisor prior to registering for classes. Guidelines for Reinstatement from Academic Dismissal.

Notes:

- *Students on academic suspension or dismissal are eligible to enroll in CCP and avocational courses.*
- *Financial Aid Standards of Progress are different from these standards and are listed in the Student Financial Aid section of this Handbook.*
- *Students attending Palm Beach State as “Transient Students” (see Catalog for full definition) must adhere to the Code of Conduct and Disciplinary regulations.*

## Non-Degree Status

Students who have been admitted for credit course work may classify themselves as non-degree seeking (units will be granted for completed courses). The non-degree status may be used only in those cases where it is not necessary for the student’s previous academic records to be on file. The non-degree status shall not be used with degree-seeking, certificate-seeking students, students seeking any type of financial aid (Social Security, veteran benefits, federal grants, etc.), or by international students on an F1/M1 visa. Non-degree-seeking students are not eligible for financial aid. Non-degree-seeking students may be required to submit placement scores in order to register for certain courses. Please see the Course Listing Section of the College Catalog or speak with an academic advisor.

Students are required to declare a degree status prior to beginning their 22nd unit of enrollment. Students with an associate degree or higher are exempt from the 21-unit requirement provided they show proof of previous degree. Students wishing to appeal the 21-unit non-degree-seeking requirement must speak with their campus registrar.

## Fourth Attempt Override Appeal Procedure

Students who fail to pass a course after three attempts may file an appeal to take the course a fourth time, based on illness or some other emergency beyond the student’s control that prevented the student from successfully completing the subject area within three attempts. Each request must be accompanied by appropriate documentation of the condition on which the request is made. Students must contact the Office of Academic Advising to schedule an appointment with the designated fourth-attempt appeals advisor. Decisions on fourth attempts are determined by the Dean/Assistant Dean of Student Services, Dean of Bachelor's Degree Programs, or their respective designee. Submit the Fourth Attempt Appeal Form to the Office of Academic Advising on any campus. Palm Beach State does not permit fifth attempts, and this may not be appealed.

**Required Documentation:** Supporting documentation must accompany fourth attempt appeal requests. The following documentation is required:

- ***Death of an immediate family member*** -- Documentation of the death and the student’s relationship to the deceased. Immediate family members are limited to spouse, child, parent, and sibling.
- ***College change or error*** -- A letter from the appropriate College official documenting the situation in which the College was in error or initiated an action that caused the student to have to withdraw.
- ***Employment*** -- A letter on company stationery indicating that the student’s employer changed their work schedule (listing old and new work schedule) and that this change prevents the student from completing the academic period.
- ***Medical*** -- A letter from the student’s physician or health care agency specifically indicating an illness of such severity or duration that the student cannot continue in a course(s). The letter must include dates of the illness and treatment.
- ***Military Service*** -- Documented involuntary call to active military duty. Documentation may be provided after current Military assignment has ended.

## 100 Percent Payment of the Full Cost of Instruction

Students will be assessed the full cost of instruction (equivalent to out-of-state tuition), for the third and fourth attempts of a



college credit or college preparatory course. This rule impacts only those students whose fee assessment is based on in-state residency. Students may not withdraw from the third or fourth attempt in any course.

**Appeal of the 100 Percent Payment of Full Cost of Instruction:** Students who fail or withdraw from a course two times due to extenuating circumstances and wish to reenroll in the course may appeal the 100 percent payment rule to the campus registrar. Appeals must include copies of supporting documentation. In student's Workday portal, type "create request" in the Workday global search bar, then click "create request". Then type "Appeal 3<sup>rd</sup> Attempt", then select the "**Waiver - Appeal of 3<sup>rd</sup> Attempt Full Cost of Instruction Tuition**" form and fill it out. The campus registrar shall determine the validity of the circumstances of the appeal and grant an exception only once for each class, if merited. All appeals will be considered on an individual basis. Extenuating circumstances are those determined by the College to be exceptional and beyond the control of the student, which may include, but are not limited to:

- Serious illness
- Documented medical condition preventing completion
- Death of an immediate family member (father, mother, sister, brother)
- Involuntary call to active military duty
- Documented learning disability
- English as a second language background
- Documented change in conditions of employment and/or
- Other emergency circumstances or extraordinary situations (such as national disasters).

Also, students may appeal the increase in fees based on financial hardship. The criteria for determining financial hardship shall include, but not be limited to, qualifications for federal need-based financial aid. All appeals are considered on an individual basis.

## Late Add Requests

All requests to have a course added (1) after the end of the add/drop deadline, (2) prior to the end of the academic period, or (3) after course was dropped from student's schedule should be submitted to the campus registrar.

## Late Withdrawal Requests

All requests for a withdrawal (1) after the end of the withdrawal deadline or (2) after the completion of the academic period should be submitted to the campus registrar by completing a Late Withdrawal Request form. In student's Workday portal, type "create request" in the Workday global search bar, then click "create request". Then type "late withdrawal", then select the "**Request for Refund or Late Withdrawal**" form and fill it out.

The request must be accompanied by appropriate documentation of the condition on which the request is based. Requests for late withdrawals within the current academic period, and up to the anniversary date of your request, are adjudicated by the campus registrar. **Students will be notified by college email of the decision, and decisions will be based on the documentation provided.** All other requests are adjudicated by the College-Wide Appeals Committee.

Students who are granted a withdrawal through this process shall receive a "W" in their classes and shall not be eligible for a refund of fees unless a College error or responsibility is involved. Please note that requests will not be granted or appealable beyond one calendar year from the academic period in question.

**Required Documentation:** Supporting documentation must accompany late withdrawal requests. The following documentation is required:

- **Medical:** a letter from your physician or health care agency, on company letterhead, specifically indicating an illness of such severity or duration that prevents you from continuing in your course(s). The letter must include dates of the illness and treatment.
- **Employment:** a letter from your employer, on company letterhead, indicating that your employer changed your work schedule and that this change prevents you from completing the term. The letter must include old and new work hours and the effective date.
- **Death of Immediate Family Member:** documentation of the death and your relationship to the deceased. Immediate family members are limited to spouse, child, parent, and sibling.
- **College Change or Error:** a letter from the appropriate college official documenting the situation in which the college was in error or initiated an action that caused you to have to withdraw.
- **Military Service:** Documented involuntary call to active military duty. Documentation may be provided after current Military assignment has ended.

# Student Complaint Procedure

## Guiding principles for Complaint Resolution

- Resolve matters at the earliest possible opportunity
- Resolve matters at the lowest possible level
- Investigate the matter fairly and thoroughly
- Ensure the process is unbiased

**This complaint procedure applies to any complaint other than those listed below. Please use the links provided below for more information about these processes:**

- Complaints related to discrimination or harassment of students based on disability, race, color, national origin, gender, pregnancy, or any other protected status
- Final Course Grade Appeal
- Satisfactory Academic Progress (SAP) Policy for Financial Aid Recipients
- Student Records Amendment Appeal Process
- Refund Request: See Refund Appeal Process section
- Religious Observances Appeal: See Religious Observances section
- Conduct Appeal: See the Student Due Process section

## Informal Complaint Process

Students are encouraged to reach out to the appropriate first point of contact identified in the interactive list below. The College also has an Ombudsman available to serve as a student advocate to guide students in resolving conflicts and in processing appeals through established procedures.

# Student Complaints - First Point of Contact

<b>Issue</b>	<b>First Point of Contact</b>
<b>Academic/Instruction</b>	Faculty/Instructor; or Supervising Associate Dean
<b>Admissions</b>	Director of Admissions
<b>Academic Advising</b>	Student Development Manager/Assistant Dean of Students
<b>Academic Advising BAS Programs</b>	Academic & Student Services Manager for BAS Programs
<b>Academic Freedom</b>	Faculty/Instructor; Supervising Associate Dean
<b>ADA/504 Concerns</b>	Campus Center for Student Accessibility Manager
<b>Athletics</b>	Athletics Director
<b>Bookstore</b>	Campus Bookstore Manager
<b>Cashier</b>	Cashier's Office Supervisor
<b>Class Availability</b>	Supervising Associate Dean
<b>Discrimination/Harassment Among Students that is not Sexual Harassment</b>	Campus Dean/Assistant Dean of Students: Belle Glade Campus Boca Raton Campus Lake Worth Campus Loxahatchee Groves Campus Palm Beach Gardens Campus
<b>Sexual Harassment of a Student by a Student</b>	Title IX Coordinator
<b>Discrimination/Harassment of Student by Employee</b>	Human Resources Director and Equity Officer or Title IX Coordinator
<b>Discrimination/Harassment of a Student by Faculty/Instructor other than Sexual Harassment</b>	Supervising Associate Dean
<b>Sexual Harassment of a Student by Faculty or Instructor</b>	Human Resources Director and Equity Officer Or Title IX Coordinator

<b>eLearning</b>	eLearning Support
<b>Financial Aid</b>	Campus Financial Aid Manager
<b>Graduation</b>	Graduation Office
<b>International Admissions</b>	International Admissions Director
<b>Library</b>	Library Director: Belle Glade Lake Worth Palm Beach Gardens
<b>New Student Orientation</b>	Student Development Manager/Assistant Dean
<b>Parking Ticket</b>	Parking Ticket Appeal
<b>Registration/Student Records</b> Florida Residency Limited Access Admissions Name Not on Class Roster Refund Requests Transcripts Other Registration/Records Concerns	Campus Registration Office: Belle Glade/Loxahatchee Groves Boca Raton Lake Worth Palm Beach Gardens
<b>Religious Observances</b>	Supervising Associate Dean
<b>Security</b>	Security Lieutenant
<b>Student Activities</b>	Student Activities Manager
<b>Student Learning Center</b>	Campus SLC Manager
<b>Testing</b>	Test Center Manager
<b>Veterans</b>	Veterans Certifying Official

For concerns not specified above, students will be directed to contact the Dean of Student Services Office on their campus for guidance.

## Formal Complaint Process - Written Student Complaints

Any student whose complaint has not been resolved through the informal process can complete and submit a Student Problem Resolution Form.

To be considered a written student complaint, a student must submit a formal complaint utilizing the Student Problem Resolution Form. (This excludes reports regarding Title IX and discrimination/harassment. These reports can be submitted in any format.)

Once the form is submitted, the case is assigned to the appropriate administrator within two (2) business days.

Within three (3) business days of being assigned the complaint, the administrator will contact the student to review and clarify the complaint, identify a course of action and time frame for resolution and provide their contact information. Complaints should be resolved within thirty calendar days; students will be notified if this time frame needs to be extended and the reason for the extension. The student will be notified in writing as to the final outcome of the complaint. The decision of the administrator is final.

Formal complaints involving a member of the Faculty will be resolved using the process outlined in the Collective Bargaining Agreement.

# Ombudsman/Student Advocate

The Ombudsman helps students understand College policies and procedures, facilitates communication, and assists in conflict resolution apart from engagement in the College's formal grievance procedures. The Ombudsman provides an initial point of contact to ensure student concerns and appeals regarding issues such as student's access to courses, credit granted toward the degree, and other matters are referred to the appropriate department to be resolved in a prompt, efficient and impartial manner. Through the Ombudsman, PBSC seeks to ensure that all students are treated in a fair and equitable manner.

The Ombudsman assists students by:

- Listening and helping to resolve student concerns or complaints.
- Clarifying college policies and procedures.
- Answering questions.
- Referring issues and concerns to the appropriate department or office.
- Helping define available options.
- Recommending revisions in college policies and procedures when appropriate.
- Maintaining open and constructive communications.
- Providing students with information and notification regarding opportunities for assistance and appeal, including the College's formal grievance procedures.

The Ombudsman does not:

- Breach confidentiality without permission
- Make final decisions on any issue
- Conduct formal investigations
- Act as a witness or advocate in any formal processes
- Maintain documentation or record of any concern
- Formally participate in any grievance processes or provide legal counsel
- Ignore or circumvent existing college policies and procedures

This office reports directly to the Vice President for Student Affairs and Enrollment Management (see section 1006.51, Florida Statutes). The Ombudsman can be reached at (561) 868-3371 or (561) 868-3319.



# Frequently Asked Questions

## Academic Progress

How can I appeal being academically suspended from the College?

Type of Appeal: **Academic Suspension Appeal**

Whom should I talk to first? **Academic Advising**

**How do I return to the college following an academic dismissal?**

Type of Appeal: Guidelines for reinstatement

Whom should I talk to first? **Academic Advising**

## Multiple Course Attempt Appeals

How can I appeal having to pay 100% cost of instruction to take a course a third time?

Type of Appeal: Third Attempt Appeal (available in Workday)

Whom should I talk to first? **Campus Registrar**

Can I repeat a course for a fourth time?

Type of Appeal: Fourth Attempt Appeal

Whom should I talk to first? **Academic Advising**

Can I appeal having to pay 100% cost of instruction to repeat a course a fourth time? You may appeal the full cost for a 4th attempt if you were not granted one for the third attempt.

Type of Appeal: Appeal the full cost of instruction (available in Workday)

Whom should I talk to first? **Campus Registrar**

## Withdrawals and Refunds

Can I withdraw from a class after the published deadline to withdraw?

**Type of Appeal: Late Withdraw Request.** In student's Workday portal, type "create request" in the Workday global search bar, then click "create request". Then type "late withdrawal", then select the "**Request for Refund or Late Withdrawal**" form and fill it out. The College will require documentation proving extenuating circumstances, as described in the form.

Whom should I talk to first? **Campus Registrar**

Can I get my money back if I withdraw from a class during the term?

**Type of Appeal: Refund Request.** In student's Workday portal, type "create request" in the Workday global search bar, then click "create request". Then type "refund", then select the "**Request for Refund or Late Withdrawal**" form and fill it out. The College will require documentation proving extenuating circumstances.

**Required Documentation:** Supporting documentation must accompany late withdrawal request. The following documentation is required:

- **Medical:** a letter from your physician or health care agency, on company letterhead, specifically indicating an illness of such severity or duration that prevents you from continuing in your course(s). The letter must include dates of the illness and treatment.
- **Employment:** a letter from your employer, on company letterhead, indicating that your employer changed your work

schedule and that this change prevents you from completing the term. The letter must include old and new work hours and the effective date.

- **Death of Immediate Family Member:** documentation of the death and your relationship to the deceased. Immediate family members are limited to spouse, child, parent, and sibling.
- **College Change or Error:** a letter from the appropriate college official documenting the situation in which the college was in error or initiated an action that caused you to have to withdraw.
- **Military Service:** documented involuntary call to active military duty. Documentation may be provided after current Military assignment has ended.

Whom should I talk to first? **Campus Registrar**

Can I change my registration in a course to audit, and not take tests or get a grade, after add/drop?

**Type of Appeal: Audit Course Request.** See College Catalog for more information. Please note that the audit deadline is the first week of class, based on the academic calendar: Academic Calendar. In student's Workday portal, type "create request" in the Workday global search bar, then click "create request". Then type "audit", then select the "**Audit Course Request**" form and fill it out.

Whom should I talk to first? **Campus Registrar**

## Course-Related Appeals

Can I add a class after the end of add/drop?

Type of Appeal: **Late Add Request**

Whom should I talk to first? **Associate Dean over academic area**

What do I do if the college has made an error and dropped me from a course after the add/drop deadline?

Type of Appeal: **Late Add Request**

Whom should I talk to first? **Campus Registrar**

What can I do if my faculty/instructor is not allowing me to observe my religious holidays?

Type of Appeal: **Denial of Religious Observance**

Whom should I talk to first? **Associate Dean responsible for the course in question**

Form: **Student Problem Resolution Form**

My faculty/instructor is accusing me of cheating; what can I do to appeal?

Type of Appeal: **Academic Issues and Procedures**

Whom should I talk to first? **Associate Dean responsible for the course in question**

Form: **Student Problem Resolution Form**

What can I do to appeal a final course grade that I believe is inaccurate?

Type of Appeal: **Final Course Grade Appeal**

Whom should I talk to first? **Faculty/Instructor**

How can I complain about a classroom related issue?

Type of Appeal: **Student Problem Resolution Form**

Whom should I talk to first? **Faculty/Instructor**

## Conduct Appeals

How can I appeal a Code of Conduct violation?

Type of Appeal: **Student Due Process.**

Whom should I talk to first? **Campus Dean/Assistant Dean of Student Services**

## Other Appeals

I think there is an error on my student transcript. How can I get it corrected?

Type of Appeal: **Student Records Amendment Appeal**

Whom should I talk to first? **College Registrar**

I have been told I've lost my eligibility to receive financial aid. How can I appeal?

If you have extenuating circumstances, you may submit an appeal to have your financial aid SAP appeal reviewed and if approved, placed on a probationary status. A communication will have been sent to your Workday inbox which details the process of submitting an appeal. (Please note, if you have not applied for financial aid and believe you have grounds for an appeal, we encourage you to complete a Free Application for Federal Student Aid and also reach out to a Financial Aid advisor about requesting a SAP appeal emailed to your Workday inbox).

Whom should I talk to first? **Campus Financial Aid Advisor**

I believe I am being sexually harassed by a fellow student or an employee.

Whom do I contact?

Type of Appeal: **Title IX Complaint**

Whom should I talk to first? **Title IX Coordinator/Campus Dean of Student Services**

How do I appeal a parking citation?

Type of Appeal: **Parking Ticket Appeal Form**

Whom should I talk to first? **Campus Security Office**

# Student Rights

The College acknowledges the obligation to afford each student the opportunity to develop his or her educational potential while retaining free exercise of rights and freedoms as a citizen or resident of the United States. College policy and procedures ensure equality of opportunity to all students and the attendant requirement of orderly operation of the educational processes including adherence to academic honesty and the health, safety, and welfare of all persons within the College community. Each person within this community will assume the obligation of self-conduct to act in a manner consistent with a respect for the right of others and with the College's function as an educational institution that encourages diversity of thought, expression, participation, and enrollment.

## Student Rights Under College Policy and Procedure

**Students' rights under college policy and procedure include:**

1. **The right** to educational programs that meet the learning outcomes of the class syllabus, to teaching consistent with those learning outcomes and to a learning environment that encourages the students' engagement with their education.
2. **The right** to be informed by the faculty/instructor near the beginning of each semester/course regarding requirements, evaluation procedures and evaluation criteria to be used, and the right to expect that those criteria be employed.
3. **The right** to take reasonable exception to the data and views offered in any course of study; the students are, however, responsible for learning the content of any course of study in which they are enrolled.
4. **The right** to be evaluated based solely on relevant academic criteria.
5. **The right** to request and receive timely assessment of their academic work by the faculty/instructor teaching the course.
6. **The right** to request and receive a reasonable and timely review of their grades by the faculty/instructor teaching the course.
7. **The right** to be informed of the correct procedures to apply for financial aid, attendance policy, types of aid available, how financial need is determined, criteria for awarding aid and how academic progress is determined and what has to be done to continue receiving financial aid.
8. **The right** to information under the Federal Campus Security Act (Clery Act) regarding annual disclosure of campus crime statistics and other security information.
9. **The right** to file a complaint.
10. **The right** to information about retention and completion in each of the academic programs. This information is available at the College Navigator website maintained by the National Center for Education Statistics, [www.nces.ed.gov](http://www.nces.ed.gov). The availability of this information satisfies the federal disclosure requirement for this information.
11. **The right** to the outcome of any disciplinary hearing against the student who is the alleged perpetrator of the crime or offense, providing the student is the alleged victim of a violent crime or a non-forcible sex offense. If the alleged victim is deceased as a result of the crime or offense, Palm Beach State will provide results of the disciplinary hearing to the victim's next of kin, if so requested.

## Americans with Disabilities Act/Section 504

Students with disabilities enjoy the same rights and privileges as all other students as mandated by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) Act of 1990 which prohibits educational

institutions from discriminating against an individual based on disability. Individuals with disabilities are entitled to reasonable accommodations and right to privacy as to information regarding a disability. Such information shall only be immediately accessed by the Center for Student Accessibility (CSA) staff. Students who apply for services from the CSA office will be fully informed as to how this information will be used. The use of information will be limited to only that which is needed, usually to ensure that the College provides reasonable accommodation(s) to the student. If a student elects to have persons other than the CSA staff receive the information, such request must be in writing. <https://www.palmbeachstate.edu/CSA/>

## Family Education Rights and Privacy Act (FERPA)

### Definition – Student Records

Educational records, including records, files, documents, or other materials which contain information directly related to the student, are maintained by the College. These include but are not limited to, applications, test scores, transcripts, photos, and correspondence. All received transcripts and documents are the property of the College and may not be copied or transmitted to third parties, except in accordance with state law.

### Inspection of Records

Eligible Persons: in compliance with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment), student records at the College (located in the Office of the Registrar) are open for inspection only by the student and, as per FERPA guidelines:

- School officials who have a legitimate educational interest as defined by college policy
- State educational authorities
- Federal and state officials representing state or federal programs
- Persons having written authorization for release
- Officials in compliance with judicial orders

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

### Viewing the Records

- Permanent records are never permitted out of the Office of the Registrar.
- Students may view their transcripts from other institutions but may only obtain an unofficial copy of the record. It is recommended that the student request a copy from the institution from which the transcript originated.
- Students may make an appointment to view their records at the counter in the presence of Registrar's Office personnel.

### Requests for Copies of Records

- Palm Beach State College transcripts are released only upon written consent of the student.
- If a student cannot have access to the record, i.e., if he/she lives too far away (minimally outside of Palm Beach County) or extenuating circumstances exist, students may request copies of their records through written requests to the campus registrar. The request must specify the types of records to be copied. The registrar will comply with a request for a meeting and/or copies in a reasonable timeframe (no more than thirty (30) business days), depending upon the complexity of the records requested and the time during the term in which the request is received.

- Students will pay a fee of 50 cents per page, up to 49 pages, then \$1 per page thereafter for any approved copies of their records.
- Subpoenas of student records must be issued by a court of competent jurisdiction and specify the type of records being requested. The College reserves the right to charge accordingly for the production of documents responsive to subpoenas. Those requesting records by subpoena must allow sufficient time (at least ten (10) business days) for the affected student to be notified prior to the issuance of records.

## Retention of Records

Student records will be maintained for a maximum of five years from the student's attendance. Certain documents, such as grades, will be maintained longer in accordance with state archiving and records retention laws and the College Registrar Records and Retention Schedule.

## Student Directory Information

The College abides by federal and state regulations regarding the privacy of student records and complies with the laws regarding access procedures. The Federal Education Rights and Privacy Act (FERPA) requires each institution to determine "directory information" that may be released without the student's consent unless the student has specifically requested that some or all the information not be released. Palm Beach State has classified the following as directory information:

- Student name
- Personal email address (non-institutional)
- Dates of attendance (session dates only)
- Major field of study
- Weight and height of members of athletic teams
- Degrees and awards received
- Educational institution attended

If a student does not wish to have the directory information released, the student must complete and submit a non-disclosure. The non-disclosure request is located on Workday.

## Student Records Amendment Appeal Process

If a student believes there is inaccurate, misleading information in the permanent record which is otherwise in violation of the student's privacy rights, the student should contact the Registrar's Office to arrange a hearing.

A hearing will be conducted according to FERPA.

- The hearing will be within a reasonable period of time after the request is received.
- The student shall be given notice of date, place, and time reasonably in advance.
- A written decision shall be made by the registrar within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

## Freedom of Expression Act

Outdoor areas of Palm Beach State College campuses may be used for expressive activities as long as no state or federal laws are violated, the participant's behavior does not violate PBSC policy nor materially and substantially disrupt the functioning of

the College or infringe upon the rights of others to engage in expressive activities. Outdoor areas include grassy areas, walkways, or other similar common areas. Areas where expressive activities are prohibited include the area within and the surrounding fifty (50) feet of any College building or structure, or any other restricted area on campus. Moreover, “material and substantial disruption” of any previously scheduled event or activity is also prohibited.

Material and substantial disruption includes, but is not limited to: hindering the flow of vehicular or pedestrian traffic; obstructing entrances and exits from buildings or parking structures/lots; violating any applicable law; threatening other individuals in a manner that an objective reasonable person would interpret as a serious expression of intent to cause present or future harm to an identifiable person or group of persons; utilizing sound amplification except as specifically permitted by the College; or obstructing or attempting to physically force the cancellation or continuance of a speaker.

Members of the public who wish to use the College campus for commercial purposes must register with the scheduling office on the specific campus they wish to access and must abide by applicable Federal and State laws and College policies and procedures.

## Intellectual Property Rights

The College encourages an intellectual environment whereby the creative efforts and innovations of its students can be encouraged and rewarded. The College, therefore, does not claim ownership rights to the intellectual property created by students in the scope of their attendance except where the student has utilized substantial resources of the College in the development of the work beyond those resources commonly provided to students for production of publications or class projects.

Intellectual property is meant to include both traditional forms of intellectual property, such as student publications, class project outcomes and student papers, as well as non-traditional intellectual property such as, CD, DVD, Web Pages, applications, computer programs, TV courseware, or other electronically recorded materials. All such intellectual property remains the property of the authoring student. However, the College retains an interest in said property by virtue of the College’s assistance and support for its development, production and dissemination and shall have reasonable access to and use of the intellectual property for such purposes as student evaluation and reproduction in exercising its administrative duties Religious Observances.

## Religious Observances

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations, and work assignments in regard to religious observances, practices, and beliefs of individual students, as required by the applicable state and federal law. Students are required to notify instructors and other appropriate College personnel in writing, at least one week prior to an anticipated religious observance. If the holiday falls during the first week but after the first day of class, students shall notify their instructors of the reasons for their absences on the first day of class. If the holiday falls on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting.

A student who exercises his religious observance and is denied accommodations may appeal in writing to the supervisor of the faculty or staff member who denied the request by submitting the Student Resolution Request Form within five (5) business days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of academic management. The maximum time between each appeal and response will be five (5) business days.

The student may appeal to the Dean of Academic Affairs for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the Vice President of Academic Affairs, will hear the facts, and provide a recommendation to the Vice President, whose decision on the matter shall be final.

Students are responsible for all material covered during their approved absence. The approval shall detail a reasonable period for the student to complete missed work and make-up assignments. When possible, major class assignments, examinations, and official ceremonies, shall not be scheduled on major religious holidays.

## Title IX Rights

Palm Beach State College shall provide an educational environment free of sexual harassment and discrimination based on sex. Sexual harassment; a form of sex discrimination; is not tolerated by Palm Beach State College.



# Student Responsibilities

## Mission and Values

The mission of the Palm Beach State College Code of Conduct is to educate and develop students through a process that promotes accountability, civility, ethics, fairness, integrity, respect, and responsibility as it engages students in critical reflection of their choices. The staff is committed to the protection of the learning environment, the health and safety of the community and the rights of the students throughout the process.

- Accountability – being willing to accept responsibility for one’s own actions.
- Civility – remaining thoughtful, kind, empathetic and demonstrating an ability to get along with others, understanding in thought and word. See Principles of Civility
- Ethics – providing a framework for understanding and interpreting right and wrong in society.
- Fairness – being free from bias or injustice; treating people equitably or in a way that is right or reasonable.
- Integrity – adhering to a code of moral and ethical principles; demonstrating a soundness of moral character and honesty.
- Respect – maintaining due regard for the feelings, wishes, rights and/or traditions of others.
- Responsibility – being dependable, making good choices, and taking responsibility for one’s actions.

## Philosophy and Purpose

The Palm Beach State College Code of Conduct exists to cultivate a community of citizens dedicated to academic inquiry stemming from thoughtful study and reasoned discourse in an environment that promotes civility and respect. At Palm Beach State College, students within the learning community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. Each member of the College community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. All members of the community are to be held accountable for their actions, words, and deeds within this learning environment, and should be prepared to accept the results and consequences of their decisions. The PBSC Student Code of Conduct strives to balance the holistic needs of the community within a learning-centered atmosphere that responds to issues and concerns in manners that are inclusive, just and multi-partial.

The Student Conduct process protects the interests of the College community and seeks to challenge those behaviors that compromise the learning environment and disrupt appropriate civil and respectful behavior. Sanctions for Code of Conduct violations are intended to challenge students’ moral and ethical decision making and help to bring their behavior into accord with community expectations. To every extent possible, the student conduct process at Palm Beach State College serves to be educational in nature first and foremost, but dependent upon the violation of code standards the process may determine that the student should no longer share in the privilege of participating within this community.

## Authority

When students attend the College, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner in all areas of college life. By enrolling, they agree to obey the rules and regulations of the College and are responsible for observing all Board of Trustees’ policies and procedures as published in the Student Handbook, College Catalog, and other College publications. *Palm Beach State College Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.*

All alleged student violations of the Code of Conduct of the College should be referred to the campus Dean/Assistant Dean of Student Services or designee (to be referred to as Dean throughout this document), or campus security, or other College representative. This includes any infractions by a College organization.

The Dean/Assistant Dean of Student Services or designee is responsible for the administration of procedures falling under their jurisdiction.

The Dean/assistant Dean of Student Services or designee investigates the accusation. The Dean/Assistant Dean of Student Services will maintain all disciplinary files.

The College reserves the right to take interim disciplinary action to protect the safety of the campus and welfare of the College community pending completion of an investigation and/or conduct hearing. The College conduct procedures are designed to ensure reasonable protection of both parties and a fair determination of the facts and provide due process in the application of both the process and the potential appropriate sanctions.

## Jurisdiction

The jurisdiction of the Student Code of Conduct extends to all College locations, off-campus sites hosting a college event, class or other gathering, College-sanctioned social networking sites and College-sanctioned student travel, including clinical, volunteer or internships. Additionally, the College reserves the right to impose sanctions based on any student conduct, whether part of a program or not, regardless of location, that may adversely affect the College community. In the event of a violation of the Code of Conduct, the College Student Conduct Procedures shall apply.

The Student Code of Conduct may be applied to behavior conducted online, via email, or through other electronic formats. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites or applications are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of violations is posted online. The College does not regularly search for this information but may act when such information is brought to the attention of College Officials.

The Student Code of Conduct also applies to all recognized student organizations.

## Definitions

**Student** - the term “student” includes any person who:

- Has been admitted to the College, regardless of whether they have enrolled in classes.
- Is taking courses at the College (full time or part time) or pursuing undergraduate, certificate, professional, adult education, or distance learning courses; or
- Not currently enrolled but considered an active student for registration purposes.

Students that violate code of conduct and leave the college for whatever reason, will be held accountable when they return. A disciplinary hold will be placed on the student’s record prohibiting registration until the situation has been resolved. In cases deemed to be a direct threat to campus safety, the College may elect to issue a temporary suspension and pursue conduct charges.

**Learning environment** - is defined as where students engage and participates in learning activities such as face to face, live online, fully online, hybrid setting to include, but not limited to, any gathering of faculty or other College employees and students for the purpose of teaching and learning.

**College environment** - is defined as all academic and non-academic department that are physical or virtual locations of the College.

**College community** - is defined as PBSC employees, students, and other constituents with responsibilities to the College (i.e., DBOT).

**Information Technology Resources** - is defined as unauthorized access to or use of computer, computer system, network, software, or data.

## Policy for Communication with Students

The College assigns all students a college email address when processing their applications. College faculty and staff will send official communications to students through the following methods, including but not limited to:

- College-assigned email. Students must check their college-assigned email address frequently to ensure they obtain critical information and assignments.
- Certified mail return receipt requested.

**Note:** Computers for student use are located in the College libraries, Student Learning Centers, and other campus locations.

# Student Code of Conduct

Prohibited student conduct/behavior outlined in the Student Code of Conduct includes, but is not limited to, those listed below. Any student who is found to have engaged in these acts while under the jurisdiction of the College may be subject to the maximum penalty of expulsion or any other sanction authorized herein or specifically noted in the student's program of study.

## 1. Academic Dishonesty

Any initial act of Academic Dishonesty will be handled through the course syllabus by the faculty member and the Academic Dean. Any student who is found to have engaged in a repeated act of Academic Dishonesty (in a different course than the original act and regardless of the term), or an act of Academic Dishonesty that involves other students, will be considered in violation of the Student Code of Conduct. The student will be referred to the Dean of Student Services or designee for review. This may result in consequences ranging from disciplinary probation or suspension, up to and includes dismissal from the college.

**WARNING: STUDENTS MAY NOT WITHDRAW FROM A CLASS TO AVOID A FAILING GRADE RECEIVED AS A RESULT OF ACADEMIC DISHONESTY OR ANY SUBSTANTIATED ACCUSATION OF ACADEMIC DISHONESTY.**

Academic dishonesty including, but is not limited to, unauthorized use of aids, cheating, fabrication, plagiarism, or facilitating academic dishonesty in the classroom or other college environments, as defined below:

1a. Plagiarism - Taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. Submitting a term paper, examination or other work written by someone else. Submitting the same term paper, slightly altered paper, other work, or examination, for more than one course, whether in the same term or another term. This is self-plagiarism. Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another. Failure to use quotation marks when quoting directly from another person, whether it is a paragraph, a sentence or even a part thereof. Similar and extended paraphrasing of another. Submitting work completed by Artificial Intelligence (AI), in whole or in part, without proper citations and explicit instructor permission. For more information to help you understand and recognize plagiarism, please refer to the Library Guide.

1b. Cheating - Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for regrading; and allowing another person to do one's work and to submit the work under one's own name or otherwise not following the rules or instruction to gain an advantage. Unauthorized collaboration, the sharing of work or knowledge specific to the completion of a project, quiz, or examination without the permission or knowledge of the instructor, is also cheating. This includes collaboration on individual assignments using technology in all courses modes or sharing of assignment-specific information (such as quiz questions) with students in other sections of the same course.

1c. Fabrication - Presenting data in a piece of work not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

1d. Aiding and Abetting Dishonesty - Providing material or information to another person with knowledge that these materials or information will be used improperly pursuant to 877.17, Fla. Stat. (2011).

## 2. Alcohol

Consumption and possession of alcohol on campus is prohibited. This includes but not limited to the promotion, manufacture, distribution, sale, use, transfer, purchase, or delivery of alcoholic beverages.

### 3. Arson

The intentional commission of an act that results in a fire being ignited or an explosion that causes damage, or is intended to cause damage, to the property of the College or to the property of any other person.

### 4. Assault

An intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent.

### 5. Battery

Actually and intentionally touching or striking another person against the will of the other; or intentionally causes bodily harm to another person.

### 6. Bribery

To knowingly and intentionally influence or persuade another person or group to act in one's favor, typically illegally or dishonestly, by a gift of money, promises or other inducement.

### 7. Complicity

A student present during the commission of an act by another person that constitutes a violation of the Code of Conduct may also be charged if their subsequent behavior constitutes consent or condoning of the violation.

### 8. Conspiracy

Planning to commit a violation of the applicable law and/or the Code of Conduct or aiding, abetting, assisting, hiring, soliciting, or procuring another person to violate the applicable law and/or the Code of Conduct.

### 9. Damage to Property

Accidental damage, vandalism, intentional damage to property belonging to the College or others may require restitution from persons responsible for such damage and/or disciplinary action.

### 10. Defamation and Libel

False verbal or written communication about an individual or group, communicated to another person(s) that injures the person, property, or reputation of another.

### 11. Disruption

Florida Statute § 877.13, 1006.61, and Board Policy 6Hx-18-3.35 provides that disruption of the campus environment of the institution is prohibited, including but not limited to:

11a. Deliberate or persistent disruption, obstruction, intimidation or repeated interruption of the College environment, disciplinary proceedings, or other College activities that has the purpose and effect of unreasonably interfering with a: (1) student's ability to participate in, or benefit from the College's program or activity; (2) staff's ability to conduct College operations. This includes inappropriate and/or excessive use of email, mobile applications, social media, telephones, laptops, and/or any other electronic devices/platforms.

11b. Disorderly, lewd, or obscene conduct or language on campus or at any College-sponsored or College-supervised activity.

This includes the sending of harassing, lewd, or obscene messages or images that have the purpose and effect of unreasonably interfering with another person's ability to participate in or benefit from the College's program or activity.

11c. Wearing styles or articles of clothing or accessories that cause undue disruption of the learning environment, or intimidation of others in the learning environment, or have the purpose and effect of unreasonably interfering with another person's ability to participate in or benefit from the College's program or activity.

11d. Behavior that is so distracting that it is difficult or impossible to conduct a class, a meeting, College program or any other College-sponsored event.

11e. Congregating in such a fashion as to create a situation that could endanger life or property.

11f. Physical violence or abuse of any person or College-owned or controlled property, or at College sponsored or supervised functions, or conduct that threatens or endangers the health or safety of any person.

11g. Deliberate interference with academic freedom and freedom of speech, including not only disruption of Learning and College environment, but also interference with the freedom of any speaker on campus to express their views.

11h. Forcible interference with the freedom of movement at the College. Blocking of entry ways to buildings, rooms, or sections of buildings, or of hallways, or stairways, in such fashion that people find it difficult or impossible to pass.

11i. Blocking of vehicular traffic.

11j: A lewd, indecent, or obscene conduct or expression on College-owned or College-controlled property or at College-sponsored events.

11k. Solicitation, incitement, or coercion to commit any of the articles of disruption outlined in the codes 11a-11j.

## 12. Dress Standard Violation

Noncompliance with standards of dress established for safety or health reasons.

## 13. Extortion

Threatening to expose another to disgrace, with the intent to extort money or other benefit(s).

## 14. Failure to Obey Reasonable Order of College Official(s)

Failure to respond to a request by a College official (or College affiliate) for identification or failure to obey a written or verbal request/order by a College official.

## 15. Falsification of Records

15a. Misuse of College documents, forging, transferring, altering, or otherwise misusing a document, receipt, PantherCard, other identification, or any other College document or record.

15b. Presenting any form of falsified documentation or identification.

15c. Making false statements including, but not limited to, the application for admission to the College or College program(s), Financial Aid, petitions, requests, or other official College documents of records; forgery of "add" or "drop" processes or action on other College records or documents, whether by use of computer or other means of communication.

15d. Contracting in the name of Palm Beach State or claiming, allowing, or giving the impression that a student is acting under the authority of college administration or otherwise officially represents the College for any purpose.

15e. Making a known false report to College faculty, staff, or campus security.

15f. Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

**WARNING: FALSIFICATION OF ANY APPLICATION MAY SUBJECT THE STUDENT TO IMMEDIATE DISMISSAL WITH NO REFUND.**

## 16. Fraud

Deception or misrepresentation deliberately practiced for unlawful gain or unjust advantage.

## 17. Gambling

As a public institution, Palm Beach State College is restricted from allowing gambling of any kind on College property or at College sponsored events. Florida Chapter 849.08 (2014) - Whoever plays or engages in any game at cards, keno, roulette, faro or other game of chance, at any place, by any device whatsoever, for money or other thing of value, shall be guilty of a misdemeanor of the second degree, punishable as provided in Fla. Sta. 775.082 (2014) or Fla. Sta. 775.083 (2011). Florida Chapter 849.0935 (2011) Charitable, nonprofit organizations; drawings by chance; required disclosures; unlawful acts and practices; penalties. Additionally, the organization must be in compliance with Chapter 496.

## 18. Harassment and Discrimination

Per Board Policy 6Hx-18-5.86, Harassment is defined as any unwelcome conduct or request for favors verbal or physical conduct or any action based on an individual's race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, or pregnancy status that adversely affects an individual's educational or employment opportunities. Discrimination is defined as treating any member of the College community different from the way others are treated based on race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability genetic information, or pregnancy status without lawful justification. Harassment and Discrimination may include but is not limited to the charges as outlined in the codes 18a-18d.

18a. Any act or failure to act that is based upon an individual or group's actual or perceived status (race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, pregnancy status, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College environment.

18b. Hostile environment is behavior that is sufficiently severe, pervasive, persistent and/or offensive that interferes with limits or denies the ability to participate in or benefit from the College's educational environment.

18c. Retaliatory discrimination or harassment is any intentional, adverse action against another person.

18d. Intimidation and bullying are behaviors that are repeated and/or severely aggressive and threatening to harm, control or adversely impact another person(s) or group(s).

## 19. Hazardous, Biological or Other Substances

Bringing onto or disposing of hazardous, biological, or other substances on or within any of the College's property and/or the College environment that may threaten or affect the health, safety, and welfare of the people at the College.

## 20. Hazing

As outlined below and in Fla. Stat. 1006.63; is prohibited. The term "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of another person for purposes including, but not limited to:

1. Initiation, admission, or affiliation into any organization operating under the sanction of a postsecondary institution;

2. The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a postsecondary institution.

The term “Hazing” includes, but is not limited to, pressuring or coercing another person into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of another person; or any activity that would subject another person to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of another person.

## 21. Illegal Drugs and Narcotics

Under Florida Statute, Chapter 893, no person may possess, sell, or deliver controlled substances unless dispensed and used pursuant to prescription or otherwise authorized by law. The use of illegal drugs and the misuse of prescription and other drugs that pose threat to the physical and mental well-being of the students, faculty and staff at the College include:

- 21a. Possession, promotion, manufacture, distribution, sale, use, transfer, purchase, or delivery of drugs (including drugs not prescribed for the user).
- 21b. Possession of drug paraphernalia or any other item that could potentially contain or does contain illegal residue.
- 21c. Being under the influence on campus or at a college sponsored or related activity or event.

## 22. Incivility

A respectful, polite, and courteous communication, behavior or speech is expected by all stakeholders of the institution in maintaining a positive College environment. Any violation of PBSC five Pillars of Civility: Pride, Respect, Progress, Ethics, and Teams.

- 22a. Rudeness, impoliteness or discourteous act that might cause disruption.
- 22b. Using profane, abusive, vulgar, or harassing language or any type of communication.
- 22c. Any intent to defame or insult individuals and/or groups creating a hostile environment.
- 22d. Addressing others in an unprofessional and disrespectful way.
- 22e. Using intimidating or threatening verbal or written communication.
- 22f. Utilizing hostile, demeaning or threatening body language.
- 22g. Contacting individuals in an excessively and intense way that disrupts regular business operations.
- 22h. Accusing others of incompetence or dismissing their expertise and character.
- 22i. Disrespecting authority in any form by not responding to a request.
- 22j. Constant interruption preventing a positive teaching and business environment.
- 22k. Intentionally or recklessly stalking another person.

## 23. Information Technology Resources

The use of College Information Technology (IT) resources in violation of federal and state laws or regulations, College rules or



policies or applicable contracts or licensing agreements. The use of IT resources to cause a disruption to the College environment or program or to interfere with the rights of others or College activities. A computer use violation may include, but is not limited to:

- 23a. Use for the violation of personal privacy or for the committing of crimes.
- 23b. Unauthorized access to or use of computer, computer system, network, software, or data.
- 23c. Unauthorized alteration of computer equipment software, network, or data.
- 23d. Unauthorized duplication or use of computer programs or files.
- 23e. Making unauthorized changes to a computer account or other deliberate action that disrupts the operation of computer systems serving other students or the College community in general.
- 23f. Posting, transmitting threatening, harassing, vulgar, or pornographic content to platforms used by the College to include, but not limited to, any chatrooms, bulletin boards, social networking sites or emails.
- 23g. Posting or transmitting any unsolicited email, advertisement, promotional materials, or any other forms of solicitation to students.

## 24. Interference with Conduct Proceedings

Noncompliance with the Student Conduct Process including, but not limited to

- 24a. Failure to respond or appear before and cooperate with the Dean/Assistant Dean of Student Services or designee, Conduct Committee, and/or other College officials when requested to do so.
- 24b. Falsification, distortion, or misrepresentation of information during the course of the conduct process or before a Conduct Committee.
- 24c. Disruption or interference with the orderly conduct of a conduct hearing.
- 24d. Knowingly making false accusations of student misconduct without cause.
- 24e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- 24f. Harassment (verbal or physical) and/or intimidation of a member of a Conduct Committee, any party involved with the proceedings prior to, during, and/or after a conduct hearing.
- 24g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct and/or the Conduct Committee.
- 24h. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

## 25. Misuse of Mail Services

Inappropriate use of college mail, email, social media, voicemail, electronic network infrastructure services in relation to a Student Code of Conduct violation.

## 26. Parking and Traffic Violation

Failure to comply with applicable parking and traffic regulations.

## 27. Prior Disciplinary Sanctions or Warnings

Violation of any of the restrictions, conditions or terms of a prior sanction that resulted from a prior disciplinary action.

## 28. Public Endangerment

Behavior or activities that intentionally or unintentionally endanger the safety of oneself or others, or causes reckless injury or harm to persons or property. This includes but is not limited to the unsafe or inappropriate use or manipulation of equipment, tools, or other property; movement that can endanger others or damage property.

## 29. Public Health

Failure to comply with College, Local, State and/or Federal mandate with regards to public health concerns.

## 30. Retaliation

Intimidating, threatening, coercing, or discriminating against an individual for making a complaint, testifying, assisting, or participating in an investigation, proceeding, or hearing.

## 31. Sexual Misconduct (Non-Title IX Offenses)

31a. Sexual Battery - non-consensual oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object.

31b. Domestic Violence - any assault, aggravated assault battery, aggravated sexual assault, sexual battery, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

31c. Dating Violence - violence between individuals who have currently, or have had in the past, a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of all the following factors: A dating relationship must have existed within the past 6 months. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and the frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continues basis during the course of the relationship. The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

31d. Stalking - a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking pursuant to 784.048, Florida Statutes. "Cyberstalk" means to engage in a course of conduct to communicate, or to cause to be communicated, directly or indirectly, words, images, or language by or through the use of electronic mail or electronic communication, directed at or pertaining to a specific person; or to access, or attempt to access, the online accounts or Internet-connected home electronic systems of another person without that person's permission, causing substantial emotional distress to that person and serving no legitimate purpose.

31e. Voyeurism - a person commits the offense of voyeurism when he or she, with lewd, lascivious, or indecent intent:

- Secretly observes another person when the other person is located in a dwelling, structure, or conveyance and such location provides a reasonable expectation of privacy.
- Secretly observes another person's intimate areas in which the person has a reasonable expectation of privacy, when the other person is located in a public or private dwelling, structure, or conveyance. As used in this paragraph, the term "intimate area" means any portion of a person's body or undergarments that is covered by clothing and intended to be protected from public view.

31f. Indecent Exposure - occurs by exposing or exhibiting one's sexual organs in public or on private premises of another, or so near thereto as to be seen from such private premises, in a vulgar or indecent manner. Also occurs by being naked in public in a

vulgar or indecent manner and/or masturbating in public.

## 32. Smoking and Tobacco Use (includes e-cigarettes, vaping and hookah)

Smoking or vaping in any enclosed facility or building on campus or in college vehicles or where otherwise posted, is prohibited. Smoking in areas other than those specifically designated by the campus, is prohibited.

## 33. Theft

Attempted or actual theft of college tangible and intangible property or personal or public property including, but not limited to, the theft of textbooks, exams/tests, library or media materials and parking decals. Possession or sale of stolen items including course material access codes.

## 34. Threats

Verbal or written communication that threatens harm to the person, property, or reputation of another.

## 35. Title IX Offenses

35a. Unwelcome contact that a reasonable person would determine is “so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to education as measured against the access of a person who has not been subjected to sexual harassment”.

35b. Sexual Assault as defined in the Clery Act 20 U.S.C. 1092(f)(6)(A)(v)

35c. Domestic Violence as defined in the VAWA Act; 34 U.S.C. 12291(a)(8)

35d. Dating Violence and as defined in the VAWA Act; 34 U.S.C. 12291(a)(10)

35e. Stalking as defined in the VAWA Act; and 34 U.S.C. 12291(a)(30)

## 36. Unauthorized Use of College Property or Unauthorized Presence

36a. Use of College property or property of members of the College community or College affiliates without prior expressed approval by college or affiliate personnel or in violation of any section of the Code.

36b. Forcible entry into a building or other premise.

36c. Tampering with fire and safety equipment.

36d. Fraudulent and/or unauthorized use of the College name, logo, seal, nickname, slogan, mascot, or any registered service mark of the College.

36e. Violation of an official College or campus restriction or trespass order or court order related to a student, faculty/instructor, or member of the College community.

36f. The unauthorized use of, or entry into, any College facilities (i.e., classrooms, laboratories, athletic fields), whether by force or not, is prohibited.

36g. Unauthorized possession of or duplication of college keys.

36h. Presence in or failure to leave a marked or noticed unauthorized area of a building or other unauthorized premise when asked.

## 37. Unauthorized Use of Voice and Video Recording

Using any device to make an audio and/or video recording of any person without their prior knowledge and expressed consent, and/or publishing the recording, except when permitted by law.

## 38. Violation of Law, Rule or Mandate

Students are expected to adhere to all federal, state, and local laws and, in addition, must abide by the policy, rules and regulations of the College. Criminal offenses may result in both criminal prosecution and referral to the conduct procedure.

## 39. Weapons

Possession or use of firearms, fireworks, dangerous weapons, or possession of chemicals on college property or at a college-sponsored activity without written authorization by an appropriate College official is expressly forbidden, except as provided by Florida law. Dangerous weapons may include, but are not limited to, knives, firearms, objects that resemble or can be construed as a weapon, explosives, illegal Tasers, or any other item that may cause bodily injury or damage to an individual or property. Students in possession of a firearm on campus or at a college-sponsored activity, except as provided by Florida law, will be automatically dismissed.

# Student Due Process

The violation of the Code of Conduct is referred to the Dean of Student Services or designee, campus security or College representative by those involved or from bystanders. All notices under the Student Code of Conduct may be provided by hand delivery, email and/or certified mail sent to the address on record. During the conduct process all parties will be treated fairly, equitably and without bias. The responding party is always considered to be not responsible until the evidence is objectively evaluated.

The Office of Student Services will charge a student with a code of conduct violation within thirty (30) days from the date it was committed or reported, whichever is later. However, the Office of Student Services may exercise professional discretion when applying the time limit for charging a student when there are circumstances that warrant a waiver or an extension of the thirty (30) day time limit. Circumstances that may warrant a waiver or an extension include but are not limited to: College closures/holidays/breaks, Title IX offenses, sexual misconduct, requests from law enforcement not to take action, or concerns for the safety of another person(s).

Student conduct records will be maintained for a maximum of five years from the date of the incident. The College reserves the right to keep records for a longer period of time if unresolved or deemed necessary. In cases of dismissal/expulsion, the College will retain records indefinitely.

## Filing a Conduct Complaint Regarding Student Conduct

Students, staff, faculty, or guests may initiate a complaint regarding student conduct using the online Student Problem Resolution Form. A formal complaint may also be in a written statement, a security incident report or via college personnel on behalf of the individual. Written complaints should include the time of the incident, details to the nature of the complaint, any relevant dates, and the names of any potential witnesses and submitted to the Dean of Student Services or designee.

A student who wishes to withdraw a complaint must do so in writing to the Dean or designee. The College reserves the right to take interim action, to protect the peace and welfare of the College community pending completion of an investigation. The College also reserves the right to exercise professional discretion to continue processing a complaint in cases of harassment, endangerment, stalking or other behaviors that pose a threat to the safety, welfare or wellbeing of another person or the Palm Beach State College community. However, the College may also not officially charge students with violations of the Code of Conduct if viable alternatives to disciplinary action are appropriate.

## Complaint Process

This complaint process is intended to provide a fair, prompt, and objective determination about whether any College policy or the student code of conduct has been violated. The reporting party and the responding party will be treated with dignity, courtesy, sensitivity and understanding and will not be prejudged or blamed for what occurred. The College will take all reasonable steps to prevent unnecessary or unwanted contact or proximity between both parties. Reasonable attempts will be made to provide support academically and referral to support services.

Students requiring ADA accommodations need to contact the Center for Accessibility Services to coordinate support throughout the conduct process.

Any persons thought to have information relevant to the complaint shall be interviewed, and such interview shall be appropriately documented. It is expected that interviewees would cooperate in providing all requested information.

Investigations will include, but are not limited to, visual inspection, copying, photographing, or otherwise preserving text, emails, social media post, voice messages and any other type of documentation or media that support the reporting party's complaint or are offered by the responding party or discovered in follow-up interviews.

Reports made in bad faith may be subject to equivalent student conduct action.

## Temporary Suspension

A temporary suspension may be imposed when the Dean of Student Services or designee, in their sole discretion, determines that a student's continued presence on the campus, at any College-related activity, or class may represent an ongoing danger, disruption or threat to persons or property or if the student is non-compliant with requests from the Dean for a student conduct conference.

Prior to a temporary suspension, notice of the infractions may be given to the student verbally, in person or telephonically. A hold is placed on the student's record until such time as the charges are resolved. Written notification, within one (1) business day, will be delivered to the student's College email address.

In the case of a Title IX Violation, the responding party may be temporarily suspended if the Panther Care Team determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The Campus Dean of Student Services is notified to facilitate the temporary suspension.

The student will be notified, via email, as to the date, time, and location of the conduct review session. A video conference will be conducted if the student is unable to be present or at the discretion of the Dean of Students or their designee for campus safety concerns. During the session with the Dean, the student will be notified of the pending conduct charges and the reason for the temporary suspension; the student will also have an opportunity to discuss the information presented, ask questions, and provide information to the Dean regarding the incident.

If the student is not satisfied, they may submit an appeal via email to the Vice President for Student Services and Enrollment Management, who will respond within three (3) business days.

If the appeal is denied, or the student does not appeal the temp suspension, the Dean's office will continue with the conduct process outlined below to resolve the matter.

If the appeal is upheld, the temporary suspension will be lifted, and the student may return to class. The Dean or designee may elect to place other restrictions on the student until the conduct process is complete.

## Student Conduct Process Flow Chart

### Student Rights and Responsibilities Relating to Student Conduct

The right to a timely written notice that includes the allegations to be investigated, the citation to the specific provision of the code of conduct at issue, the process to be used in determining whether a violation has occurred and associated rights, and the date, time, and location of the disciplinary proceeding. The written notice will be sent to the student's College email address seven (7) business days before the Student Conduct Conference.

The right to timely notice that includes a listing of all known witnesses that have provided, or will provide, information against the student and all known information relating to the allegation, including information that supports the allegation and evidence that supports the responding party. This information will be provided five (5) business days in advance of the Student Conduct Conference.

The right to a presumption that no violation occurred. The institution has the burden to prove, by a preponderance of the evidence, that a violation has taken place.

Both parties have the right to an impartial hearing officer.

Both parties have the right to present relevant information and question witnesses through the Student Conduct Committee Chair. It is the responding party's responsibility to prepare their defense.

Both parties have the right to have an advisor, advocate, or legal representative, at the student's own expense, present at any proceeding, whether formal or informal. Such person may directly participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses. This advisor or advocate may not serve in any other role,

including as an investigator, decider of fact, hearing officer, member of a Student Conduct Committee or panel convened to hear or decide the charge, or any appeal.

Both parties have the right to an accurate and complete record of every disciplinary proceeding relating to the charged violation of the code, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student. The College reserves the right to make a recording and will notify all parties at the beginning of the hearing.

All hearings are only open to those involved as determined by the Dean of Student Services or designee and or the chairperson.

Hearings may be provided in person or via electronic means if approved by the Dean or designee.

Failure to appear or refusal to testify or to answer questions in the course of the hearing shall not be regarded as admission of responsibility. Should the responding party choose to direct questions to the witnesses or otherwise pursue a defense, this will not equate to forfeiture of their right to remain silent provided that the responding party does not offer personal testimony in defense. Any personal testimony offered may be considered by the committee.

Where several persons are alleged to have been involved in an incident, the Dean or designee will determine if separate hearings will be held.

Pending a conduct hearing, the responding party will be permitted to attend class and otherwise participate in college activities, except in the case of a temporary suspension.

The conduct hearing committee will determine if a violation of the student code of conduct has occurred by the preponderance of the evidence presented.

All conduct proceedings are confidential unless confidentiality is waived in writing by both parties or disclosure is required by law.

Resolution of any situation not outlined in this process will be at the discretion of the Dean of student services or designee.

Students requiring ADA accommodations, for the hearing, need to contact the Center for Student Accessibility.

Definition of a student conduct proceeding

A disciplinary proceeding is defined by Palm Beach State College as any meeting or conversation following the Conduct Summons which includes the presentation or discussion of allegations and/or evidence, rights of the responding party, possible charges and sanctions related to a Code of Conduct violation with the responding party until resolution of the matter.

## Student Conduct Conference

The Assistant Dean or designee will issue a Conduct Summons, which will be hand delivered, sent via email and/or sent via certified letter to the responding party's mailing address on record. The summons will include the following:

- The date, time, and location of the Student Conduct Conference with the Assistant Dean of Students. (at least seven (7) business days from the date of the email)
- The allegations and the specific provision of the code of conduct at issue
- At least five (5) business days before the Student Conduct Conference, the following will be sent to the responding party via college email:
  - a. A listing of all known witnesses that have provided, or will provide, information against the student.
  - b. All known information relating to the allegation, including inculpatory (documentation that supports the complaint) and exculpatory (documentation that does not support the complaint) information.
- The link to the Student Conduct Process Video

During the Student Conduct Conference, the reported violation of the Code of Conduct, the process, and the student's rights associated will be discussed.

The Assistant Dean or designee may elect to offer an informal resolution to the process through a verbal warning or a behavior agreement without filing formal conduct charges.

Failure to attend the Student Conduct Conference may result in disciplinary hold and/or temporary suspension. This disciplinary hold or suspension may be lifted when the student meets with the Dean or designee.

## Investigation

An investigation will be conducted by the Dean of Student Services or designee.

- The investigation may include, but is not limited to, interviewing all parties involved including witnesses and gathering additional written documentation. The Dean may also confer with appropriate College personnel. Both parties are permitted to have their advisor present at any interview.
- Either party may provide witnesses for interview or other supporting documentation that may support their perspective.
- Documentation may include, but is not limited to, text, emails, social media post, voice messages, law enforcement reports, and any other type of documentation or media related to the complaint.
- If, after investigating, the Dean or designee determines that the complaint is not supported by the evidence presented, the complaint will be dismissed and both parties will be notified via college email that no charges will be filed.

**NOTE:** In cases involving a Title IX Sexual Harassment complaint the following applies:

- The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the parties involved.
- Prior to the completion of the investigative report, copies of any evidence obtained as part of the investigation that is directly related to the allegation raised in the formal complaint will be provided to each party and their hearing advisor for review and comment. The parties will have ten (10) business days to submit a written response. The investigator will consider any relevant comments prior to completion of the investigative report.
- The College must send an investigative report that fairly summarizes relevant evidence to each party and the party's hearing advisor at least ten (10) business days prior to a hearing for the party's review and written response.
- The investigator will provide written notice of any interview or meeting necessary to each party and their hearing advisor, three (3) business days in advance, to allow the parties sufficient time to prepare.
- The relevant evidence summarized in the report will include both inculpatory (documentation that may be contrary to a party's statement) and exculpatory (documentation that supports a party's statement) evidence.
- If the investigation shows that the evidence does not support a Title IX violation, both parties will be notified of the dismissal of the Title IX complaint and why. Also, the parties will be notified that the investigative report will be turned over to the Dean of Student Services for review regarding possible Code of Conduct Violations not related to Title IX.

The College may also dismiss a complaint when

- A written request to stop the formal grievance process is submitted by the reporting party.
- The responding party is no longer enrolled or employed at Palm Beach State College.
- Specific circumstances prevent the gathering of evidence sufficient to reach a determination.

Upon completion of the investigation a written report will be prepared and provided to both parties. The report shall include a



summary of the complaint and a summary of the evidence. Parties can offer additional information or challenge the report, resulting in conversation with the investigator to determine the relevancy of any new information. A copy of this report will be provided to both parties for review and commentary before the report is sent to the Title IX coordinator and the campus Dean of Student Services or designee. During the investigation either party may request to review documents in the investigation file.

The decision-maker(s) for the appeal will not be the same as the decision-maker(s) that reached in the initial determination regarding responsibility or dismissal which shall include the investigator, or the Title IX Coordinator.

## Informal Conduct Hearing

- The charges will be read and explained to the responding party, at which time they or their advisor may ask any questions.
- The responding party has the right to admit to or deny responsibility for the charges prior to or during the conference.
- If the responding party admits responsibility, the Dean of Student Services will notify them of the sanctions; the student can either accept or reject the sanctions.
- If they accept the sanctions, they will sign a waiver accepting the sanctions and waiving the right to a formal hearing.
- If the responding party denies responsibility, or objects to the sanctions, a formal conduct hearing will be convened pursuant to the procedures outlined in this handbook.

**NOTE:** Informal Conduct Hearings are not permitted for resolution of a Title IX Sexual Harassment complaint.

## Formal Conduct Hearing

The responding party will receive written notification via certified mail and college email at least five (5) business days in advance as to the time and method of delivery of the hearing, unless there is mutual agreement on an alternative time frame and/or alternate method of delivery of the hearing (virtually) as determined by the campus Dean of Student Services.

**NOTE:** The following are required for a Formal Conduct Hearing including a complaint of Sexual Harassment under Title IX.

## Conduct Hearing Committee

The Student Conduct Coordinator shall initiate the formation of a Conduct Hearing Committee.

The committee shall be composed of five persons including two students and three faculty/instructor/staff. Where possible, alternates will be identified. Faculty/instructors, staff and students who are directly involved in the case or have an affiliation may not serve on the committee. The Dean of Student Services or designee shall select one of the committee members to serve as chairperson. All members serving on the hearing committee will be required to sign a confidentiality agreement.

The hearing packet will be made available to committee members to view at least two (2) business days in advance of the hearing and a hard copy packet will be provided the day of the hearing.

### Chairperson's Duties

1. Calls the hearing to order and introduce all parties present.
2. Explains the manner in which the hearing will be conducted.
3. Reads the charges being considered.
4. Maintains proper decorum and order, dismissing any person who impedes or threatens to impede a fair and orderly hearing.
5. Ensures the committee adheres to standards of confidentiality as provided for in state and federal law (i.e., Family

Educational Rights and Privacy Act).

6. Ensures both parties have the opportunity to testify and present evidence and witnesses on their behalf.
7. Facilitates cross-examination for both parties' hearing advisors.
8. Ensures all available relevant evidence is presented and that the decision is based solely upon the evidence and any testimony given at the hearing.
9. The committee chairperson is a neutral party and shall facilitate the hearing process, only voting in the case of a tie, the chairperson may call a recess at their discretion.
10. The chairperson may call a recess at their discretion or at the request of either party.

### **Hearing Process**

- Opening remarks will be given by the chairperson detailing the procedure and rules of the hearing the chairperson will also read the notice of violation.
- The Dean or designee will present reports, results from investigations and witnesses regarding the alleged violations.
- The responding party will present their perspective including any witnesses, reports, or documentation.
- In the case of a Title IX Sexual Harassment hearing each party will be asked to present their perspective including any witnesses, reports, or documentation.
- Any witnesses can be recalled, if available, by either party or the committee chairperson.
- A summary statement will be given by each side.
- At the end of the fact-finding portion of the hearing, the participants will be excused, and in closed session, a decision will be rendered by a majority vote of the committee.

### **Committee Deliberation**

The process for determining the outcome of the hearing involves a review of the documentation, consideration of testimony, and a vote. The committee will decide the matter based on the greater weight of the evidence presented to determine whether a violation of the Student Code of Conduct has occurred. The preponderance of the evidence is when it is more likely than not that the violation occurred.

- Only evidence presented at the hearing itself may be taken into account in reaching a decision.
- The committee may consider prior disciplinary actions of the responding party in determining sanctions.
- The Dean of Student Services or their designee will provide the hearing committee with any relevant information once a determination has been made.
- Findings and sanctions will be delivered by the committee chairperson to the Dean or designee, who will notify the responding party via college email within two (2) business days and in writing to the address on record within five (5) business days, of the committee's sanctions.
- The Dean's office will maintain findings, including any sanction to be imposed and supporting documentation.
- In the case of a Title IX Sexual Harassment hearing the determination will include:
  - the allegations constituting sexual harassment,
  - a timeline of the steps taken from receipt of the formal complaint through the determination,

- findings of fact that support the determination
  - conclusions regarding the application of the College's code of conduct to the facts
  - a statement of, and rationale for, the result as to each allegation including a determination regarding responsibility, any sanctions imposed on the responding party, and whether remedies provided for the reporting party. (See list of possible sanctions in the Student Conduct section above.)
  - procedures for either party on how to appeal the determination.
- No transcript notation will be made to the respondent's transcript if responsibility is determined.

## Appeal of the Outcome of a Hearing

If either party disagrees with the determination, an appeal may be made to the Vice President of Student Services and Enrollment Management or designee within ten (10) business days of receipt of the results of the hearing.

Grounds for appeals are as follows:

1. a procedural error occurred that significantly impacted the outcome of the hearing or sanction
2. consideration of new evidence, unavailable during the original investigation that could substantially impact the sanction (a summary of this new evidence and its potential impact must be included)
3. the sanction imposed is substantially disproportionate to the severity of the violation, and
4. either the reporting party or the responding party believes there was an abuse of discretion, conflict of interest or bias

Once an appeal is filed the other party will be notified immediately, so that party may also supply a statement to the appellate decision maker.

The Vice President of Student Services and Enrollment Management or designee shall issue a written decision within ten (10) business days of receiving the request, which may include an affirmation of the charges or an overturning of one of more charges as well affirmation of the recommended sanctions or reduced or increased sanctions. Vice President of Student Services and Enrollment Management or designee has discretion in determining whether a sufficient reason was stated for an appeal. The decision of the Vice President of Student Services and Enrollment Management or designee is **final**.

## Conduct Sanctions

Sanctions are disciplinary consequences imposed on students who have been found responsible for student conduct violations. The College hopes that all students sanctioned will learn from their experience and become better community members because of it. Sanctions could vary based on prior misconduct/behavior, mitigating and aggravating factors and whether the student is currently on probation.

Sanctions are categorized into three levels – Level I, Level II, and Level III. This section provides an overview of possible sanctions and their descriptions.

Sanctions that may be imposed by the College include, but are not limited to:

### Level I Sanctions

**Written Warning** – written notice that the student's behavior is inappropriate, and further problems will result in more permanent and formal sanctions.

**Behavioral Contract** – a written and signed agreement between the student and the College related to student's behavioral expectation.

**College/Community Service** – required completion of a specified number of hours of service to the campus or general community.

**Reflection Essay** – required 250-word essay acknowledging responsibility for the violation, an understanding of the harm caused and what you intend to do differently in the future.

**Letter of Apology** – written by the responding party addressing the harm caused to the reporting party, what has been learned by the responding party and what they will do differently in the future.

**Academic or Personal Development Training** – required attendance at educational programs, meeting with appropriate officials, written research assignments, planning, and implementing educational programs, or other educational activities at the student's own expense.

**Counseling Assessment** – written notification requires assessment by the College Counseling Center.

**Restitution** – compensation for code of conduct violations involving damage to, destruction of, theft, or misappropriation of property.

### **Level II Sanctions may also include Level I**

**Disciplinary Probation** – notice that the student's behavior is in violation of this Code. Further conduct violation(s) may result in suspension or dismissal.

**Course Reassignment/Removal** – formal enrollment action in response to behavioral, safety, or security concerns.

**Grade Change** – a grade of "F" may be assigned in the case of academic integrity/dishonesty violation. Students may not withdraw from a class to avoid a failing grade as a result of such a violation.

**Parental/Guardian Notification** – verbal notification for drug or alcohol use or violations involving weapons, where appropriate and for students under 21.

**Random Drug Testing** – based on program of study and/or repeated violation at the student's expense.

**Restriction/Loss of Privileges** – temporary or permanent loss of privileges, including, but not limited to the use of a particular College facility, parking, resources, or equipment.

### **Level III Sanctions may also include Level I and II**

**Suspension** – leave of absence from the College for a period of time as specified in the sanctions, which will include any conditions which must be met before re-enrollment. Includes student organization suspension.

**Revocation of Admission** – admission to PBSC may be revoked for fraud, misrepresentation, or other violation of PBSC standards in obtaining the degree or for other serious violations committed by a student prior to graduation.

**Dismissal** – permanent separation from the College and any College program. A student who has been dismissed is barred from enrolling at, or visiting, any of the campuses of Palm Beach State College or participating in any College activity.

**Academic Record Penalty** – (related to Academic Dishonesty only) denial of academic credit as a result of suspension or dismissal. Invalidation of a degree based upon denial of credit. Withholding of the official transcript.

**NOTE:** Any student who is the subject of a Florida Atlantic University trespass order may also be trespassed from the Palm Beach State College Boca Raton campus.

## Sanction Guidelines

### **Table of Recommended Sanctions**

1a.-1d. Academic Dishonesty

FACTORS TO CONSIDER

- Level of knowledge and the intent of the student
- How the violation was committed
- Involvement of other students

RECOMMENDED SANCTIONS

First Violation as determined by the faculty member based on their syllabus:

- Educational & Restorative Sanction(s)
- Grade Change

Second Minor Violation determined by the Dean of Students:

- Any applicable Level I sanction

Third or Major Violation determined by the Dean of Students:

- Any applicable Level II or III sanctions

2. Alcohol

FACTORS TO CONSIDER

- Age of the student(s) involved
- Volume of alcohol consumed
- How the alcohol was obtained
- Driving under the influence
- Perceived or disclosed mental health issues

RECOMMENDED SANCTIONS

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

3. Arson

FACTORS TO CONSIDER

- Level of damage
- Potential or actual harm to health and safety of community
- Level of knowledge and intent of the student
- Level of disruption to the campus and emergency response personnel

RECOMMENDED SANCTIONS

Applicable Level II or III sanctions depending on the severity of the violation

- Range:
  - Minimum: Disciplinary Probation
  - Maximum: Dismissal

4. Assault

FACTORS TO CONSIDER

- How the violation was committed
- Level of disruption to individual or community
- Location of where the violation took place
- Type/severity of injury
- Intentional vs. accidental
- Was a weapon utilized

RECOMMENDED SANCTIONS

Applicable Level II or III sanctions depending on the severity of the violation

- Range:
  - Minimum: Disciplinary Probation
  - Maximum: Dismissal

5. Battery

FACTORS TO CONSIDER

- How the violation was committed
- Level of disruption to individual or community
- Location of where the violation took place
- Type/severity of injury
- Intentional vs. accidental

RECOMMENDED SANCTIONS

Applicable Level II or III sanctions depending on the severity of the violation

- Range:
  - Minimum: Disciplinary Probation
  - Maximum: Dismissal

## 6. Bribery

### FACTORS TO CONSIDER

- Level of knowledge and the intent of the student
- How the violation was committed

### RECOMMENDED SANCTIONS

#### First/Minor Violation:

- Any applicable Level I sanction

#### Second/Serious Violation:

- Any applicable Level II sanctions

#### Third/Major Violation:

- Any applicable Level II or III sanctions

## 7. Complicity

### FACTORS TO CONSIDER

- Level of assistance provided
- Level of knowledge and the intent of the student

### RECOMMENDED SANCTIONS

Sanctions should be similar to the sanctions for the violation that the other person committed.

## 8. Conspiracy

### FACTORS TO CONSIDER

- Level of assistance provided
- Level of knowledge and the intent of the student
- How the violation was committed

### RECOMMENDED SANCTIONS

#### First/Minor Violation:

- Any applicable Level I sanction

#### Second/Serious Violation:

- Any applicable Level II sanctions

#### Third/Major Violation:

- Any applicable Level II or III sanctions

## 9. Damage to Property

### FACTORS TO CONSIDER

- Impact on the individual/community
- Monetary value(s) of the item(s)
- Personal/sentimental value of the item(s)
- Potential of harm to health and safety of community
- Damage that jeopardizes safety and/or security, including but not limited to doors, windows, and security devices
- Clean up or repair estimated value

### RECOMMENDED SANCTIONS

#### First/Minor Violation:

- Any applicable Level I sanction

#### Second/Serious Violation:

- Any applicable Level II sanctions

#### Third/Major Violation:

- Any applicable Level II or III sanctions

*\*Any level of violation must include restitution as a sanction.*

## 10. Defamation and Libel

### FACTORS TO CONSIDER

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community

### RECOMMENDED SANCTIONS

#### First/Minor Violation:

- Any applicable Level I sanction

#### Second/Serious Violation:

- Any applicable Level II sanctions

#### Third/Major Violation:

- Any applicable Level II or III sanctions

## 11a. - 11k. Disruption

**FACTORS TO CONSIDER**

- Nature of incident
- Level of disruption to individual or the community
- Level of intent

12. Dress Standard Violation

**FACTORS TO CONSIDER**

- Level of noncompliance

13. Extortion

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community
- If the behavior resulted in injuries and to what extent
- Level of potential harm if it had caused injury

14. Failure to Obey Reasonable Order of College Official(s)

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community
- If the behavior resulted in injuries and to what extent
- Level of potential harm if it had caused injury

15a. - 15f. Falsification of Records

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Significance of gain sought

16. Fraud

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions



**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Significance of gain sought

17. Gambling

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How and where the violation was committed
- Type of gambling committed

18a. - 18d. Harassment and Discrimination

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community

19. Hazardous, Biological or Other Substances

**FACTORS TO CONSIDER**

- Impact on the individual/community
- Monetary value(s) of the item(s)
- Potential of harm to health and safety of community

20. Hazing

**FACTORS TO CONSIDER**

- Impact on the individual/community
- Potential of harm to health and safety of community
- Level of knowledge and the intent of the student

21a. - 21c. Illegal Drugs and Narcotics

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**FACTORS TO CONSIDER**

- Impact on the individual/community
- Potential of harm to health and safety of community
- Level of knowledge and the intent of the student
- Possession vs. selling or distributing
- Drug classification

22a. - 22.k Incivility

**FACTORS TO CONSIDER**

- Impact on the individual/community
- Level of knowledge and the intent of the student

23a - 23g. Information Technology Resources

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community

24a. – 24h. Interference with Conduct Proceedings

**FACTORS TO CONSIDER**

- Level of disruption to individual or community
- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community

25. Misuse of Mail Services

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community

26. Parking and Traffic Violation

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community
- History of offenses

27. Prior Disciplinary Sanctions or Warnings

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- History of sanctions and warnings
- Evidence of prior compliance

28. Public Endangerment

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community
- If the behavior resulted in injuries and to what extent
- Level of potential harm if it had caused injury

29. Public Health

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed

30. Retaliation

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community

31a. - 31f. Sexual Misconduct (Non-Title IX Violations)

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

Applicable Level II or III sanctions depending on the severity of the violation

- Range:

- Minimum: Disciplinary Probation
- Maximum: Dismissal

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

First/Minor Violation:

- Any applicable Level I sanction

Second/Serious Violation:

- Any applicable Level II sanctions

Third/Major Violation:

- Any applicable Level II or III sanctions

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community

**RECOMMENDED SANCTIONS**

- Applicable Level II or III sanctions depending on the severity of the violation
- Range:
    - Minimum: Disciplinary Probation
    - Maximum: Dismissal

32. Smoking and Tobacco Use (includes e-cigarettes, vaping and hookah).

**FACTORS TO CONSIDER**

- Level of disruption to the community

**RECOMMENDED SANCTIONS**

- First/Minor Violation:
- Any applicable Level I sanction
- Second/Serious Violation:
- Any applicable Level II sanctions
- Third/Major Violation:
- Any applicable Level II or III sanctions

33. Theft

**FACTORS TO CONSIDER**

- Impact on the individual/community
- Mechanism of the theft/attempted theft
- Monetary value(s) of the item(s)
- Personal/sentimental value of the item(s)

**RECOMMENDED SANCTIONS**

- First/Minor Violation:
- Any applicable Level I sanction
- Second/Serious Violation:
- Any applicable Level II sanctions
- Third/Major Violation:
- Any applicable Level II or III sanctions

34. Threats

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community

**RECOMMENDED SANCTIONS**

- First/Minor Violation:
- Any applicable Level I sanction
- Second/Serious Violation:
- Any applicable Level II sanctions
- Third/Major Violation:
- Any applicable Level II or III sanctions

35a. - 35e. Title IX Offenses

**FACTORS TO CONSIDER**

- Level of knowledge and the intent of the student
- How the violation was committed
- Impact on the individual/community
- Involvement of alcohol and other drugs
- Severity of misconduct

**RECOMMENDED SANCTIONS**

- Applicable Level II or III sanctions depending on the severity of the violation
- Range:
    - Minimum: Disciplinary Probation
    - Maximum: Dismissal

36a. - 36h. Unauthorized use of College Property or Unauthorized Presence

**FACTORS TO CONSIDER**

- Impact on the individual/community
- Potential of harm to health and safety of community
- Level of knowledge and the intent of the student

**37. Unauthorized Use of Voice and Video Recording**

**FACTORS TO CONSIDER**

- Impact on the individual/community
- Level of knowledge and the intent of the student

**38. Violation of Law, Rule or Mandate**

**FACTORS TO CONSIDER**

- Impact on the individual/community
- Level of knowledge and the intent of the student
- Severity of violation
- Resolution of the civil/criminal violation

**39. Weapons**

**FACTORS TO CONSIDER**

- Impact on the individual/community
- Level of knowledge and the intent of the student
- Severity of violation
- Type of weapon

**RECOMMENDED SANCTIONS**

- First/Minor Violation:
- Any applicable Level I sanction
- Second/Serious Violation:
- Any applicable Level II sanctions
- Third/Major Violation:
- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

- First/Minor Violation:
- Any applicable Level I sanction
- Second/Serious Violation:
- Any applicable Level II sanctions
- Third/Major Violation:
- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

- First/Minor Violation:
- Any applicable Level I sanction
- Second/Serious Violation:
- Any applicable Level II sanctions
- Third/Major Violation:
- Any applicable Level II or III sanctions

**RECOMMENDED SANCTIONS**

- First/Minor Violation:
- Any applicable Level I sanction
- Second/Serious Violation:
- Any applicable Level II sanctions
- Third/Major Violation:
- Any applicable Level II or III sanctions

## Sexual Harassment Under Title IX

Sexual harassment and discrimination based on sex are expressly prohibited at Palm Beach State College.

### Definition

Sexual Harassment under Title IX is defined as:

1. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C.12291(a)(10),

“domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Discrimination based on sex is defined as denial of access or participation in, denial of the benefits of, or be subjected to discrimination under any education program or activity of Palm Beach State College, based on sex, gender or gender identity, pregnancy and/or parenting.

Pregnant and parenting students have rights under Title IX as well. If pregnancy and/or childbirth are impacting a student’s ability to be successful in class(es), the college will provide assistance. This support could include but is not limited to providing excused absences, making up work, working from home, or providing a different desk. Please contact the Title IX Coordinator for assistance at 561-868-3277, via skype at 561-421-2251, or via email at SpeakUp@palmbeachstate.edu.

Sexual harassment complaints, as defined above, can be submitted in any format convenient for the reporting party. Formal complaints involving an employee as the respondent are governed by the Discrimination and Harassment Grievance Process, College Policy 6Hx-18-5.86. If the complaint involves a student as the respondent, the complaint is governed by the procedure outlined below.

## How to File a Report

Students that experience sexual harassment may contact any of the following departments to file a report.

- Title IX Office:

Email: SpeakUp@palmbeachstate.edu

Phone:(561) 868-3277

- Any Campus Security Office (561) 868-3600

- Any Campus Dean of Student Services:

Belle Glade – 561-993-1128

Boca Raton – 561-862-4311

Lake Worth – 561-868-3055

Loxahatchee Groves – 561-790-9025

Palm Beach Gardens – 561-207-5326

- Students may also file a report using our online Title IX Complaint Form.

Response to an initial report will include documenting the concern, providing access to college and community resources, and other supportive measures as appropriate.

Supportive measures may include an on-campus security escort, mutual no contact order, class relocation or time change, extended deadlines for course work, counseling services, access to community agencies for off campus service. This list is not exhaustive as each situation may require a unique accommodation.

A Student may escalate their informal report to a formal complaint at any time.

Amnesty for Alcohol and/or Drug Use: While the use of drugs or alcohol may violate the College’s Code of Conduct policy, this conduct charge will not be considered when investigating a Title IX complaint.

Once a formal complaint requesting a formal resolution is filed with or signed by the Title IX Coordinator an investigation will be conducted per the following formal complaint procedure.

## Formal Complaint Procedure

This complaint process is intended to provide a fair, prompt, and objective determination about whether a Title IX violation has occurred. The reporting party and the responding party will be equitably treated with dignity, courtesy, sensitivity and understanding and will not be prejudged or blamed for what occurred. The College will take all reasonable steps to prevent unnecessary or unwanted contact or proximity between both parties. Supportive measures will be made available as appropriate

to both parties.

## Formal Title IX Hearing

Parties will be notified; via email, ten (10) business days prior; of the date, time, and location of the hearing. This notification will include the final investigative report and supporting documentation. Certified mail will also be sent to both parties. Redactions may be included as necessitated by FERPA.

# Financial Information

## Payment of Fees

Students must pay fees by their payment due date. The calculated payment due date can be found on the Finances worklet, under Charges by Due Date. Payment methods:

- Online Credit Card with a Visa, MasterCard, American Express, Optima, Discover, JCB or non-North American Diners Club.
- Online ACH payment only for Workday payments through Cashnet.

## Refunds

The refund schedule is based upon the dates listed in the academic and registration calendar. No refunds for the current academic period will be issued until the add/drop period for the academic period is completed. The last day of Add or Drop for which 100% refunds are given are listed for each academic period. Refunds are based on amounts reflected on the Student's Account and all refunds are subject to the recovery of debts/obligations owed to the College. Any student who officially withdraws from the College or reduces their course load prior to the end of the published add/drop period is automatically eligible for a full 100% refund of refundable fees. No grade is recorded on the student's transcript. No other refunds are granted except in those cases where a student withdraws from classes due to a personal emergency beyond the student's control as identified below.

Refunds are issued on a regular basis throughout the academic period. Refunds are issued in accordance with the method of payment. Payments made by credit card will be credited back to the most recent credit card used for payment. Students who paid with a check or cash will be issued a refund check or direct deposit. Without exception, all checks are mailed.

## Student's Choice or Responsibility:

- No refund shall be granted to students who withdraw from the College or reduce their academic course load through their own choice or responsibility after the end of the College's published add/drop period except for those extenuating circumstances listed under the refund appeal process.
- It is the student's responsibility to maintain a current address and current banking information for their payment elections on their student account.
- Students can choose to have refunds/financial aid funds that are due back to them automatically deposited with their financial institution.
- Direct deposit reduces the risk of those funds being lost or delayed. Students can elect this option by selecting the Finances worklet, then Set Up Payment Elections, under My Account.

## Refund Appeal Process

Requests for refunds AFTER the official add/drop period of the academic period should be submitted by completing a Request for Refund or Late Withdrawal. The student must complete the required documentation online through the Student Request worklet found on their Workday Student account. The request form must be accompanied by appropriate documentation of the condition on which the request is based. Students will be notified in writing of the decision, and decisions will be based on the documentation provided. If approved, a student's refund will be issued in accordance with the method of payment. Any financial debt/obligations owed to the College will be deducted from the refund. If the student is no longer attending, it is the student's responsibility to withdraw from the course(s). Submitting a refund request does not officially withdraw a student from a class or the College. Please note that requests will not be granted beyond one calendar year from the academic period in question.



**Required Documentation:** Supporting documentation must accompany refund requests based on a college action or personal emergency. The following documentation is required:

- **Death of an immediate family member** -- Documentation of the death and the student's relationship to the deceased. Immediate family members are limited to spouse, child, parent, and sibling.
- **College change or error** -- A letter from the appropriate College official documenting the situation in which the College was in error or initiated an action that caused the student to have to withdraw.
- **Employment** -- A letter on company stationery indicating that the student's employer changed their work schedule (listing old and new work schedule) and that this change prevents the student from completing the term.
- **Medical** -- A letter from the student's physician or health care agency specifically indicating an illness of such severity or duration that the student cannot continue in a course(s). The letter must include dates of the illness and treatment.
- **Military Service** -- Documented involuntary call to active military duty.

## Important Taxpayer Information

Internal Revenue Service regulations §1.6050S-1 require the College to annually submit to the IRS Forms 1098-T for certain students who may be eligible for tax credits. The IRS requires a Social Security Number (SSN) or Taxpayer Identification Number (TIN) when submitting tax related information. You may be eligible for tax credit. Your SSN or TIN is required. The College cannot guarantee any particular tax effect nor provide any advice related to IRA tax filing. Your SSN is also required if you intend to use a Florida Prepaid Account. If you fail to furnish your SSN or TIN to the College AND we are required to produce a 1098-T form, you can be subject to a **\$50 penalty** allowable by IRS regulations. If the College does not have a current SSN or TIN on file, please make sure you submit Form W-9S to your campus Admissions Office to avoid possible penalties. Help ensure the information reported by the College is accurate by supplying this information.

## Returned Check Fees

According to Florida Chapter § 832, (giving worthless checks, drafts, and debit card orders, etc.), the College may charge the following fees:

- Worthless checks up to \$150.00 constitute a first-degree misdemeanor.
- Worthless checks over \$150.00 constitute a third-degree felony.

The College reserves the right to take necessary actions against those check writers including processing through the appropriate State Attorney's Bad Check Restitution Program, and by assessing fees allowable by law as follows:

- Checks under \$50.00 will be charged \$25.00.
- Checks from \$50.00–\$299.99 will be charged \$30.00.
- Checks from \$300.00–\$800.00 will be charged \$40.00.
- Checks over \$800.00 will be charged 5 percent of the check amount.

Students who have presented two returned checks will no longer be allowed to pay by personal check. All fees are subject to change.

## Collection Costs

Students who fail to pay any balance owed to the College on a timely basis will be referred to an outside collection agency and subsequently reported to any credit bureau as part of the process as authorized in Florida Statutes 1010.03. Collection costs associated with any individual account balance that were referred to a collection agency will be passed on to the student.

Additional collection costs can substantially increase the debt you owe to the College; so, please be mindful of any billing or past due notices sent by the College in order to prevent your account from becoming delinquent.

# Financial Aid

This section may be subject to changes.

Types of financial aid available include state and federal grants, scholarships, Federal Work-Study programs and Federal Direct Student Loans. Grants are based upon financial need and do not have to be repaid. Scholarships do not have to be repaid and are based upon several criteria, including merit, talent, and financial need.

## How to Apply for Financial Aid

You must complete a Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/> to apply for the following:

- Federal and State grants (funds that do not need to be paid back).
- Any Palm Beach State College Scholarship.
- Federal Work-Study job, which allows students to earn money for their education through on-campus or community service jobs.

If you are seeking a Federal Direct Loan or Parent PLUS Federal Loan, additional information is available at [www.studentloans.gov](http://www.studentloans.gov).

Please consult the College website ([www.palmbeachstate.edu](http://www.palmbeachstate.edu)) for important details on specific financial aid programs stemming from federal, state, and institutional sources.

You must complete a Free Application for Federal Student Aid (FAFSA).

Complete your FSAID at <https://fsaid.ed.gov/npas/index.html>

Complete the FAFSA at <https://fafsa.ed.gov/>

If you need one-on-one assistance in completing the FAFSA, please attend a FAFSA Workshop at the campus nearest you. To view dates, times, locations, and documents needed, visit <https://www.palmbeachstate.edu/financialaid/default.aspx>.

For valuable financial aid information, view the FA TV videos: <https://pbstate.financialaidtv.com/browse>.

The Office of Financial Aid will receive the result of the FAFSA to determine your grant loan and scholarship eligibility. (Keep abreast of all financial aid email sent to your school email account.)

For additional questions and answers, visit our Financial Aid webpage and view the Q & A section: [palmbeachstate.edu/FinancialAid](http://palmbeachstate.edu/FinancialAid).

**VERY IMPORTANT:** Monitor your college email account for notices sent to you by the Office of Financial Aid. If you have action items in your Workday account, you may need to upload additional documents.

\*\*\*Please confirm that your contact information is up to date with the Registration Office. Your official name as listed on your Social Security card should be used on the FAFSA. Once you submit your FAFSA, the Department of Education will conduct a background check to confirm your name and date of birth with the Social Security office.

*Note:* After submitting your FAFSA, you may get selected for verification by the Department of Education. The Office of Financial Aid retains the right to request any additional documentation deemed necessary to complete the review or verification of an application.

What do I have to do if I have been selected for Verification?

See Verification information on FA TV: <https://pbstate.financialaidtv.com/play/36532-verification/8454-what-do-i-have-do-if-i-have-been-selected-verification>

## General Eligibility Requirements

Students must have a standard high school diploma or GED.

The student must be enrolled at the College as a degree-seeking or certificate-seeking student, in an eligible program of study to receive a financial aid award. Only courses which apply to the student's degree at the College may be used to determine enrollment status for federal and state aid programs. Courses not part of the program will not be counted towards financial aid.

Students can receive funding from only one school at a time; however, students may be considered under the consortium/transient agreement to have award amounts adjusted if they qualify for dual enrollment. See the campus Office of Financial Aid for details.

Students in default on a federal loan are ineligible for federal and state financial aid.

Finally, as always, eligibility for financial aid depends upon meeting the Standards of Satisfactory Academic Progress (SAP). Please visit the Financial Aid webpage for additional information on SAP and the new changes effective Fall 2021; a graduated GPA has been implemented and the college will be reviewing SAP status at the end of each semester. Students must meet SAP to be eligible for Financial Aid. What is Satisfactory Academic Progress? See SAP policy on the financial aid home page.

Students who are registered for remedial courses can only receive financial aid for up to 30 remedial credits. Seek financial aid advisement to determine how remedial courses relate to ensuring Satisfactory Academic Progress and the 150 percent of maximum timeframe.

## Important Student Responsibilities

Complete all classes for which you are registered each term and/or understand academic policies and dates relating to dropping courses or withdrawals; be responsible for any unpaid charges following the deduction of all financial aid funds, external payments, or similar awards.

What happens if I withdraw from all my classes?

When a student withdraws, or his/her enrollment is otherwise terminated, the College will not only calculate the amount of tuition/fees that will be refunded to the student (if any), but also the amount of **federal financial aid (aka "Title IV") that must be returned to the Federal Student Aid Programs (if any)**. This process is referred to as "Return of Title IV" (R2T4). The calculation of R2T4 has no relationship to the tuition and fees that the student may be charged by the College. The R2T4 calculation is performed using forms and/or software compliant with the U.S. Department of Education guidelines. Please meet with a Financial Aid advisor before completely withdrawing from all your courses and learn how R2T4 will impact future attendance at the College.

## Financial Aid Disbursement

Disbursement of financial aid awards to students in credit hour programs begins in September for the fall term, late January for the spring term, and June for the summer term, after faculty confirms you have attended during the first week of class. Awards are disbursed when the student has submitted all required information and/or documentation and meets all eligibility criteria, including the Standards of Academic Progress for Financial Aid recipients. For clock hour programs please visit the web page <https://www.palmbeachstate.edu/financialaid/CCP-CCC-ATC.aspx>

Disbursements will continue throughout the semester for eligible students. If the total amount of aid disbursed for the term exceeds the cost of tuition, fees, obligations, and books (if any), the student may receive a financial aid refund after all tuition, fees and book charges are paid in full and the credit balance is obtained.

Direct bank deposit is highly recommended and is available to all students. Direct deposit reduces the risk of those funds being

lost or delayed. Students can elect this option by selecting the Finances worklet, then Set Up Payment Elections, under My Account.

## Enrollment Status

Financial aid awards are subject to change depending on the student's enrollment status at the time of disbursement; this excludes courses that are not yet in progress. For the purpose of awarding and adjusting financial aid, the following chart is used to determine the enrollment status for financial aid recipients. Most financial aid programs permit part-time enrollment status.

<b>Status</b>	<b>Credit Hours Required</b>
Full-time	12 or more
Three-quarter time	9 to 11
Half-time	6 to 8
Less than half-time	1 to 5

*\*Career Certificate Program (CCP) students enrolled in 24 instructional hours per week in clock hour programs are considered full-time. Attendance is a federal requirement for students enrolled in Title IV Approved Clock Hour programs. Instructors must also take attendance and report it to Financial Aid before authorization to disburse grants and loans are made.*

# Student Services

## Academic Advising

Academic advisors provide career pathway guidance through a case management approach to assist students in designing an educational plan that meets their academic and personal goals. They also serve as a referral source for the many supportive services and resources at the College. Students are urged to maintain contact with their assigned advisors to be certain they are on track to complete their program of study. Students assume the ultimate responsibility for course selection. For more information, visit [www.palmbeachstate.edu/Advising](http://www.palmbeachstate.edu/Advising).

General Advising Questions: 561-868-3036

Email: [Advising@palmbeachstate.edu](mailto:Advising@palmbeachstate.edu)

More information is available at [www.palmbeachstate.edu/advising](http://www.palmbeachstate.edu/advising).

Bachelor's Degree Programs advising office: 561-868-4100

More information is available at <https://www.palmbeachstate.edu/bachelors>.

## Athletics and Club Sports

### Intercollegiate Athletics

Palm Beach State College has achieved national recognition and high status among state colleges for its strong support of athletics and its outstanding achievements in athletic competition. The College offers students the opportunity to participate in the following Division II sports:

**Men:** Baseball, Basketball

**Women:** Basketball, Beach Volleyball, Volleyball

All student athletes must meet standards of academic progress as defined by the National Junior College Athletic Association (NJCAA), Florida College System Activities Association (FCSAA), and the College. Contact the Director of Athletics for further information or go to [www.pbscpanthers.com](http://www.pbscpanthers.com). All intercollegiate athletic programs are located on the Lake Worth campus.

### Club Sports

Club Sports are any sports offered at the College that compete competitively with other colleges and/or organizations but are not regulated by the NJCAA. Club Sports can exist at schools that do have teams that are NJCAA-sanctioned. However, they are student-driven clubs with no scholarships. For more information on Club Sports, contact Athletics.

### Career Development Center

Career planning and job search assistance are available in-person, virtually, and via online resources. The Career Development Advisors can help you with deciding on a career pathway, college major, career self-assessment, researching occupations, resume writing, interview skills, developing workplace skills, employer identification, job and internships search strategies.

Information is also available online at [www.palmbeachstate.edu/Career](http://www.palmbeachstate.edu/Career).

Email: [careercenter@palmbeachstate.edu](mailto:careercenter@palmbeachstate.edu)

Phone: (561) 868-3581

## Center for Student Accessibility

Palm Beach State College complies with all laws and regulations applicable to qualified individuals with disabilities as required in Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). These laws mandate reasonable accommodations that ensure students with disabilities the opportunity for equal access to, and participation in, all College facilities, programs, activities, and services.

It is the responsibility of the student to request accommodations by registering with the Center for Student Accessibility (CSA) and to provide appropriate documentation from a qualified clinician in support of the request for services. Students must confer with CSA each term, as appropriate accommodation may vary from course to course. The Center for Student Accessibility will prepare accommodation notices which will be provided to the student and instructor at the student's request.

The College is committed to ensuring that students with disabilities who rely on service animals can have access to all public areas, attend classes, and participate in campus activities. The entire service animal policy can be viewed at <https://www.palmbeachstate.edu/security/animal-policy.aspx>

### Confidentiality

All documentation provided to the Center for Student Accessibility will be strictly confidential. No information, except as provided by law, will be released to anyone, including parents, without the student's written consent.

### Nondiscrimination and Equal Opportunity

Palm Beach State College, an equal access/equal opportunity institution, complies with all applicable federal and state laws regarding nondiscrimination on the basis of race, color, creed, ethnicity, national origin, gender, sex, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, pregnancy status, and any other factor protected under the law, state or federal, in employment, admissions, or educational programs and activities.

Harassment of any kind, including sexual harassment, is prohibited.

If a student believes that he or she has been subjected to discrimination or harassment based on their disability, they may file a complaint online at the Panther's Voice webpage.

### Who is eligible for services with the Center for Student Accessibility?

Palm Beach State College provides services to all qualified students with disabilities as defined by law.

No otherwise qualified individual with a disability in shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. § 794).

### A qualified individual with a disability means:

"...an individual who, with or without reasonable accommodations to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential requirements for the receipt of services or the participation in programs or activities" (Americans with Disabilities Act of 1990, 42 U.S.C. §12131 [Sec. 201.]

The definition of a disability includes a person who:

- has a physical or mental impairment which substantially limits one or more of such a person's major life activities
- has a record of such impairment or is regarded as having such impairment (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. [Part 104])

A "qualified" person with a disability is defined as one... "who meets the academic and technical standards requisite to

admission or participation in the education program or activity.”

Section 504 of the Rehabilitation Act of 1973 protects the rights of qualified individuals who have disabilities such as, **but not limited to:**

Blindness/visual Impairment	Cerebral Palsy
Deafness/Hearing Impairment	Epilepsy/Seizure Disorders
Orthopedic/Mobility Impairment	Specific Learning Disability
Speech Disorders	Tourette’s Syndrome
Spinal Cord Injury	Psychiatric Disability
Muscular Dystrophy	Multiple Sclerosis
Arthritis	Cancer
Traumatic Brain Injury	AIDS

The above list includes examples of disabilities and is not an exhaustive list. **Students are encouraged to contact the Center for Student Accessibility and discuss with a manager or an advisor if they qualify for services.**

## Student Responsibilities

**Students with disabilities have the responsibility to:**

- meet and maintain the institution's academic and technical standards for courses, programs, services, activities, and facilities.
- self-identify as an individual with a disability when an accommodation is needed and seek information, counsel, and assistance as necessary.
- provide appropriate documentation of the disability and how it limits participation in courses, programs, services, activities, and facilities to the College to determine eligibility for services.
- follow procedures for obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services.
- meet and abide by the College’s academic, conduct and technical standards.
- request accommodations with the campus CSA representative at the beginning of each term by completing a Semester Request for Services form and submitting it to your campus CSA representative.
- follow published policies and procedures of CSA and Palm Beach State College.
- contacting the Center for Student Accessibility if reasonable academic adjustments or accommodations are not implemented in an effective or timely way.

Accommodations are designed to meet students with disabilities’ individual learning needs and does not reduce students’ responsibility for meeting the academic standards, conduct codes and course requirements at Palm Beach State College.

**Palm Beach State College has the responsibility to:**

- provide information to students with disabilities in accessible formats upon request.
- ensure that courses, programs, activities, and facilities, when viewed in their entirety, are available and usable in the most integrated and appropriate settings.
- evaluate students on their abilities and not their disabilities.



- provide or arrange reasonable accommodations, academic adjustments, and/or auxiliary aids and services for students with disabilities in courses, programs, activities, and facilities.
- maintain appropriate confidentiality of records and communication.

## Student Rights

### **Students with disabilities have the right to:**

- participate equally in and benefit from courses, programs, services, activities, and facilities offered through the College.
- access reasonable accommodations and/or auxiliary aids and services with equity.
- expect confidentiality regarding disability-related information and to choose to whom information about that disability will be disclosed except as disclosures are required/permitted by law.
- file a grievance if a disability discrimination issue cannot be satisfactorily resolved.

## Steps to Register with the Center for Student Accessibility

Disclosure of a disability is voluntary. If you are a student with a disability and may need services, accommodations, or access, follow these four steps:

1. Make an appointment with the Center for Student Accessibility (CSA) manager or advisor on the campus you will be attending.
2. Submit current documentation from a qualified professional to support the disability claim prior to meeting with a CSA manager or advisor.
3. Meet with a manager or an advisor to complete the intake process.
4. Request services each term (Minimum of 3 weeks' notice) through CSA.

## Discrimination Complaints

Palm Beach State College adheres to the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 that was enacted to protect individuals with disabilities against discrimination. A student at the College who believes he/she has been discriminated against based on their disability or has not been afforded the agreed upon accommodations may file a complaint with the Center for Student Accessibility (CSA).

Students eligible for ADA accommodations should deliver their notification letters to faculty at the beginning of each semester or as soon as reasonably possible, altering the faculty of the approved accommodations. A student should notify a CSA Manager of any disagreement between the student and the faculty member if agreed-upon academic accommodations are not provided to seek a resolution.

Students who disagree with an eligibility or accommodation decision made by CSA may appeal the decision. The appeal must be submitted to the Student Development Director. The student will be provided a timeframe for a response and explanation of the resolution after the investigation is completed. Further appeals will proceed up the line of report in accordance with the College's established practices.

## Steps to Dispute a Final Course Grade

### Criteria for an appeal

1. An error in the calculation of the grade, or ineffective provision of approved ADA accommodations resulting in the student being prevented from attaining the learning outcome to the level such accommodation might allow.

2. The assignment of a grade was a substantial departure from the faculty member's previously printed standards in the course syllabus.

Students may appeal a final grade that they receive in a course, but interim grades or grades on specific assignments are not appealable, unless any such appeal is based on an allegation that the faculty member has violated his/her stated grading policy or that the grade was a result of discrimination or retaliation or for allegation that the professor did not provide the student with approved ADA accommodations as documented by Center for Student Accessibility (CSA).

- The student may request a review of their final course grade directly with the CSA Office by submitting a Student Problem Resolution Form and choosing Accommodations/ADA/Section 504 Complaint as the Nature of the Report.
- If the Academic Dean/Associate Dean receives such a request for a grade review they will refer the student to CSA and contact the CSA Office concerning the student's request for grade review.
- The Academic Dean/Associate Dean will extend the timeframe to resolve the "Final Course Grade Appeal" pending the findings and resolution from the CSA Office concerning the alleged denial of ADA accommodation(s).

The following process will be initiated by the CSA Office:

### **Step 1: CSA Manager**

The student holds primary responsibility to notify the Center for Student Accessibility.

1. Upon receipt of the student request for grade review the CSA manager will meet with the student to discuss the student's concerns, including any relevant details necessary to conduct a review (**except for days that the College is closed**).
2. The student will be given a timeframe for a response and to provide any requested information.
3. The faculty member will provide relevant documentation to the CSA Manager within five (5) business days.
4. Upon completion of the review, the student will receive a detailed explanation of the findings and resolution; CSA will notify Academic Affairs of the findings (See CSA's Notification to Academic Affairs)
5. Request is resolved.

However, if the student is not satisfied with the resolution of the CSA Manager, the student has five (5) business days to escalate their concern by submitting the Center for Student Accessibility Appeal Form to the Student Development Director.

### **Step 2: The Student Development Director**

1. Student Development Director will review the documentation related to the resolution of the student's appeal.
2. The student and the Student Development Director will meet to discuss the matter.
3. The student will be given a timeframe to receive a response.
4. A written response of the resolution will be provided to the student once the matter is resolved.
5. If the student is not satisfied with the resolution, they may contact the Dean of Student Development.

### **Step 3: The Equity Officer/504 Coordinator**

1. If the student is not satisfied with the Dean of Student Development, they may contact the Equity Officer/504 Coordinator, Juanita Benjamin, at 561-868-3111 or benjamij@palmbeachstate.edu.
2. **A student at any time may bypass previous steps to escalate complaint directly to any of the following:**
  - Executive Director, Human Resources

- Director, Human Resources & Equity Officer/504 Coordinator

### **Center for Student Accessibility's Notification to Academic Affairs**

1. Center for Student Accessibility (CSA) Office after investigating the student's complaint will notify Academic Affairs of the findings:
  - If the CSA Office's investigation finds that the Professor **did** provide the approved ADA accommodations, then the Academic Dean/Associate Dean will proceed in adjudicating the student complaint using the "Final Course Grade Appeal" process.
2. If the CSA Office review finds that the Professor **did not** provide the approved accommodations the Dean/Associate Dean will work with the student, the professor, and the CSA Manager or Student Development Director to reach a resolution as allowed by PBSC's policies and procedures.

## **Campus Locations and Contact Information**

### **Belle Glade: Center for Student Accessibility**

1977 College Drive, CRA 105.7, Belle Glade, FL 33430-3699  
561-790-9022; studentaccessibility@palmbeachstate.edu

### **Boca Raton: Center for Student Accessibility**

801 Palm Beach State College Drive, AD 135, Boca Raton, FL 33431-6490  
561-862-4314; studentaccessibility@palmbeachstate.edu

### **Lake Worth: Center for Student Accessibility**

4200 Congress Avenue, BK 110, Lake Worth, FL 33461-4796  
561-868-3046; studentaccessibility@palmbeachstate.edu

### **Loxahatchee Groves: Center for Student Accessibility**

15845 Southern Boulevard, LGA 103, Loxahatchee, FL 33470-9204  
561-790-9022; studentaccessibility@palmbeachstate.edu

### **Palm Beach Gardens: Center for Student Accessibility**

3160 PGA Boulevard, BR 128, Palm Beach Gardens, FL 33410-2893  
561-207-5345; studentaccessibility@palmbeachstate.edu

### **District - BK 110**

Dr. Nikki Champagnie, Student Development Director  
Phone: 561-868-3298 | Fax: 561-868-3141

### **District - SCA 132**

Dr. Kathleen S. Karran-McCoy, Dean of Student Development & Ombudsman  
Phone: 561-868-3371 | Fax: 561-868-3141

The Center for Student Accessibility is committed to providing an equal educational opportunity for all qualified students with disabilities in compliance with federal and state statutes. We commit, as well, to ensuring that the integrity of all college standards and requirements is maintained. Visit the Center for Student Accessibility at <https://www.palmbeachstate.edu/CSA>.

## **Admission and Graduation Substitutions for Students with Disabilities**

In compliance with Florida Statutes, sections 1007.264 and 1007.265, eligible students with disabilities shall be considered for reasonable substitutions or waivers with regard to admission and graduation requirements, provided that the inability to fulfill the requirement is due directly to the disability, that appropriate accommodations will not result in success, and where the substitution will not constitute a fundamental alteration in the nature of the program. Eligible students include, but are not

limited to, students documented as having a hearing impairment, including deafness; a visual impairment, a specific learning disability, an orthopedic impairment, a speech, or language impairment; an emotional or behavioral disability, autism spectrum disorder, traumatic brain injury, intellectual disability, or other health impairment.

Students must formally submit a written request for a substitution or waiver to the campus Center for Student Accessibility Manager. Documentation of a disability, which includes evidence that the failure to meet the requirement is related to the disability, must also be provided. Students may appeal a substitution denial or a determination of ineligibility to the Vice President of Academic Affairs, who will review the case and make a recommendation to the President. This appeal must be initiated within 45 days of the student's notification of the committee's decision. In accordance with Rule 6A-10.041(3), the College will accept all substitutions previously granted by other state postsecondary institutions.

## College TRIO/Student Support Services

### **TRiO Student Support Services**

This program is a U.S Department of Education grant-funded TRIO program serving 175 students who are low-income, first-generation college students and students with disabilities. Services provided include personalized academic and financial aid, advisement, tutoring, career exploration, transfer assistance, academic workshops, financial literacy, cultural events, and university tours. The program assists students with progression, retention, completion, and transition from one level of higher education to the next. Students must be enrolled at Palm Beach State College in a degree-seeking program and be US citizen or permanent resident to be eligible for services. For more information, call 561-868-3392.

### **TRiO Student Support Services Veterans**

This program is a U.S Department of Education grant-funded TRIO program serving 120 veterans who are low-income, first-generation college students and students with disabilities. Services provided include personalized academic and financial aid, advisement, tutoring, career exploration, transfer assistance, academic workshops, financial literacy, cultural events, and university tours. The program assists student veterans with progression, retention, completion, and transition from one level of higher education to the next. Students must be enrolled at Palm Beach State College in a degree-seeking program and be US citizen or permanent resident to be eligible for services. For more information, call 561-868-4287.

See <https://www.palmbeachstate.edu/student-development/TRIO/sss.aspx>

## Counseling Services

The Student Counseling Center provides services and programs designed to help students maintain their emotional well-being to achieve their educational goals. Services include individual counseling, group counseling, educational events, as well as linkage to community resources, and additional services. Services are available by appointment either on campus or virtually and can be scheduled by calling 561-868-3980, emailing the Student Counseling Center at [studentcounselingcenter@palmbeachstate.edu](mailto:studentcounselingcenter@palmbeachstate.edu), or in person on the Lake Worth campus. Please visit us on our webpage for further information.

### **Case Management**

As part of the Student Counseling Center our Case Management Services assist students in linking with community resources such as SNAP registration, local food pantries, financial assistance, and housing issues. Further information can be obtained by contacting the Student Counseling Center at 561-868-3980 or visiting the Counseling webpage <https://www.palmbeachstate.edu/perc/>.

### **Student Assistance Fund**

The Student Assistance Fund assists students who are facing unexpected financial crisis. Applications for this fund is limited.

Please see the online application to which can be accessed via the Student Counseling Center Web Page at <https://www.palmbeachstate.edu/counselingcenter/>.

Further information can be obtained by contacting the Student Counseling Center at (561) 868-3980 or visiting the Counseling webpage <https://www.palmbeachstate.edu/perc/>.

### **Panther's Pantry**

The Panther's Pantry is available to any student, faculty or staff member experiencing food insecurities. Panther's Pantry hours vary by campus location and are by appointment only. Appointments can be booked for both Pantry food pick up and SNAP registration by clicking on the following link:

<https://outlook.office365.com/owa/calendar/PanthersPantry1@palmbeachstate.onmicrosoft.com/bookings/>.

For further information please contact the Student Counseling Center at 561-868-3980 or visit our webpage <https://www.palmbeachstate.edu/panther-pantry/>.

### **Foster Care Liaison**

Students who identify as having been a part of the foster care system are provided with additional support and community resource linkage. Please reach out to the Student Counseling Center for more information

<https://www.palmbeachstate.edu/counselingcenter/> or call (561) 868-3980.

3980 or visiting the Counseling webpage <https://www.palmbeachstate.edu/perc/>

## **Equity Institute**

As part of its commitment to fostering student-centered learning experiences, Palm Beach State College established the Dr. Barbara Carey-Shuler Equity Institute in 2019. The Equity Institute is named after Dr. Barbara Carey-Shuler, a local philanthropist and former longtime educator and elected official. The Equity Institute supports the College mission to provide "accessible, student-centered teaching and learning experiences" by providing support and resources to underserved, under resourced, and under-represented students to ensure their success. Students who participate in the Institute's offerings receive wrap-around support, learn personal management skills and develop their ability to advocate for themselves and utilize available resources to continue their personal and professional growth. In addition, the college-wide forums support the College mission to "transform lives and strengthen our community" by providing opportunities for students, faculty, and staff to learn how to positively influence student success and develop plans to introduce systemic change at the College and in the community.

## **Florida Shines (FloridaShines.org)**

FloridaShines.org is Florida's official college advising website. Find information on Florida's state universities and colleges and their programs. You can apply for financial aid and scholarships online, as well as explore the College transfer process and Florida institution transient process, access career planning, and review academic transcripts. FloridaShines does not substitute for regular meetings with an academic advisor.

## **Graduation**

Graduation is an automatic process, streamlining the necessary steps for students and ensuring that their transcripts reflect the degree or certificate earned. Each term, during the months of October (Fall), March (Spring) and June (Summer), the College will conduct a preliminary review of each currently enrolled student's degree audit. Students who will be "100% program complete" at the end of the term will be eligible for graduation. An email will be sent to eligible students informing them of their graduation status and inviting them to participate in the commencement ceremony. For further information, please go to [www.palmbeachstate.edu/Graduation](http://www.palmbeachstate.edu/Graduation).

## Panther Care Team (PCT)

### Purpose

Palm Beach State College provides behavioral assessment and intervention support for students demonstrating concerning behaviors through the Panther Care Team. Early identification of concerning behavior and implementation of support strategies help students deal with life's stressors and continue to meet their academic goals. Fostering a culture of reporting on campus is important to maintaining a safe and respectful learning environment.

### Team members

The team is an interdisciplinary, collaborative team that develops individualized assessments and intervention plans for students demonstrating concerning behaviors.

The core team includes representatives from each campus Dean of Student Services Office, Director of Student Wellbeing, Chief of Security, Title IX Coordinator, Director of Student Life, Student Conduct Coordinator and two representatives from the faculty. The committee is co-chaired by the Director of Student Life and the Title IX Coordinator.

### Training

Members of the team participate in training through NABITA, the National Association for Behavioral and Intervention and Threat Assessment. The assessment tool used is the NABITA Risk Rubric.

## Student Activities

The Department of Student Activities promotes student engagement through numerous co-curricular opportunities on and off campus. Students can enhance their college experience by participating in social events, diversity awareness programs, intramural sports, club sports, leadership development, student government and volunteer opportunities. Students may take a break at any of the Student Activity Center locations and play billiards, video games, cards, surf the net or just stop by and chill for a while.

Due to Covid-19, changes in Student Activities will adhere to CDC guidelines and college procedure. For a list of upcoming events and a current list of campus organizations: <https://www.palmbeachstate.edu/studentactivities/>.

## Student Government

The Student Government Association (SGA) is the official voice of the student body and an important link in the College's endeavors to ensure a positive learning environment. Participation in SGA provides many opportunities for involvement at the local, district and state levels of student government through the Florida College System Student Government Associate (FCSSGA). SGA aims to achieve positive advancements for students, promote civic engagement, and facilitate smooth working relationships among students, administration, faculty/instructors, and staff. Each year, officers are selected to make up the Executive Board, which plans the SGA's activities. To find out if you are eligible to apply for an officer position, or to join SGA, contact your campus Student Activities Office.

## Student Organizations

Get involved! Palm Beach State College is host to a wide variety of social, faith-based, special interest, academic, service, and Career-oriented campus organizations. These clubs provide students personal, interpersonal, and organizational development. All clubs and organizations are open to all currently enrolled Palm Beach State students.

Can't find a club in which you are interested? Start your own. Visit the Student Activities website to find the criteria and link to charter a new club at the college. To be an active member of a student club, students must have a minimum 2.0 grade point average.

All procedures for clubs can be found in the Student Activities Manual available on the Student Activities website.

## Student Participation in Institutional Decision Making

The College encourages student participation in institutional decision-making. One important means of influence in the governance of the College is the Student Government Association (SGA). Students are also invited to participate on the Student Activity & Service Fee Committee, Conduct Committees, District Diversity Council, and other committees as appropriate. Moreover, on occasion, students are given the opportunity through opinion questionnaires to evaluate various College programs and activities. Information obtained through this process is of significant value in making operational decisions.

### Student Trustee

In keeping with the College's commitment to student involvement, Palm Beach State has established a student position on the District Board of Trustees. This position is non-voting and designed to ensure that student issues and concerns are represented. Students interested in serving in this capacity must apply for the position. To be considered, a student must meet the following criteria:

- At least a 3.0 cumulative grade point average;
- Two letters of recommendation (one letter must be from a faculty/instructor and one letter can be from a faculty/instructor or staff member);
- A typewritten essay on why he/she wishes to become a student trustee.

Applications are available at the end of the spring term. A committee makes a final selection through interviews in July. For more information, students may contact the Executive Assistant to the District Board of Trustees at 561-868-3502.

## Intramural Sports

Currently enrolled Palm Beach State students are encouraged to play and compete in campus recreational intramural sports. Intramural sports are available for currently enrolled students to participate in structured activities at a competitive or recreational level. We offer team sports and individual sports as well as leisure events.

Intramural by definition means "within the walls," and therefore all teams/individuals that participate are affiliated with the College. A few examples of intramural sports are open gym for basketball, volleyball, flag football, soccer, bowling, and table tennis. No matter what your skill level, you will have a good time.

For more information about intramural sports, contact the campus Student Activities Office.

## Testing Services

A variety of national and state exams, such as PERT, CLEP, Accuplacer, TABE, and others are administered in the testing centers, as well as instructor out-of-class exams and testing for distance-learning courses. Current or prospective students taking a test at the College's testing centers should allocate the full amount of time specified for the test plus 15 minutes for processing. For placement exams (PERT, TABE, Accuplacer) a Palm Beach State Student ID is acceptable; otherwise, students must present a valid Passport or U.S. government-issued photo identification card before being allowed to sit for any test. For information on tests administered, hours of operation, test fees, payment, making an appointment, or policies and procedures, visit the website: [www.palmbeachstate.edu/Testing](http://www.palmbeachstate.edu/Testing).

### Testing Center Contact Information

Belle Glade 561-993-1125

[westtesting@palmbeachstate.edu](mailto:westtesting@palmbeachstate.edu)

Boca Raton 561-862-4371

[southtesting@palmbeachstate.edu](mailto:southtesting@palmbeachstate.edu)

Lake Worth 561-868-3012

centraltesting@palmbeachstate.edu

Palm Beach Gardens 561-207-5371

northtesting@palmbeachstate.edu

Loxahatchee Groves 561-790-9027

edgarb@palmbeachstate.edu

## Veteran Services

The Veteran Success Center is dedicated in helping student veteran succeed in their transition to civilian life. This is done by first ensuring their well-earned VA educational benefits are processed in a timely and compliant manner. Secondly, through the campus student veteran clubs we encourage them to connect with each other and the rest of the student body. Thirdly, we partner with community resources such as the West Palm Beach VA Medical Center, the county vet centers and other non-profit organizations for assistance with their medical, housing, and financial concerns. We endeavor to always educate, advocate, and guide each student veteran and their dependents journey in attaining their educational and career goals.

- VA Educational Benefit Requirements:
  - Basic document requirement to be certified for benefits is submission of:
    - Certificate of eligibility (COE)
    - DD214 (not applicable for dependents)
    - VA certification request (each semester)
  - Note: VA mandates that student veterans order their military transcripts to grant credit as appropriate in their program of study.
  - Chapter 33: Once Certified, VA requires that you verify your enrollment via text or call 1888-442-4551 payout your direct deposit
- Semester Course Load and Housing/Stipend Reference:
  - Credits taken in an accelerated/condensed time frame have a higher value towards housing/stipend payments than those taken in the standard full Fall or Spring semester.
  - Fall and Spring full semester credits are calculated at face value, no conversion is required.
  - Contact Veteran Services for further explanation of semester housing/stipend scheduling.
  - Use table below to see credit equivalency accelerated/condensed semester sessions.



**Accelerated/Condensed Credit Equivalency Table**

<b>Weeks of Session →</b>	<b>12 weeks</b>	<b>8 weeks</b>	<b>6 weeks</b>
<b>Credits Enrolled in Session ↓</b>			
10 Credits Enrolled	-	-	-
9 Credits Enrolled	-	-	-
8 Credits Enrolled	12	-	-
7 Credits Enrolled	10.5	-	-
6 Credits Enrolled (common)	<b>9</b>	<b>13.5</b>	-
5 Credits Enrolled	7.5	11.2	-
4 Credits Enrolled (common)	<b>6</b>	<b>9</b>	<b>12</b>
3 Credits Enrolled (common)	<b>4.5</b>	<b>6.7</b>	<b>9</b>
2 Credits Enrolled	3	4.5	6
1 Credit Enrolled (common)	1.5	2.3	3

- Chapter 33 students withdrawing or auditing (after the add/drop deadline) from certified courses will result in tuition debt to Palm Beach State College in accordance with section 1019 of Public Law 116-315. Additionally, it will result in a housing and book stipend debt to VA education. Once a PBSC tuition debt is assessed, it is the student's responsibility to pay or currently enrolled courses may drop for nonpayment. Contact Veteran Services before withdrawing for assistance in making an informed decision.
- Military Tuition Assistance:

**Benefit Name****How to Apply**

Please make sure to call 561-868-3380 or email (CentralVeterans@palmbeachstate.edu) for guidance if you have any questions or difficulties with the instructions below.

Service member should review these resources to make an informed decision.

- College Scorecard
- College Navigator
- Financial Aid Shopping Sheet
- Paying for College
- Tuition Assistance (TA) DECIDE

Visit your military insolation's education center or branch tuition assistance portal.

- U.S. Army
- U.S. Navy
- U.S. Air Force
- U.S. Marine Corps
- U.S. Coast Guard

**Military Tuition Assistance (TA) Benefits Process**

Apply and complete the admissions process for Palm Beach State College.

- Submit residency documents or if you are Active Duty and reside outside the state of Florida, complete the VA/Military out of state fee waiver.
- Submit transcripts (high school/GED, college, and military).

Meet with your campus Veterans Academic Advisor.

- Lake Worth - Maureen Manger
- Boca Raton - Erica Weisman
- Palm Beach Gardens - Ashton Davis
- Public Safety - Ashton Davis
- Lox Groves and Belle Glade - Johnny Maloney

Register for courses in your program of study.

Complete your military branch tuition assistance voucher through its respective portal.

Submit your military tuition assistance voucher to the Veterans Success Center by completing a veterans services benefit request in your workday student requests.

**Education Dollars for Duty**

- This is the Florida National Guard Tuition Assistance Program.
- Visit [dma.myflorida.com](http://dma.myflorida.com) for more information.

- VA out of state fee waiver: Established in s. 1009.26 (12)(a), F.S., the Congressman C.W. Bill Young Veteran Tuition Waiver Program requires a Florida College System institution to waive out-of-state fees for an honorably discharged veteran of the U.S. Armed Forces, the U.S. Reserve Forces or the National Guard who physically reside in Florida while enrolled in the institution. The waiver covers the applicable portion of the fees up to 110 percent of the required credit hours for the degree or certificate program of enrollment.

- Veterans will be expected to provide the following documentation to be eligible for this out-of-state fee waiver:
  - Proof current Florida residency. This documentation may include but is not limited to, a Florida driver's license or Florida identification card.
  - Proof of honorable discharge. This information may be on the veteran's DD214, discharge certificate, or other documentation as deemed appropriate by Palm Beach State College Veteran Services.
- In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:
  - Prevent the student's enrollment;
  - Assess a late penalty fee to the student;
  - Require the student to secure alternative or additional funding;
  - Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
  - However, to qualify for this provision, such students may be required to:
    - Produce the VA Certificate of Eligibility (COE) or Chapter 31 payment authorization no later than first day of class;
    - Submit a request to be certified;
    - Provide additional information needed to properly certify the enrollment as described in other institutional policies.
  - VA Tuition Deferment:
    - In accordance with 1009.27 F.S., students eligible for VA educational benefits may request a tuition deferment. Students will not be eligible for subsequent deferment if previous debt is not paid.
  - The Purple Heart Waiver, established in s. 1009.26 (8), F.S., provides tuition waivers for Florida military veterans who have received a purple heart OR combat decoration that is "superior in precedence."
    - The waiver covers the tuition toward a degree or certificate program up to 110% of the required hours for the program of study.
  - To be eligible, the veteran or active military member:
    - Must be a current Florida resident for tuition purposes.
    - May be a full-time or part-time student.
    - Must be enrolled in a certificate or degree program. Non-degree seeking does not qualify for the waiver.
    - Must submit documents showing receipt of the Purple Heart.

**Note:** *It is the responsibility of the veteran to advise the Veterans Affairs Office of any changes in status, i.e., address, withdrawal from class, etc.*

# Campus Safety and Security

## A Drug-Free Campus

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines of up to \$5,000. Any person who unlawfully distributes a controlled substance, including alcohol, to a person under 21 years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Under Florida law, Palm Beach County, and city ordinances, it is unlawful for any person to sell, purchase, manufacture, deliver or possess with the intent to sell, purchase, manufacture or deliver a controlled substance. A person who violates this provision is guilty of a felony of the first, second or third degree, which is partially determined by the type of drug and the quantity involved. Violators may be subject to the stiffest penalties available.

Under Florida law, the maximum penalty for trafficking specific amounts of cocaine or any mixture containing cocaine, including, but not limited to crack, is a first-degree felony punishable by life imprisonment without the possibility of parole. Under certain circumstances, such an offense is a capital felony punishable by death.

Based on the quantity involved, penalties for trafficking in illegal drugs including but not limited to the narcotics morphine, opium and heroin range from a mandatory imprisonment of three years and a \$50,000 fine to 25 years and a \$500,000 fine.

Based on quantity involved, other penalties for trafficking in illegal drugs including but not limited to marijuana, inhalants, depressants, and other stimulants range from five years' imprisonment and a \$5,000 fine to 30 years imprisonment and a \$15,000 fine.

Further, it is unlawful for any person to use or to possess with intent to use or deliver drug paraphernalia.

It is unlawful for any person to sell, purchase, manufacture or deliver, or to possess, with the intent to sell, purchase, manufacture or deliver a controlled substance on or within 1000 feet of the real property comprising a public or private college, university, or other postsecondary education institution.

For further information, please consult Florida Statutes, Chapter 893, and Palm Beach County and local city ordinances.

## Alcoholic Beverages

The legal age for drinking alcoholic beverages is 21 in Florida. Selling, giving, or serving alcoholic beverages to persons under 21 is unlawful. Possession of alcoholic beverages by persons under age 21 is prohibited by Florida law. The minimum penalty is 60 days in jail or a \$500 fine. Alcoholic beverages include, but are not limited to, beer, wine, distilled spirits, wine coolers and liqueurs. Students are prohibited from possessing, selling, or using alcoholic beverages on campus or at any College function.

It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a misdemeanor. Use or possession of a counterfeit license or identification is a felony.

It is unlawful to drive while under the influence of alcohol or other drugs. Penalties range from a mandatory suspension of a driver's license for 90 days to fines up to \$500, to hours of community service, to imprisonment for six months. Students shall be subject to appropriate disciplinary action by the College authorities.

## Children on Campus

Palm Beach State faculty/instructors and staff assume no responsibility for minors not officially enrolled at the College. Minors not officially enrolled at the College are prohibited from using College facilities except with the permission of a faculty/instructor, supervisor, or other College official.

Any unaccompanied minor who creates a disturbance or appears to be lost and unattended shall, for their safety, health, and welfare, be put in the care of the supervisor of campus security or an appropriate College administrator to locate a responsible person for the minor.

Faculty/instructors and staff are forbidden from entertaining on campus their own minor children or children for whom they are responsible who are not enrolled at the College. This prohibition does not deny entry of minor children to campus activities to which they are officially invited.

### **Restraining Orders -- Court Issued**

Students who have obtained a restraining order should provide the campus Security Office and the campus Dean/Assistant Dean of Student Services with a copy. College personnel will assist the students in providing as safe an environment as possible.

Violators of restraining orders properly filed with the College will be referred to local law enforcement for removal from campus.

### **College Issued No Contact Order**

In order to provide reasonable protection for our students, College administrative restraining orders are issued by the campus Dean/Assistant Dean of Student Services when a student provides written notification of harassment or stalking by another student. A student who receives a college administrative restraining order is required to abide by its directions or face disciplinary action. College administrative restraining orders do not take the place of civil or criminal restraining orders issued by the court; students are urged to pursue this avenue of protection as well. Students who receive a restraining order may discuss their options with the Dean/Assistant Dean of Student Services. A no contact order is imposed as an interim measure. If the investigation does not support continued enforcement, it may be lifted through written notification to both parties.

### **Sexual Offender/Predator Policy/Procedure**

Federal and state law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the local law enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning. The College shall include in its publications to students and employees, information that will permit the student or employee to obtain information on sexual predators and offenders from the local law enforcement agency with jurisdiction. Students or employees may also access this information by calling the FDLE hotline (1888-FL-Predator or (1-888-357-73320). They may also visit the FDLE website (<https://offender.fdle.state.fl.us/offender/sops/home.jsf>).

Sexual offenders who are approved for admission will be asked to meet with a representative of the Department of Student Services to assure that they do the following:

- Carefully follow the PBSC Student Code of Conduct and any other conditions required as part of the admission process;
- Not enter or come within the proximity of any PBSC childcare or child development center;
- Not seek College-sanctioned volunteer experiences on or off campus where children are involved.

### **Student Accident (Education/Training) Insurance**

Palm Beach State College students who are enrolled in classes that may result in injury during training or clinical experience situations (e.g., in certain Criminal Justice, Health Sciences, Public Safety and Trade & Industry programs) are responsible for all medical and/or personal expenses resulting from treatment of any such injury. To assist with this expense, all students in covered programs are covered by Student Accident (Education Training) Insurance coordinated by the College and paid for by the student as part of the course registration fee.

### **Firearms on Campus Policy for Law Enforcement Officers Attending Palm Beach State**

Law enforcement officers in uniform may carry their weapon in view. Officers in civilian clothes are encouraged to carry their

firearm concealed and/or follow their employing department's guidelines on the carrying of firearms on or off duty.

### Emergencies

**Fire:** In case of fire, an alarm will sound (short, repeated rings). File out quickly to the red Safe Assembly Pole nearest to the building. Reenter the building only after getting an "all clear" from the authorities in charge of the situation.

**Accident/Incident:** Call 911 immediately for medical emergencies. Report all incidents involving accident, illness, or injury as well as those involving property damage or theft to the Security Office.

Emergency-related information should be directed to the campus Security Office.

Palm Beach State College allows visitors and guests on campus and at certain campus activities. Guests and visitors are expected to conduct themselves appropriately while on campus. Guests and visitors who do not maintain appropriate conduct will be asked to leave by Campus Security. Failure to leave when requested may result in a trespass order being issued by the local law enforcement agency. Anyone wishing to appeal such a request or trespass will need to contact the Security Supervisor at the campus.

## Campus Security

All Palm Beach County ordinances and Florida laws apply to the campuses and facilities of Palm Beach State College. The College has adopted policies, rules, and regulations to provide security for the students, staff, visitors, and buildings. Security officers are stationed at all campus locations.

**Campus Security can be contacted at one centralized number @ 561-868-3600**

### Campus Crime Awareness

Jeanne Clery was 19 years old when she was raped and murdered in her college dormitory. Her parents, Connie and Howard Clery, could not have known the danger she was in; standards for campus crime reporting simply did not exist in 1986. In compliance with the Federal Crime Awareness and Campus Security Act of 1990, **The Clery Act, is a consumer protection law that aims to provide transparency around campus crime policy and statistics.** In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. The Palm Beach State College's Security Department has compiled the following Clery Act requirements:

- Annual Security Reports
  - The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1<sup>st</sup>. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.
  - ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.
- Campus Crime Statistics
  - Institutions of higher education must include four distinct categories of crime in their ASR crime data:
    - Criminal Offenses
    - Violence Against Women Act (VAWA) Offenses
    - Hate Crimes
    - Arrests and Referrals for Disciplinary Action

- Daily Crime Logs
  - Wherever crimes occur, campus police and public safety departments must maintain a daily crime log of all reported crimes that fall within their jurisdiction. This crime log must be made available to the public during daily business hours and is on the Security web page.
- Timely Warnings
  - When a crime covered by the Clery Act occurs, campus officials are required to evaluate if there is a serious or ongoing threat to the campus community to determine if a timely warning needs to be issued to all staff and students.
  - In the event of an immediate, significant danger to the health or safety campus community (e.g., weather, disease outbreak), campus officials may issue an emergency notification. This notification can include the entire campus or be limited to a specific area deemed to be at risk.
- Sexual Assault & Prevention Info
  - Board Policy 6Hx-18-3.49, Sexual Predator or Offender Information Notification/Publication was adopted on March 11, 2003. This policy assures the college is following federal mandates. The FDLE link is provided by the college to search for possible offenders by name (first and last), city, or zip code. There is an additional feature on the FDLE web page (under the University search function) that shows current students that are listed as offenders, by campus.

These requirements for The Clery Act can be found at [www.palmbeachstate.edu/Security](http://www.palmbeachstate.edu/Security).

## Palm Beach State Alerts

Palm Beach State College now uses the RAVE/Guardian App to communicate with students and employees in an emergency. These emergency messages are sent via text messages on mobile devices, audio messages on cell phones and/or home phones, and emails. To keep your contact information up to date, see instructions at: <https://www.palmbeachstate.edu/security/alert/default.aspx>

## Emergency Response Procedures

### Traffic and Parking

### Vehicle Registration

All students driving a motor vehicle on campus must obtain a Palm Beach State parking permit.

- The parking decal shall be adhered to the outside of the left rear window or left rear bumper.
- Remove the decal upon transferring ownership of the vehicle.
- Notify campus Security of vehicle title transfer.
- Florida Atlantic University is no longer honoring Palm Beach State decals at the FAU Boca Raton campus, with the exception of vehicles parked in Parking Garage #1 at the FAU library and lot #19. (\*Temporary PBSC Passes are not honored\*) Current FAU students who are also enrolled at Palm Beach State College must obtain a current PBSC decal and comply with Palm Beach State traffic and parking regulations.

Students who can prove that they do not use Palm Beach State College transportation facilities at any campus may submit a **Parking Fee Opt Out Form** to any campus Dean of Student Services.

### Reserved Parking

Reserved decals are restricted to full-time and regular part-time employees and will not be issued to temporary or student

employees. Reserved parking areas are for faculty/instructors and staff only. Students can park at any unmarked space but may not park in Reserved or Visitor spaces.

### Disabled Parking

These spaces are clearly marked with disabled parking signs and are monitored by campus Security and law enforcement agencies.

## Permits

**Temporary Permits:** This dashboard pass will be issued for classes less than six weeks in duration by the host division or to employees of contractors working on campus, and to temporary or student employees.

**Short-Term Permits:** The Security office will issue a pass for unregistered vehicles, valid for up to three days. These passes must be displayed on the dashboard with expiration dates clearly visible.

### Traffic and Parking Regulations

1. Drivers must obey all posted signs, arrows, control devices, and lines displayed for public safety.
2. Driver and vehicle must be registered in accordance with state law.
3. Students are responsible for properly displaying a decal. Vehicles displaying a defaced, altered, or expired decal could result in a citation.
4. Pedestrians have the right of way at all campus crosswalks. Vehicles must come to a complete stop when a pedestrian is in the crosswalk.
5. Vehicles displaying a student decal must park in spaces with unmarked wheel stops. Parking in a space marked Visitor or Reserved at any time will result in a violation.
6. Licensed motorcycles must display a parking decal and are subject to four-wheel vehicle regulations.
7. Parking or driving on planted areas or sidewalks is prohibited.
8. No overnight parking is permitted, except for College-sanctioned and authorized educational or athletic activities.
9. Vehicles may occupy only one parking space and are not permitted to park or stand curbside, in a fire lane or in a no parking area.

## Fines

Registration, transcripts, and final grades will be withheld until fines are resolved.

**Traffic and Parking violation:** \$20 per infraction.

**Handicapped violation:** Fines vary, depending on the jurisdiction; may exceed \$300.

## Appeals

If you receive a parking citation that you feel is unjust, you may initiate an appeal online or by going to the Security Office on the campus where you were issued the citation.

### Towing Policy

**Disabled/Abandoned Vehicle:** After five (5) business days, vehicles left on campus will be towed from campus at the owner's expense. Extended vehicle repair on campus is prohibited.



**Vehicle Hazard:** Vehicles creating a hazard by parking in roadways, fire lanes or loading zones may be towed immediately at the owner's expense.

## Lost and Found

Books and articles found should be turned in promptly to campus Security. Claims may be made upon proper identification. Articles not claimed within 60 days are subject to disposal.

# General Information

## Bookstore

The Palm Beach State College Bookstore offers locations at all five campuses. For course materials, school supplies, apparel and more, stop by the PBSC Bookstore. Hours and locations can be found online at: <https://www.palmbeachstate.edu/bookstore/>.

## Bus Service

For bus service information, contact the Transportation Authority of Palm Beach County: 877-930-4287 (toll free). Reduced fares are available for students -- any person 21 or younger with an ID issued from a school or from Palm Tran.

Bus passes are available at the campus bookstores - <https://www.palmbeachstate.edu/auxiliary-services/palmtran.aspx>. The number for Palm Tran Connection is 561-649-9838. The website is: [www.palmtran.org](http://www.palmtran.org).

## Food Service

Please check the Auxiliary Services website for information on campus food service options. <https://www.palmbeachstate.edu/auxiliary-services/campus-dining.aspx>

## Student Health Information

Students are encouraged to have adequate insurance to take care of medical expenses incurred. See the Student Accident Health Insurance for Specific Programs for information.

Students are honor bound to stay home when sick or exhibiting symptoms of illness.

**COVID-19 Protocols.** Students are expected to follow all processes and procedures per the PBSC Panther Proud! Panther Strong! Panther Safe! Return to Campus Protocol in reference to the COVID-19 pandemic which include self reporting exposures and positive tests for COVID-19 illness. This plan is subject to revision based upon any new relevant data and conditions.

Palm Beach State College is dedicated to protecting the health and safety of our students. Panthers are expected to practice social distancing, good hand hygiene, staying home when sick, and using facial coverings and adhere to all COVID-19 protocols.

**AIDS/Infectious Disease Policy.** The College is committed to a policy of non-discrimination for those diagnosed HIV/AIDS positive. Current knowledge indicates that students or employees with AIDS, Aids-Related Complex, or a positive HTLV-III antibody test do not necessarily pose a health risk to other students or employees in an academic setting. Students with AIDS, Aids-Related Complex, or a positive HTLV-III antibody test will be offered regular classroom attendance, and participation in activities in an unrestricted manner as long as they are able to do so, and their condition is not a threat to themselves or others. Except where coursework requires involvement with body fluids, no special policies, procedures or rules will be imposed on students diagnosed with HIV. The College recognizes that a student's or employee's health condition is personal and confidential. In the event of an absence from school because of an AIDS-related illness, the same confidentiality requirements that apply to any medical condition apply. Therefore, reasonable steps will be taken to protect such information from being disclosed inappropriately.

If coursework requires involvement of bodily fluids, the condition will be reviewed by a college committee consisting of the Vice President of Student Services and Enrollment Management, two College employees in the health care field, and one other

administrator, counselor or faculty/instructor appointed by the President. The committee will review the facts and recommend to the President whether or not action should be taken. The committee will consider “reasonable accommodation” if it is determined that some type of action is required.

**HIV and AIDS Resources:**

Center for Disease Control and Prevention-HIV Basics: <https://www.cdc.gov/hiv/basics/index.html>

Center for Disease Control and Prevention-HIV 101 Info Sheet: <https://www.cdc.gov/hiv/pdf/library/consumer-info-sheets/cdc-hiv-consumer-info-sheet-hiv-101.pdf>

Center for Disease Control and Prevention-Factors that Increase HIV Risk: <https://www.cdc.gov/hiv/basics/hiv-transmission/increase-hiv-risk.html>

Center for Disease Control and Prevention-PrEP: <https://www.cdc.gov/hiv/basics/prep.html>

**Measles Immunization.** It is strongly recommended that all students who are either under the age of 35 years and have not had measles or rubella or who was immunized for this disease before 1965, obtain a measles, mumps, and rubella (MMR) vaccination or obtain proof of immunization prior to attending the College. Certain Limited Access programs require documentation of immunization. Refer to specific program information. Vaccination or proof of immunization can be obtained through the Belle Glade, Delray Beach, Lake Worth, Riviera Beach, and West Palm Beach Health Department clinics.

## PantherCard

The PantherCard serves as your student ID card, library card, student lab, print/copy card and debit card for Palm Beach State bookstores, vending machines, and Dunkin Donuts.

A valid, government issued ID is required in order to obtain a PantherCard. There are PantherCard production stations at each of the five Palm Beach State locations:

Belle Glade	Security Office
Boca Raton	Bookstore
Lake Worth	Bookstore
Palm Beach Gardens	Bookstore
Loxahatchee Groves	Security Office

Students can also upload a photo online and have the card ready for pickup or mailed to their home address. For more information on photo upload: <https://www.palmbeachstate.edu/panthercard/online-photos.aspx>.

Students have the option of accessing a virtual version of the PantherCard for use at the bookstore and other campus services. Information on how to access the Virtual Card can be found at: [https://www.palmbeachstate.edu/panthercard/virtual\\_panthercard.aspx](https://www.palmbeachstate.edu/panthercard/virtual_panthercard.aspx).

**PantherCard Contact Information:**

4200 Congress Avenue, Lake Worth, FL 33461  
Phone: 561-868-3567, Email: [panthercard@palmbeachstate.edu](mailto:panthercard@palmbeachstate.edu)  
Or visit the PantherCard website at [www.palmbeachstate.edu/Panthercard](http://www.palmbeachstate.edu/Panthercard)

# Web Addresses

Websites subject to change

<b>Academic Affairs</b>	<a href="http://www.palmbeachstate.edu/AcademicAffairs">www.palmbeachstate.edu/AcademicAffairs</a>
<b>Academic Calendar</b>	<a href="http://www.palmbeachstate.edu/AcademicCalendar">www.palmbeachstate.edu/AcademicCalendar</a>
<b>Admissions</b>	<a href="http://www.palmbeachstate.edu/Admissions">www.palmbeachstate.edu/Admissions</a>
<b>Advising</b>	<a href="http://www.palmbeachstate.edu/Advising">www.palmbeachstate.edu/Advising</a>
<b>Athletics</b>	<a href="http://www.palmbeachstate.edu/Athletics">www.palmbeachstate.edu/Athletics</a>
<b>Bachelor's Degree Programs</b>	<a href="http://www.palmbeachstate.edu/Bachelors">www.palmbeachstate.edu/Bachelors</a>
<b>Bookstore</b>	<a href="http://www.palmbeachstate.edu/Bookstore">www.palmbeachstate.edu/Bookstore</a>
<b>Campus Locations</b>	<a href="http://www.palmbeachstate.edu/Locations">www.palmbeachstate.edu/Locations</a>
<b>Career Center</b>	<a href="http://www.palmbeachstate.edu/Career">www.palmbeachstate.edu/Career</a>
<b>Cashier's Office</b>	<a href="http://www.palmbeachstate.edu/finance/cashiers-office.aspx">www.palmbeachstate.edu/finance/cashiers-office.aspx</a>
<b>Career Pathways</b>	<a href="https://www.palmbeachstate.edu/Career-Pathways/">https://www.palmbeachstate.edu/Career-Pathways/</a>
<b>Catalog</b>	<a href="http://www.palmbeachstate.edu/Catalog">www.palmbeachstate.edu/Catalog</a>
<b>Contact Us</b>	<a href="http://www.palmbeachstate.edu/ContactUs">www.palmbeachstate.edu/ContactUs</a>
<b>Continuing Education</b>	<a href="http://www.palmbeachstate.edu/CCE">www.palmbeachstate.edu/CCE</a>
<b>Counseling Center</b>	<a href="http://www.palmbeachstate.edu/CounselingCenter">www.palmbeachstate.edu/CounselingCenter</a>
<b>Course Descriptions</b>	<a href="http://www.palmbeachstate.edu/Catalog">www.palmbeachstate.edu/Catalog</a>
<b>Center for Student Accessibility</b>	<a href="http://www.palmbeachstate.edu/CSA">www.palmbeachstate.edu/CSA</a>
<b>Dual Enrollment</b>	<a href="http://www.palmbeachstate.edu/DualEnroll">www.palmbeachstate.edu/DualEnroll</a>
<b>Email Help</b>	<a href="https://help.palmbeachstate.edu/">https://help.palmbeachstate.edu/</a>
<b>Emergency Information/RAVE</b>	<a href="http://www.palmbeachstate.edu/security/alert">www.palmbeachstate.edu/security/alert</a>

<b>Events Calendar</b>	<a href="https://engage.palmbeachstate.edu/">https://engage.palmbeachstate.edu/</a>
<b>Financial Aid/Scholarships</b>	<a href="http://www.palmbeachstate.edu/FinancialAid">www.palmbeachstate.edu/FinancialAid</a>
<b>Graduation</b>	<a href="http://www.palmbeachstate.edu/Graduation">www.palmbeachstate.edu/Graduation</a>
<b>Honors College</b>	<a href="http://www.palmbeachstate.edu/Honors">www.palmbeachstate.edu/Honors</a>
<b>Hours - Student Services</b>	<a href="http://www.palmbeachstate.edu/StudentServices">www.palmbeachstate.edu/StudentServices</a>
<b>International Students</b>	<a href="http://www.palmbeachstate.edu/International">www.palmbeachstate.edu/International</a>
<b>Library</b>	<a href="http://www.palmbeachstate.edu/LibraryOnline">www.palmbeachstate.edu/LibraryOnline</a> Learning <a href="http://www.palmbeachstate.edu/Online">www.palmbeachstate.edu/Online</a>
<b>PantherCard</b>	<a href="http://www.palmbeachstate.edu/Panthercard">www.palmbeachstate.edu/Panthercard</a>
<b>Parking</b>	<a href="http://www.palmbeachstate.edu/Security">www.palmbeachstate.edu/Security</a>
<b>People Finder</b>	<a href="http://www.palmbeachstate.edu/PeopleFinder">www.palmbeachstate.edu/PeopleFinder</a>
<b>Program Areas</b>	<a href="http://www.palmbeachstate.edu/career-pathways">www.palmbeachstate.edu/career-pathways</a>
<b>Registration</b>	<a href="https://www.palmbeachstate.edu/registration/">https://www.palmbeachstate.edu/registration/</a>
<b>Residency</b>	<a href="http://www.palmbeachstate.edu/Admissions">www.palmbeachstate.edu/Admissions</a>
<b>Safety</b>	<a href="http://www.palmbeachstate.edu/Safety">www.palmbeachstate.edu/Safety</a>
<b>Security</b>	<a href="http://www.palmbeachstate.edu/Security">www.palmbeachstate.edu/Security</a>
<b>Service Desk</b>	<a href="https://help.palmbeachstate.edu/">https://help.palmbeachstate.edu/</a>
<b>Student Activities</b>	<a href="http://www.palmbeachstate.edu/StudentActivities">www.palmbeachstate.edu/StudentActivities</a>
<b>Student Learning Centers</b>	<a href="http://www.palmbeachstate.edu/SLC">www.palmbeachstate.edu/SLC</a>
<b>Student Services</b>	<a href="https://www.palmbeachstate.edu/StudentServices/">https://www.palmbeachstate.edu/StudentServices/</a>
<b>Testing Center</b>	<a href="http://www.palmbeachstate.edu/Testing">www.palmbeachstate.edu/Testing</a>

<b>Transcripts, Records, Grades</b>	<a href="https://www.palmbeachstate.edu/Admissions/">https://www.palmbeachstate.edu/Admissions/</a>
<b>Transfer Agreements</b>	<a href="http://www.palmbeachstate.edu/Transfer">www.palmbeachstate.edu/Transfer</a>
<b>Trio/Student Support Services</b>	<a href="http://www.palmbeachstate.edu/student-development/TRiO/sss.aspx">www.palmbeachstate.edu/student-development/TRiO/sss.aspx</a>
<b>Tuition and Fees</b>	<a href="http://www.palmbeachstate.edu/finance/tuition-fees.aspx">www.palmbeachstate.edu/finance/tuition-fees.aspx</a>
<b>Veterans Services</b>	<a href="http://www.palmbeachstate.edu/VeteransServices">www.palmbeachstate.edu/VeteransServices</a>
<b>Wireless Locations (PAW)</b>	<a href="http://www.palmbeachstate.edu/PAW">www.palmbeachstate.edu/PAW</a>