

2019  
2020 student  
handbook



PALM BEACH STATE  
COLLEGE



# 2019-20 Student Handbook

## 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

PBSC provides student-centered learning experiences that transform lives and strengthen our community.

## Values

*Transformational:* We provide pathways and opportunities that positively and profoundly change the lives of our constituents.

*Conscientious:* We will serve the College, community and global society as we aspire to always do what is right, just and fair.

*Optimistic:* We inspire hope and encouragement in our constituents for the achievement of their goals and in the pursuit of lifelong learning.

## Accreditation

Palm Beach State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate and baccalaureate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Palm Beach State College.

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

## District Board of Trustees

Barbara J. Miedema, Chairperson  
Wendy S. Link, Esq., Vice Chairperson  
Carolyn L. Williams  
Darcy J. Davis  
Philip H. Ward, III, Esq.  
John Smith, Student Trustee

## Nondiscrimination Policy

Palm Beach State College, an equal access/equal opportunity institution, complies with all applicable federal and state laws and therefore does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, 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:

|                                  |                       |              |
|----------------------------------|-----------------------|--------------|
| Admissions                       | Douglas Doran         | 561-868-3511 |
| Center for Student Accessibility | Kathleen Karran-McCoy | 561-868-3371 |
| Equity Officer                   | Juanita Hook          | 561-868-3111 |
| Facilities Access                | John Wasukanis        | 561-868-3615 |
| Title IX Coordinator             | Penny McIsaac         | 561-868-3277 |

<https://www.palmbeachstate.edu/CSA/>

Students may access programs and services at these Palm Beach State College locations:

### **Belle Glade**

CRA 105.6  
1977 College Drive  
Belle Glade, FL 33430-3699  
Telephone: 561-993-1182

### **Boca Raton**

AD 132  
801 Palm Beach State College Drive  
Boca Raton, FL 33431-6490  
Telephone: 561-862-4378

### **Lake Worth**

CT 111  
4200 Congress Avenue  
Lake Worth, FL 33461-4796  
Telephone: 561-868-3046

### **Palm Beach Gardens**

BR 129  
3160 PGA Boulevard  
Palm Beach Gardens, FL 33410-2893  
Telephone: 561-207-5346

### **Loxahatchee Groves**

LGA 103  
15845 Southern Boulevard  
Loxahatchee Groves, FL 33470-9204  
Telephone: 561-790-9021



# Contents

|  |    |
|--|----|
| Web Addresses .....                                      | vi |
| Student Complaint Process .....                          | 1  |
| Student Appeals .....                                    | 4  |
| Academic Progress .....                                  | 4  |
| Multiple Course Attempt Appeals .....                    | 4  |
| Withdrawals and Refunds .....                            | 4  |
| Course-Related Appeals .....                             | 4  |
| Disciplinary Appeals.....                                | 5  |
| Other Appeals.....                                       | 5  |
| Academic Policies.....                                   | 6  |
| Class Attendance .....                                   | 6  |
| Standards of Academic Progress .....                     | 6  |
| Non-Degree Status.....                                   | 7  |
| Fourth-Attempt Override Appeal Procedure.....            | 7  |
| 100 Percent Payment of the Full Cost of Instruction..... | 8  |
| Late Add Requests .....                                  | 8  |
| Late Withdrawal Requests .....                           | 8  |
| Health-Related Leave Policy .....                        | 10 |
| Health-Related Withdrawal .....                          | 10 |
| Student Rights .....                                     | 11 |
| Introduction .....                                       | 11 |
| Americans with Disabilities Act.....                     | 11 |
| Family Education Rights and Privacy Act.....             | 12 |
| Security of Student Records .....                        | 12 |
| Freedom of Expression Act                                |    |
| Intellectual Property Rights .....                       | 14 |
| Religious Observances .....                              | 14 |
| Title IX Rights.....                                     | 15 |
| Student Responsibilities.....                            | 16 |
| Philosophy .....   | 16 |
| Student Code of Conduct .....                            | 18 |
| Student Due Process .....                                | 25 |
| Student Code of Conduct Violation Procedures .....       | 25 |
| Conduct Sanctions .....                                  | 29 |
| Sexual Misconduct/Harassment Complaints .....            | 31 |
| Board Policy .....                                       | 32 |
| Academic Issues and Procedures.....                      | 36 |
| Financial Information.....                               | 39 |

|   |     |
|---|-----|
| Payment of Fees .....                                       | 39  |
| Refunds .....   | 39  |
| Refund Appeal Process.....                                  | 39  |
| Direct Deposit of Financial Aid Payments and Refunds.....   | 40  |
| Important Taxpayer Information .....                        | 40  |
| Returned Check Fees .....                                   | 40  |
| Collection Costs .....                                      | 41` |
| Financial Aid.....  | 42  |
| Important Student Responsibilities .....                    | 43  |
| Disbursements.....  | 43  |
| Enrollment Status .....                                     | 43  |
| Gainful Employment .....                                    | 43  |
| Veterans Affairs.....                                       | 45  |
| Standards of Progress for Veteran Students.....             | 45  |
| Student Services .....                                      | 47  |
| Ombudsman/Student Advocate.....                             | 47  |
| Academic Advising .....                                     | 47  |
| Career Centers .....  | 48  |
| Counseling Services .....                                   | 48  |
| College TRIO/Student Support Services .....                 | 48  |
| Center for Student Accessibility .....                      | 48  |
| Florida Shines (FloridaShines.org) .....                    | 51  |
| Graduation.....   | 51  |
| Student Activities.....                                     | 53  |
| Student Government .....                                    | 53  |
| Model Legislature .....                                     | 53  |
| Math Olympics.....  | 53  |
| Student Organizations .....                                 | 53  |
| Student Participation in Institutional Decision Making..... | 54  |
| Student Trustee .....                                       | 54  |
| Intercollegiate Athletics .....                             | 55  |
| Intramural Sports .....                                     | 55  |
| Sports Clubs.....   | 55  |
| Wellness Centers .....                                      | 55  |
| Testing Services .....                                      | 56  |
| Testing Center Contact Information .....                    | 56  |
| Campus Safety and Security.....                             | 57  |
| A Drug-Free Campus .....                                    | 57  |
| Children on Campus .....                                    | 58  |
| Restraining Orders -- Court Issued .....                    | 58  |

|   |    |
|---|----|
| College Issued No Contact Order.....  | 58 |
| Sexual Offender/Predator Policy/Procedure .....   | 58 |
| Student Accident (Education/Training) Insurance .....                                   | 59 |
| Firearms on Campus Policy for Law Enforcement Officers Attending Palm Beach State ..... | 59 |
| Emergencies.....  | 59 |
| Campus Security.....  | 59 |
| Campus Crime Awareness .....  | 59 |
| Palm Beach State Alerts.....  | 60 |
| Emergency Response Procedures .....   | 61 |
| Traffic and Parking .....   | 62 |
| Vehicle Registration.....   | 62 |
| Reserved Parking .....  | 62 |
| Disabled Parking .....  | 62 |
| Permits.....  | 62 |
| Traffic and Parking Regulations .....   | 62 |
| Fines .....   | 63 |
| Appeals .....   | 63 |
| Towing Policy .....   | 63 |
| General Information .....   | 64 |
| Bus Service .....   | 64 |
| Food Service .....  | 64 |
| Health Information .....  | 64 |
| Lost and Found.....   | 65 |
| PantherCard.....  | 65 |
| Policy on Evening and Weekend Activities Sponsored by Student Groups.....               | 65 |

# Web Addresses

|   |   |
|---|---|
| <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/programs/Bachelor">www.palmbeachstate.edu/programs/Bachelor</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>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>Current/Returning Students</b>       | <a href="http://www.palmbeachstate.edu/Current">www.palmbeachstate.edu/Current</a>  |
| <b>Center for Student Accessibility</b> | <a href="http://www.palmbeachstate.edu/csa">www.palmbeachstate.edu/csa</a>  |
| <b>Distance Learning</b>                | <a href="http://www.palmbeachstate.edu/eLearning">www.palmbeachstate.edu/eLearning</a>  |
| <b>Dual Enrollment</b>                  | <a href="http://www.palmbeachstate.edu/DualEnroll">www.palmbeachstate.edu/DualEnroll</a>  |
| <b>Email Help</b>                       | <a href="https://www.palmbeachstate.edu/servicedesk/student-email-faq.aspx">https://www.palmbeachstate.edu/servicedesk/student-email-faq.aspx</a> |
| <b>Emergency Information/RAVE</b>       | <a href="http://www.palmbeachstate.edu/Alert">www.palmbeachstate.edu/Alert</a>  |
| <b>Events Calendar</b>                  | <a href="http://www.palmbeachstate.edu/Events">www.palmbeachstate.edu/Events</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>Global Education Center</b>          | <a href="http://www.palmbeachstate.edu/GlobalEducation">www.palmbeachstate.edu/GlobalEducation</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/Library">www.palmbeachstate.edu/Library</a>  |
| <b>PantherCard</b>                      | <a href="http://www.palmbeachstate.edu/Panthercard">www.palmbeachstate.edu/Panthercard</a>  |
| <b>PantherWeb</b>                       | <a href="http://www.palmbeachstate.edu/PantherWeb">www.palmbeachstate.edu/PantherWeb</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/AreasofStudy">www.palmbeachstate.edu/AreasofStudy</a>  |
| <b>Prospective Students</b>             | <a href="http://www.palmbeachstate.edu/career-pathways">www.palmbeachstate.edu/career-pathways</a>  |
| <b>Registration</b>                     | <a href="http://www.palmbeachstate.edu/admissions/HowtoRegister.aspx">www.palmbeachstate.edu/admissions/HowtoRegister.aspx</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>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>Testing Center</b>                   | <a href="http://www.palmbeachstate.edu/Testing">www.palmbeachstate.edu/Testing</a>  |
| <b>Transcripts, Records, Grades</b>     | <a href="http://www.palmbeachstate.edu/admissions/Transcript-Request.aspx">www.palmbeachstate.edu/admissions/Transcript-Request.aspx</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>Wellness Center</b>                  | <a href="http://www.palmbeachstate.edu/WellnessCenter">www.palmbeachstate.edu/WellnessCenter</a>  |
| <b>Wireless Locations (PAW)</b>         | <a href="http://www.palmbeachstate.edu/PAW">www.palmbeachstate.edu/PAW</a>  |

# Student Complaint Process

Palm Beach State College recognizes that sometimes a student feels unfairly treated or would like further clarification of a rule or policy. Students are invited to request clarification or register a complaint. This process also provides students with a clear path to document the concern with the College and gain an appropriate resolution.

Objectives of this process include:

- 1) Provide students with the first point of contact for soliciting information and ask questions regarding the issue with the person responsible.
- 2) Provide a process for students to document unresolved concerns allowing the appropriate college authorities to track the progress of the resolution online.
- 3) Provide students with an opportunity for self-advocacy in resolving their concerns appropriately.
- 4) Provide the college with data to determine trends, procedural roadblocks related to college policy and procedure.

## Process

The interactive list below provides the first point of contact for many of the concern's students bring to our attention. It is by no means an exhaustive list. Students should identify the area of their concern and click on the link in the first column, First Point of Contact. If the first point of contact is not available, students are encouraged to make an appointment, or in the case of imminent issue, email the first point of contact with the details of the concern from the student's college email address.

For concerns not specified below please contact the Dean of Student Services Office at your campus for guidance.

| Issue                   | First Point of Contact   |
|-------------------------|--|
| Academic/Instruction    | <a href="#">Supervising Associate Dean</a>                               |
| Admissions Application  | <a href="#">Admissions Director</a>                                      |
| Academic Advising       | <a href="#">Student Development Manager/Assistant Dean of Students</a>   |
| Academic Advising - BAS | <a href="#">Academic &amp; Student Services Manager for BAS Programs</a> |
| ADA/504 Concerns        | <a href="#">Campus Center for Student Accessibility Manager</a>          |
| Athletics               | <a href="#">Athletic Director</a>  |
| Bookstore               | <a href="#">Campus Bookstore Manager</a>                                 |
| Cashier                 | <a href="#">Cashier's Office Supervisor</a>                              |
| Class Availability      | <a href="#">Supervising Associate Dean</a>                               |



| Issue  | First Point of Contact   |
|--|--|
| <b>Harassment/Discrimination Among Students</b>                    | <b>Campus Dean/Assistant Dean of Students:</b><br><a href="#">Belle Glade Campus</a><br><a href="#">Boca Raton Campus</a><br><a href="#">Lake Worth Campus</a><br><a href="#">Loxahatchee Groves Campus</a><br><a href="#">Palm Beach Gardens Campus</a> |
| <b>Harassment/Discrimination of Student by Employee</b>            | <a href="#">Assistant Director of Human Resources and Equity Officer</a>   |
| <b>Harassment/Discrimination of Student by Faculty/ Instructor</b> | <a href="#">Supervising Associate Dean</a>   |
| <b>Financial Aid</b>   | <a href="#">Campus Financial Aid Manager</a>   |
| <b>Florida Residency</b>   | <a href="#">Campus Registrar</a>   |
| <b>Graduation</b>  | <a href="#">Graduation Office</a>  |
| <b>International Admissions</b>                                    | <a href="#">International Admissions Director</a>  |
| <b>Library</b>   | <b>Library Director:</b><br><a href="#">Belle Glade</a><br><a href="#">Lake Worth</a><br><a href="#">Palm Beach Gardens</a>  |
| <b>Limited Access Admissions</b>                                   | <a href="#">Limited Access Office on campus where program offered</a>  |
| <b>New Student Orientation</b>                                     | <a href="#">Student Development Manager/Assistant Dean of Students</a>   |
| <b>Not on Class Roster</b>   | <a href="#">Registration Office</a>  |
| <b>Parking Ticket</b>  | <a href="#">Campus Security Office</a>   |
| <b>Refund Requests</b>   | <a href="#">Registration Office</a>  |
| <b>Registration</b>  | <a href="#">Registration Office</a>  |
| <b>Security</b>  | <a href="#">Security Sergeant</a>  |
| <b>Student Activities</b>  | <a href="#">Student Activities Office Manager</a>  |
| <b>Student Learning Center</b>                                     | <a href="#">Campus SLC Manager</a>   |
| <b>Testing</b>   | <a href="#">Test Center Manager</a>  |
| <b>Transcripts</b>   | <a href="#">Registration Office</a>  |

| Issue                  | First Point of Contact                       |
|------------------------|--|
| <b>Veterans</b>        | <a href="#">Veterans Certifying Official</a> |
| <b>Wellness Center</b> | <a href="#">Wellness Center Coordinator</a>  |

Unresolved problems can be documented by using the [Student Problem Resolution Form](#). This form should only be used when you have already interacted with an office about a problem and cannot get resolution. Student's may also contact Mary Guzman at [guzmanm@palmbeachstate.edu](mailto:guzmanm@palmbeachstate.edu) or call her at (561) 868-3319 to file the complaint.

## Prevention

The College is committed to training employees, educating students and updating policies and procedures for improving outcomes. The College website and various internal and external College publications provide notification of Nondiscrimination Policy to students, applicants, employees and the general public.

# Student Appeals

## Frequently Asked Questions

### Academic Progress

***How can I appeal being suspended from the College?***

*Type of Appeal:* **Academic Suspension Appeal...see page 5**

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

***How can I appeal being dismissed from the College for academic reasons?***

*Type of Appeal:* **Academic Dismissal Appeal...see page 5**

*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...see page 6**

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

*Form:* <https://www.palmbeachstate.edu/admissions/Documents/3rdAttemptAppeal.pdf>

***Can I repeat a course for a fourth time?***

*Type of Appeal:* **Fourth Attempt Appeal...see page 6**

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

*Form:* <https://www.palmbeachstate.edu/admissions/Documents/4thAttemptAppealForm.pdf>

***Can I appeal having to pay 100% cost of instruction to repeat a course a fourth time?***

*Type of Appeal:* **Fourth Attempt Appeal...see page 6**

*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 Withdrawal Request...see page 7**

*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 Appeal...see page 31**

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

*Form:* <https://www.palmbeachstate.edu/admissions/documents/LateWithdrawRefund2018.pdf>

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

*Type of Appeal:* **Change to Audit Appeal...see College Catalog**

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

*Form:* <https://www.palmbeachstate.edu/admissions/documents/AUDITREQUEST.pdf>

### Course-Related Appeals

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

*Type of Appeal:* **Late Add Request...see page 7**

*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...see page 7**  
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...see page 10**  
Whom should I talk to first? **Associate dean over faculty/instructor**  
Form: [https://cm.maxient.com/reportingform.php?PalmBeachState&layout\\_id=13](https://cm.maxient.com/reportingform.php?PalmBeachState&layout_id=13)

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

Type of Appeal: **Academic Issues and Procedures...see page 27**  
Whom should I talk to first? **Dean of academic affairs/bachelor programs**  
Form: [https://cm.maxient.com/reportingform.php?PalmBeachState&layout\\_id=0](https://cm.maxient.com/reportingform.php?PalmBeachState&layout_id=0)

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

Type of Appeal: **Final Course Grade Appeal...see page 27**  
Whom should I talk to first? **Faculty/instructor**  
Form: [https://cm.maxient.com/reportingform.php?PalmBeachState&layout\\_id=4](https://cm.maxient.com/reportingform.php?PalmBeachState&layout_id=4)

**How can I complain about a classroom-related issue?**

Type of Appeal: **Academic Complaint...see page 29**  
Whom should I talk to first? **Faculty/instructor**  
Form: [https://cm.maxient.com/reportingform.php?PalmBeachState&layout\\_id=1](https://cm.maxient.com/reportingform.php?PalmBeachState&layout_id=1)

## **Disciplinary Appeals**

**How can I appeal a y Code of Conduct violation?**

Type of Appeal: **Student Due Process...see page 20**  
Whom should I talk to first? **Campus dean/assistant dean of student services/bachelor programs**

## **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...see page 10**  
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?**

Type of Appeal: **Loss of Financial Aid Eligibility Appeal...see [SAP Appeal](#)**  
Whom should I talk to first? **Campus financial aid advisor**

**I believe I am being sexually harassed by another student or employee. Whom do I contact?**

Type of Appeal: **Title IX Violations...see page 25**  
Whom should I talk to first? **Title IX Coordinator/Campus dean of student services**  
Form regarding a student:  
[https://cm.maxient.com/reportingform.php?PalmBeachState&layout\\_id=0](https://cm.maxient.com/reportingform.php?PalmBeachState&layout_id=0)  
Form regarding a faculty or staff member:  
[https://cm.maxient.com/reportingform.php?PalmBeachState&layout\\_id=13](https://cm.maxient.com/reportingform.php?PalmBeachState&layout_id=13)

**How do I appeal a parking citation?**

Type of Appeal: **Parking Ticket Appeal Form...see page 51**  
Whom should I talk to first? **Campus Security Office**

# 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, 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.

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, page 9.) 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.

## Standards of Academic Progress

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

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

- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours 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 cumulative 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 CGPA for the number of hours attempted (see table above). Probation will be calculated at the end of each term. Transfer students whose CGPA 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 semester hours during the fall, spring and summer terms and must maintain a 2.0 term GPA or achieve good academic status. Students who don't 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 terms. Academic advisors are authorized to limit the number of hours 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 term grade point average (GPA). Suspension requires the student to stay out of school for one semester 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 term grade point average (GPA) for each academic term. 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.

**Notes:**

1. *Students on academic suspension or dismissal are eligible to enroll in PSAV and avocational courses.*
2. *Financial Aid Standards of Progress are different from these standards and are listed in the Student Financial Aid section of this Handbook.*
3. *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 (credits 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 credit hour of enrollment. Students with an associate degree or higher are exempt from the 21-hour requirement provided they show proof of previous degree. Students wishing to appeal the 21-hour 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 fourthtime, 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 Programs or their respective designee. The form to request a fourth attempt may be found at [www.palmbeachstate.edu/admissions/Documents/4thAttemptAppealForm.pdf](http://www.palmbeachstate.edu/admissions/Documents/4thAttemptAppealForm.pdf) or may be obtained

at 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 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.

## 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 and completion of the form available in the Registrar's Office. 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:

- documented serious illness/medical condition preventing completion
- death of an immediate family member (father, mother, sister, brother, grandparent, or guardian)
- call to active military duty
- documented change in conditions of employment
  
- other emergency circumstances or extraordinary situations, such as national disasters
- documented financial hardship (Criteria for determining financial hardship shall include, but not be limited to, qualifications for federal need-based financial aid.)

## 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 term, 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 term should be submitted to the campus registrar by completing a Late Withdrawal Request form, located online at <https://www.palmbeachstate.edu/admissions/documents/LateWithdrawRefund2018.pdf>

The request form must be accompanied by appropriate documentation of the condition on which the request is based. Requests for late withdrawals within the current term, and up to three weeks into the following term, are adjudicated by the campus registrar. 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 beyond one calendar year from the term in question.

**Required Documentation:** Supporting documentation must accompany late withdrawal 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.

# Health-Related Withdrawal Process

College can be stressful for many students. Some students are able to adequately cope with stress, while others may find that it becomes unmanageable and interferes with learning. In a few instances, stress may affect a student's physical or emotional condition interfering with the student's learning; this has the tendency to result in significant risk of harm to the health and safety of the student or others or may even disrupt the learning of others. When one or more of these situations happens, a student may not know that the College is here to offer guidance and assistance in supporting the student in making an appropriate decision, for the College and the student, in seeking a health-related leave or withdrawal from the College.

## Health Related Withdrawal

A health-related withdrawal may be initiated by any student with a serious health problem who, in the opinion of the attending physician or therapist, cannot complete coursework. All such requests will be reviewed and approved by the campus registrar. To return to the College, the student must present evidence that the health problem no longer interferes with the successful completion of college coursework. Health related withdrawals will be processed by the Campus Registrar.

# Student Rights

## Introduction

Palm Beach State College's mission is to create and sustain a dynamic teaching and learning environment that provides a high-quality, accessible, affordable education preparing students to contribute and compete ethically and successfully in a diverse global community. Consistent with this purpose, 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.

### **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

### Security of Student Records

#### 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 official 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 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. A fee of \$35 will be charged per subpoena. Those requesting records by subpoena must allow sufficient time (at least 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 of 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 form is located on Pantherweb. (Log into PantherWeb at the top of your screen.)

## 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

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 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 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 or discrimination. Sexual harassment, including sexual violence, creating a hostile environment or quid pro quo, is a form of discrimination that is not tolerated by the College

# Student Responsibilities

## Philosophy

Palm Beach State College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The Student Code of Conduct and conduct process is educational and developmental in nature, balancing the interests of individual students, as well as the interests of the College.

Our College community exists on the basis of shared values and principles. At Palm Beach State College, students 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.

The student conduct process at Palm Beach State College is not intended to punish students; rather, it exists to protect the interests of the College community and to challenge those behaviors that are not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Palm Beach State College protects and promotes its interests and objectives, which are essential to its effectiveness. These include (1) maintenance of the opportunity for students to attain their educational objectives; (2) the creation and maintenance of a stimulating, intellectual and educational atmosphere free of intimidation throughout the College; (3) protection of the health, safety, welfare, property and civil rights of all members of the College; and (4) protection of property of the College. The College has responsibility in the area of student conduct to protect and promote the pursuit of its goals as outlined above. The College's approach to student conduct emphasizes the College's obligation to foster inclusion, equity, tolerance, independence, maturity and responsibility in students.

Palm Beach State College governs its members using fair and nondiscriminatory measures of conduct including, but not limited to, their academic work, College-related social activities, communications and social media. Behavior that deviates from these measures will be addressed in accordance with the procedures outlined in this handbook.

## 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, or campus security, or other College representative. This includes any infractions by a College student 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 the both parties and a fair determination of the facts and provide due process in the application of 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 College Code of Conduct, the College Student Conduct Procedures shall apply.

Palm Beach State College Student Definition:

The term "student" includes any person who:

- Has been admitted to the College, regardless of whether he/she has enrolled in classes;
- Is taking courses at the College (full time or part time) or pursuing undergraduate, certificate, professional, adult education, GED or distance learning courses; or
- Is not enrolled in a particular semester but who has a continuing relationship with Palm Beach State College.
- Enrolled in a prior semester and who are eligible to continue enrollment in the following semester.

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 pursue conduct charges and process against the student despite their inability to participate in the conduct process.

## **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

Academic misconduct including, but 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.
- 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.

#### *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).

#### *Forgery*

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: Students may not withdraw from a class to avoid a failing grade as a result of such a violation.**

## **2. Alcohol Misuse**

Promotion, manufacture, distribution, sale, use, transfer, purchase or delivery of alcoholic beverages for the purpose of involving persons under the legal drinking age, drunkenness or involving excessive consumption. Public intoxication on campus or at a College-related site or activity. Alcohol is permitted on campus or at a College function only upon receiving express written approval from the Office of the President pursuant to DBOT Policy 6Hx-18-1.32.

## **3. Arson**

The intentional commission of an act that results in a fire being ignited 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 and/or Battery**

Threatening bodily harm or discomfort to include but not limited to verbal, physical or written threats toward another individual. Intentional touching or striking another against their will or committing an act or aiding in the commission of an act that causes bodily harm or discomfort to the person of another such as would constitute a battery.

## **5. Misuse of Computer 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:

- Use for the violation of personal privacy or for the committing of crimes.
- Unauthorized access to or use of computer, computer system, network, software or data.
- Unauthorized alteration of computer equipment software, network or data.
- Unauthorized duplications or use of computer programs or files.
- 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.
- posting, transmitting threatening, harassing, vulgar, or pornographic content to any chat rooms, bulletin boards, social networking sites or emails.
- Posting or transmitting any unsolicited email, advertisement, promotional materials or any other forms of solicitation to students.

## **6. Conspiracy**

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

## **7. Complicity**

A student present during the commission of an act by another student 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. Damage of 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.

## **9. Defamation, Threats or Extortion**

- Verbal or written communication that unlawfully exposes any individual or group to hatred, contempt or ridicule, and thereby injures the person, property or reputation of another.
- Verbal or written communication that threatens injury to the person, property or reputation of another.
- Threatening to expose another to disgrace, with the intent to extort money or other benefit(s).

## **10. 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:

- Deliberate or persistent disruption, obstruction, intimidation or repeated interruption of the learning environment, research, administration, disciplinary proceedings or other College activities that has the purpose and effect of unreasonably interfering with a student's ability to participate in or benefit from the College's program or activity. This includes inappropriate use of email, mobile applications, social media, cell phones, laptops or other electronic devices.
- 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 a student's ability to participate in or benefit from the College's program or activity.
- 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 a student's ability to participate in or benefit from the College's program or activity.
- Behavior that is so distracting that it is difficult or impossible to conduct a class, a meeting, College environment or any other College-sponsored event.
- Congregating in such a fashion as to create a situation that could endanger life or property.
- Incitement to any of the abovementioned actions or to other violations of College policy that could result in such actions whether orally or through written materials or pictures.
- 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.
- Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker on campus to express their views.
- Forcible interference with the freedom of movement at the College. Blocking of entryways to buildings, rooms, or sections of buildings, or of hallways, or stairways, in such fashion that people find it difficult or impossible to pass. A breach of peace is any conduct or expression on College-owned or College-controlled property or at College-sponsored events that disrupts the orderly functioning of the College, or which is lewd, indecent, or obscene is prohibited.
- Blocking of vehicular traffic.

## **11. Dress Standard Violation**

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

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

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

## **13. Falsification of Records** ○ Misuse of College documents, forging, transferring, altering or otherwise misusing a document, receipt, PantherCard, other identification, or any other College document or

record.

- Presenting any form of falsified documentation or identification.
- 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. **Falsification of any application shall subject the student to immediate dismissal with no refund.**
- 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.
- Making a known false report to College faculty, administration or campus security.

#### **14. Fraud**

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

#### **15. Gambling**

Florida Chapter 849.08 - Whoever plays or engages in any game at cards, keno, roulette, faro or other game of chance, at any place, by any device whatever, for money or other thing of value, shall be guilty of a misdemeanor of the second degree, punishable as provided in s. **775.082** or s. **775.083**

- Florida Chapter 849.0935 Charitable, nonprofit organizations; drawings by chance; required disclosures; unlawful acts and practices; penalties. Additionally, the organization must be in compliance with **Chapter 496, F.S.**

#### **16. Harassment and Discrimination**

- 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’s educational environment, program, or activities.
- Harassment is any unwelcome conduct based on actual or perceived status including: race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, pregnancy status, or other protected status.
- 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.
- Retaliatory discrimination or harassment is any intentional, adverse action against a student.
- Intimidation and bullying is behavior that is repeated and/or severely aggressive and threatening to intentionally hurt, control or adversely impact another person.

#### **17. Hazardous, Biological or Other Substances**

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

#### **18. Hazing**

An act relating to hazing; amending s. 1006.63, F.S.; redefining the term “hazing”; expanding the crime of hazing, a third degree felony, to include when a person solicits others to commit or is actively involved in the planning of hazing; expanding the crime of hazing, a first degree misdemeanor, to include when a person solicits others to commit or is actively involved in the planning of hazing; providing a short title; providing that a person may not be prosecuted if certain conditions are met; providing immunity from prosecution to persons who meet specified requirements; defining the term “aid”; reenacting s. 1001.64(8)(e), F.S., relating to Florida College

System institution boards of trustees and related powers and duties, to incorporate the amendment made to s. 1006.63, F.S., in a reference thereto; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 1006.63, Florida Statutes, is amended to read:  
1006.63 Hazing prohibited.

(1) As used in this section, the term "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to

- (a) Initiation into any organization operating under the sanction of a postsecondary institution;
- (b) Admission into any organization operating under the sanction of a postsecondary institution;
- (c) Affiliation with any organization operating under the sanction of a postsecondary institution; or
- (d) 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 the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student; or, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. The term Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

## **19. Illegal Drugs and Narcotics**

Under Florida Statutes, 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:

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

## **20. Interference with Conduct Proceedings**

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

- Failure to appear before and cooperate with the Dean/Assistant Dean of Student Services, Conduct Committee, or other College officials when requested to do so.
- Falsification, distortion, or misrepresentation of information during the course of the conduct process or before a Conduct Committee.
- Disruption or interference with the orderly conduct of a conduct hearing.
- Knowingly making false accusations of student misconduct without cause.
- Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- 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.
- Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the student conduct system.

## **21. Misuse of Mail Services**

Inappropriate use of College mail, email, social media or voicemail services.

## **22. Parking and Traffic Violation**

- Failure to comply with parking and traffic regulations.

## **23. 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.

## **24. Public Endangerment**

Behavior or activities that intentionally or unintentionally endanger the safety of oneself or others, or reckless injury or harm to persons, property or reputation including, but not limited to, riding bicycles,



scooters, electrically motorized devices (e.g. hoverboard), skateboards or inline skates in hallways or on walkways.

## **25. Sexual Misconduct** (Title IX, VAWA, Campus Save Act)

Gender-based sexual discrimination and misconduct to include:

- Sexual battery - non-consensual sexual penetration by another or other, by union of sexual organ or another object.
- Domestic Violence - any assault, battery, sexual assault, sexual battery, 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.
- 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.
- Stalking - a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking under Florida law.
- Sexual Harassment – engaging in a course of conduct directed at a specific person that causes substantial emotional distress to that person and serves no legitimate purpose.
- Cyberstalking – Engaging in a course of conduct to communicate, or to cause to be communicated, words, images or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- Discrimination – prejudicial treatment based on an individual's membership in a particular category. Types of discrimination include disparate treatment, disparate impact and retaliation.
- Retaliation – intimidating, threatening, coercing or discriminating against an individual for making a complaint, testifying, assisting or participating in an investigation, proceeding or hearing.
- Sexual Harassment - any unwelcome behavior in a sexual nature by a person or persons towards another person, including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that seriously interferes with a student's learning environment or employee's work environment.

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

- Smoking in any enclosed facility or building on campus or in College vehicles or where otherwise posted.
- Smoking in areas other than those specifically designated by the campus.
- Smoking is not permitted anywhere on the Loxahatchee Groves campus.

## **27. Theft**

- Attempted or actual theft of College 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.

## **28. Unauthorized Use of College Property or Unauthorized Presence**

- Presence in or failure to leave a marked or noticed unauthorized area of a building or other unauthorized premises when asked.
- 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.
- Forcible entry into a building or other premises.
- Tampering with fire and safety equipment.

- Fraudulent and/or unauthorized use of the College name, logo, seal, nickname, slogan, mascot or any registered service mark of the College.
- 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
- The unauthorized use of, or entry into, any College facilities (i.e., classrooms, laboratories, athletic fields), whether by force or not, is prohibited
- Unauthorized possession of or duplication of College keys.

### **29. Unauthorized Use of Voice and Video Recording**

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

### **30. 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. A student violating the Code of Conduct will be subject to the College conduct processes. Criminal offenses may result in both criminal prosecution and referral to the conduct procedure.

Charge, arrest or conviction of any municipal, state or federal law, rule or mandate involving violence, threat of violence, weapons, criminal mischief, and/or possession, use, or sale of a controlled substance.

### **31. 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 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.

## **Student Code of Conduct Violation Procedures**

### **Filing a Complaint Regarding Student Conduct**

Students, staff, faculty or guests may initiate a complaint regarding student conduct using the online [Student Resolution Request 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 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 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. The College reserves the right to take interim action, to protect the peace and welfare of the college community pending completion of an investigation.

### **Complaint Process**

This complaint process is intended to provide a fair, prompt and reliable 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 parties 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 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 business day, will be delivered to the student's College email address.

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 3 business days.

If the appeal is denied, 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 Conference**

The dean or designee may hold an initial meeting with the reporting party or witnesses. This conference is designed to better understand the complaint, as well as determine if a violation of the code has occurred.

A conduct summons is issued, which will be hand delivered, sent via email and/or sent via certified letter to the home address on record of the responding party.

The Dean may elect to issue a verbal warning or request the responding party sign a behavior agreement without filing formal conduct charges.

Failure to schedule an appointment with the dean or designee within a week of being issued the summons may result in a temporary suspension, prohibiting the responding party from attending classes or participate or attend any College activity until an appointment has been scheduled. A hold may be placed on a responding party's record preventing them from registering for classes, receiving grades or receiving transcripts.

## **Investigation**

- An investigation will be conducted by the dean or designee. This investigation can include, but is not limited to, meeting with the responding party, gathering additional written documentation and/or conferring with appropriate College personnel or witnesses.
- 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 the both parties will be notified in writing or via email that no charges will be filed.
- If the investigation reveals that a violation may have occurred, the responding party will be notified in writing of the charges and advised that they are required to attend an informal hearing with the dean.

## **Informal Conduct Hearing**

- The charges will be read and explained to the responding party, at which time they may ask any questions.
- A second informal conduct hearing may be scheduled to give the responding party ample time to review the charges and make informed decisions.
- The responding party has the right to admit to or deny responsibility for the charges prior to the conference.
- If the responding party admits responsibility, the dean 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, written notice informing the responding party of the time and place of the hearing will be provided by hand delivery or email and certified mail sent to the home address of record.
- If the responding party rejects the sanctions, a formal conduct hearing will be convened pursuant to the procedures outlined in this handbook.

## **Formal Conduct Hearing**

If the responding party elects a conduct hearing, they will receive written notification via certified mail and email notification five business days in advance as to the time and place of the hearing, unless there is mutual agreement on an alternative time frame

## **Student Rights and Responsibilities Relating to Formal Conduct Hearing Include:**

- Notification of the Student Code of Conduct violation(s).
- The dean or designee will make available to the responding party any evidence in their possession and, upon written request, any files, subject to the provision of Florida State Statutes and the Family Educational Rights and Privacy Act. This evidence will be made available at least two business days in advance of the formal hearing.
- Both parties have the right to request assistance in identifying an advocate to assist them through the conduct process or may elect to have an independent advocate present at their own expense. The conduct hearing is a non-adversarial proceeding and is intended to be fact-finding. Accordingly, students may have an advocate present, but the advocate may not participate in the proceedings and may only privately advise the student. All hearings are only open to those involved as determined by the dean or designee and or the chairperson.
- The responding party has the right to hear from the reporting party and witnesses, to direct questions to the reporting party and witnesses through the committee chair, and to present a defense and witnesses on their own behalf. It is the responding party's responsibility to prepare their defense. Testimony may be provided in person or via electronic means if approved by the dean or designee.
- The College reserves the right to make a recording and will notify all parties at the beginning of the hearing.
- 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 if the offense committed is also being pursued through a criminally. 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.

## **Conduct Hearing Committee**

The dean or designee shall initiate the formation of a Conduct Hearing Committee. In the case of academic dishonesty charges, the dean of academic affairs or designee shall initiate the formation of the campus Conduct Committee.

The committee shall be composed of five persons including two students, two instructors and one professional staff member. 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 or designee shall select one of the committee members to serve as chairperson. Students serving on the hearing committee will be required to sign a confidentiality agreement.

## 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. Ensures all available relevant evidence is presented and that the decision is based solely upon the evidence and any testimony given at the hearing.
8. 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.

## 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.
- 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 greater weight 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.
- Findings and sanctions will be delivered by the committee chairperson to the dean or designee, who will, notify the responding party via College email, if applicable, within two business days and in writing to the address on record within five business days the committee's sanctions.
- The dean's office will maintain findings, including any sanction to be imposed and supporting documentation.

## Conduct Sanctions

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

**Verbal Warning** – verbal notice that the student's behavior is inappropriate. Further problems will result in more serious 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.

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

**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 or student organization's own expense.

**Counseling Referral** - written notification requires assessment by the College Counseling Center.

**Fines** - A monetary fee may be imposed for certain violations.

**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.

**Housing Probation/Removal** - Termination or Change in Athletic Housing Assignment. Students remain financially responsible for obligations under the housing contract.

**Parental/Guardian Notification** - verbal notification for drug or alcohol use or offenses 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.

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

**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.

**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.

**Other** such sanctions as deemed appropriate including, but not limited to, written apologies, no contact orders, and/or 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.

### **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 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.

The Vice President of Student Services and Enrollment Management or designee shall issue a decision within 10 business days of receiving the request, which may include an 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**.

## Sexual Misconduct/Harassment Complaints

When a member of the college community receives a complaint or has reason to know of or believes that a student is the victim of sexual harassment or discrimination, by a fellow student, he or she shall immediately advise the student to notify the campus dean of student services or the Title IX Coordinator. Title IX complaints between students follows the Student Code of Conduct process outlined in the Student Responsibilities section of this handbook.

### I. **Procedures for Student on Student Complaint: Contact any of the following to file a report.**

- Title IX Office  
[mcisaacp@palmbeachstate.edu](mailto:mcisaacp@palmbeachstate.edu), phone: 561- 868-3277
- Campus Dean of Students Office:
  - Belle Glade Roberto Carballoso
    - [carballr@palmbeachstate.edu](mailto:carballr@palmbeachstate.edu) (561) 993-1156
  - Boca Raton Audrey Jackson
    - [jacksoa@palmbeachstate.edu](mailto:jacksoa@palmbeachstate.edu) (561) 862-4331
  - Lake Worth Debra Jackson
    - [jacksond@palmbeachstate.edu](mailto:jacksond@palmbeachstate.edu) (561) 868-3335
  - Loxahatchee Groves Stephen Joyner
    - [joyners@palmbeachstate.edu](mailto:joyners@palmbeachstate.edu) (561) 790-9051
  - Palm Beach Gardens Tracey Olsen-Oliver
    - [olsenolt@palmbeachstate.edu](mailto:olsenolt@palmbeachstate.edu) (561) 207-5326
- Campus Security [Office](#)
- [Online](#)

A student may report an incident to the College for remedy on three levels:

*\*Inquiry:* request assistance with safety planning and access to resources

*\*Informal Complaint:* for purposes of documenting the concern, safety planning, access to resources and interim measures.

*Formal Complaint:*

- to hold the responding party accountable.
- should be provided in writing or via a digitally recorded statement.
- is investigated through the College Student Code of Conduct process.
- Title IX Coordinator will work the campus dean's offices to provide interim support measures as appropriate.

### **\*A Student may escalate their report to a formal complaint at any time.**

The College reserves the right to take interim action, to protect the peace and welfare of the college community pending completion of an investigation.

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

The reporting party has a right to: (1) provide a written or digitally recorded complaint; (2) meet the investigator assigned to the case; (3) refuse to engage in self-incrimination; (4) provide witnesses on their behalf; (5) have an advocate present during the investigation process; however the advocate is not permitted to speak on their behalf; (6) appeal an adverse decision.

The responding party has a right to: (1) receive a written copy of the complaint; (2) meet with the investigator and provide a written or digitally recorded response; (3) refuse to engage in self-incrimination; (4) provide witnesses on their behalf; (5) have an advocate during the investigation process; however that advocate is not permitted to speak on behalf of the responding party and (6) appeal an adverse decision.

Upon completion of the investigation a written report of the investigation will be prepared and provided to both parties. The report shall include the following: (1) a summary of the findings; (2) whether there is a reasonable basis for taking further action; (3) summary of the complaint; (4) the finding of the investigation; and (5) determination as to whether a violation of College policy was found. A copy of the report will be sent to the Title IX coordinator and the campus dean of student services or designee as appropriate. At the conclusion and upon request, either party may request any documents in the investigation file.

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.

## **Board Policy 6Hx-18-5.86 Harassment, Sexual Harassment, Discrimination, Retaliation Policy and Complaint Procedure**

### **I. Policy Statement**

This policy has been established to prevent all forms of Discrimination and Harassment based on an individual's protected status, including race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, or pregnancy status in any of its employment, or educational programs or activities.

### **II. Scope of Policy**

This policy and associated procedures apply to conduct and protection of all employees, students, applicants for employment, applicants for student admission, volunteers, interns, and visitors. The non-discrimination provisions also apply to contractors and other third parties under circumstances within the College's control.

All members of the College community are responsible for conducting themselves in accordance with this Policy and other College policies and procedures. College' students and employees who violate this Policy may face discipline up to and including expulsion or termination.

The complaint procedures as outlined in this Policy (6Hx-18-5.86) are applicable to complaints of sexual harassment as well as any other form of harassment or discrimination, including disability-related discrimination complaints. However, students are encouraged to first follow the student complaint procedure outlined under Student Complaint Procedure Number 3.51. If the student does not obtain a satisfactory resolution, the student should follow the complaint procedure outlined in this Policy for complaints of discrimination or harassment.

If a student believes that he or she has been subjected to discrimination during the process for admission to the College, the student may file a written complaint to the District College Registrar.

### **III. Definitions**

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.

Harassment may include, but is not limited to, repeated remarks of a demeaning nature, implied or explicit threats, slurs, innuendoes or gestures, demeaning jokes, stories, pictures, objects or activities directed at an individual based on any of the above categories or groups.

Sexual harassment is defined to be any unwelcome conduct of a sexual nature. It includes sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature. This includes, but not limited to:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program, or activity;
2. Submission to, or rejection of such conduct by an employee is used as a basis for employment decisions affecting the individual. In the case of a student, it is used as a basis for academic or other decisions affecting a student; or,
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's employment (or the student's educational experience) by creating an intimidating, hostile, or offensive environment.

Sexual harassment may occur within any relationship. It may occur between supervisor and employee or instructor and student; it may be directed by students towards a student, faculty or staff. It may occur among peers. It may occur where no relationship exists between the parties other than being co-employees or co-students. Sexual harassment may occur between persons of the same or different genders.

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.

Disability discrimination is defined as a qualified individual with a disability being either excluded from participation in or denied the benefits of the College's services, programs, or activities, or otherwise being discriminated against by the College and that the exclusion, denial of benefit, or discrimination was by reason of his or her disability.

Retaliation is defined as unlawful adverse or negative action taken against the person who makes or supports a complaint of harassment or discrimination.

#### **IV. Reporting and Complaint Procedures for Sexual Harassment or any other types of Harassment, Discrimination or Retaliation**

If an employee, applicant for admission or employment or other participant in the College's programs or activities feel they have been the subject of sexual harassment or any other type of harassment, discrimination or retaliation, they must report the incident within a reasonable time frame to the Executive Director of Human Resources or Assistant Director of Human Resources & Equity Officer/ADA and 504 Coordinator ("Equity Officer") or Title IX Coordinator unless the law dictates otherwise.

If a student feels they have been the subject of sexual harassment or any other type of harassment, discrimination, including disability-related discrimination, or retaliation, the student should follow the procedures outlined under the Student Complaint Procedure Number 3.51, or Student Handbook/Code of Conduct. Students have the right to escalate their complaint to a formal process at any time (6Hx-18-5.86)

If a faculty or staff member is informed by a student of a situation involving a student(s) and an employee of the College that could possibly be considered sexual harassment or any other type of harassment, discrimination and retaliation, the employee has a duty to inform the Executive Director of Human Resources

or the Assistant Director of Human Resources & Equity Officer /ADA and 504 Coordinator who will take prompt action to investigate the complaint. In no case will a complainant be required to personally report such behavior to the person accused of the misconduct.

When a supervisor or faculty member receives a complaint of this nature, they shall immediately advise the complainant to notify the Executive Director of Human Resources or Assistant Director of Human Resources & Equity Officer/ADA and 504 Coordinator. A supervisor or faculty member's failure to notify the Executive Director of Human Resources, the Assistant Director of Human Resources & Equity Officer/ADA and 504 Coordinator or the Title IX Coordinator of suspected sexual harassment or any other type of harassment or discrimination is a violation of this policy.

#### V. Complaint Investigation Procedures:

1. In order to initiate a formal investigation process, the complainant may provide written details of the conduct that is the subject of the complaint on the official harassment, discrimination or retaliation complaint form or relay the information to the Executive Director of Human Resources or Assistant Director of Human Resources & Equity Officer/ADA and 504 Coordinator, who will reduce the information to writing which must be reviewed and signed by the complainant. Complaints will be investigated by the Executive Director of Human Resources, the Assistant Director of Human Resources & Equity Officer/ADA and 504 Coordinator, Title IX Coordinator or appropriate designee when appropriate. To the extent possible, complaints will remain confidential and information about them will be provided only to those persons who need to know in order to achieve a timely resolution of the complaint. Similarly, both the complainant and accused party shall be treated respectfully and with sensitivity at all times.
2. The Executive Director of Human Resources, Assistant Director of Human Resources & Equity Officer/ADA and 504 Coordinator, Title IX Coordinator or appropriate designee will interview the accused regarding the nature of the complaint and will provide the accused employee with a copy of the complainant's written complaint within 15 working days. If so desired, the accused employee may have five (5) working days to respond in writing to the complaint.
3. It is the responsibility of the College, not of the parties, to gather relevant information, to the extent reasonably possible. The Executive Director of Human Resources, Assistant Director of Human Resources & Equity Officer/ADA and 504 Coordinator, Title IX Coordinator or an appropriate designee ("investigator") will conduct the investigation in a manner appropriate in light of the circumstances of the case. The investigator will coordinate the gathering of information from the complainant and the accused and any other individuals who may have information relevant to the determination. The investigator will also gather any available physical evidence, including documents, communications between the parties, and other electronic records as appropriate. The complainant and the accused will have an equal opportunity to be heard, to submit evidence/ information, and to identify witnesses who may have relevant information for the investigator to consider. Witnesses must have observed the acts in question or have information relevant to the incident and cannot participate solely to speak about an individual's character. All investigations shall be impartial and conducted in an adequate and reliable manner.
4. Any persons reasonably thought to have significant information relevant to the complaint shall be interviewed and such interviews shall be appropriately documented. It is expected that employees would cooperate in providing requested information and refusal to do so will result in termination of employment. Other acceptable methods for gathering information include, but are not limited to, visual inspection of offensive materials and follow-up interviews as necessary.
5. The College will make every effort to conclude its investigation into the complaint within a reasonable time frame. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Circumstances may arise that require the extension of reasonable time frames for good cause. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening College break or planned leave (vacation/sick/personal) of involved parties, or other unforeseen circumstances, and justification for the delay will be documented and communicated to the respective parties.

6. Upon completion of the investigation, the investigator will prepare a written report of the investigation. The report shall include: a summary of the complaint; the findings of the investigation; a determination as to whether a violation of College policy was found and the report will be provided to all parties.
7. If either the complainant or the accused party disagrees with the determination, an appeal may be made to the College President within 15 working days of receipt of the written report. The College President shall review all such appeals and has discretion to further investigate the matter. The President shall issue a decision within 30 days of receiving the request. The determination of the College President shall be the final step of the internal review procedure. Any discipline administered for full-time faculty shall be subject to the grievance and arbitration procedures as outlined in the faculty union contract. 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.

**VI. Confidentiality**

Confidentiality shall be maintained to the greatest extent possible within the law and the requirements for conducting appropriate investigations.

**VII. Retaliation**

Retaliation against individuals who have filed a charge or participated in an investigation or opposed any unlawful practice is prohibited and will subject the person who retaliates to disciplinary action, up to and including termination of employment.

**VIII. False or Malicious Complaints**

Complainants found to have been dishonest in making the allegations or to have made them maliciously are subject to disciplinary action, up to and including termination of employment. Students may be subject to suspension or dismissal from the College.

**IX. Prevention:**

Palm Beach State College further recognizes that prevention is the best tool for the elimination of sexual harassment and any types of harassment or discrimination. Therefore, the College will take necessary steps to prevent and eliminate all forms of harassment or discrimination including, but not limited to:

1. Publishing this policy for present, or future employees, and students.
2. Ensuring that training on the prevention of harassment or discrimination is established and offered to College employees and students.
3. Publishing harassment or discrimination materials where appropriate.

**X. Resource and Website Information:**

The following provides additional recommendations and/or information for College employees and students, including those with disabilities

1. Employees who wish to file complaints external to the College may contact the Equal Employment Opportunity Commission (EEOC) at [www.eeoc.gov](http://www.eeoc.gov).
2. Students who wish to file complaints external to the College may contact the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr/complaintintro.html](http://www.ed.gov/ocr/complaintintro.html).
3. See [www.disability.gov](http://www.disability.gov) for federal laws, regulations, and guidelines.
4. See <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=6a-10> for State Rules, 6A-10.040, and 6A-10.041.

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. Additional contact information is available at <http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml>.
- SACSCOC--should be contacted only if there is evidence that appears to support the College's noncompliance with an accreditation requirement or standard. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500.
- A student may file a complaint of discrimination with the Office of Civil Rights at [www.ocrcas.ed.gov](http://www.ocrcas.ed.gov).
- Distance Education students, who have completed an applicable internal institutional grievance process as described at:
  - Academic Issues and Procedures (please insert bookmark/link)
  - Sexual Misconduct/Harassment Complaints (please insert bookmark/link)
  - Harassment/Discrimination Involving PBSC Personnel (please insert bookmark/link)
  - 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 Issues and Procedures

### 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 immediately after receiving the final grade. **All informal discussions about final grades must be initiated within 10 business days beginning with the first day of the following academic semester.** 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 conduct process.

## Request for a Formal Review of Final Course Grade

1. A request for a formal review must be **submitted in via the [Formal Final Course Grade Appeal Form](#)** to the faculty member's associate dean (or equivalent or designee) **within 15 business days of the beginning of the 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 five 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, they may appeal to the Campus Final Course Grade Appeal Committee by contacting the Dean of Academic Affairs. **The appeal must be to the committee chairperson within five business days following the receipt of the associate dean's (or equivalent or designee) decision.** Within five business days of the receipt of the student's appeal, the committee chairperson will convene the committee. The committee chairperson will notify all the hearing participants by College email. The student, faculty member, and associate dean may appear before the committee. Within five business days of the committee hearing, the chairperson will notify the dean of academic affairs of the committee's written recommendation.
4. Within five 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 academic affairs may extend any of the timelines specified above if extenuating circumstances make this necessary.

**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 six persons including two students, three 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 business days to the campus academic dean.

*How will the dean of academic affairs notify all their decision?*

Within five 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**.

# Financial Information

## Payment of Fees

Students must pay fees by their payment due date. The calculated payment due date is listed on the schedule fee receipt. If the payment deadline falls on a day that the College is closed, the payment due date will automatically be extended to the next business day. Payments are accepted through:

- **College website** at [www.palmbeachstate.edu/PantherWeb](http://www.palmbeachstate.edu/PantherWeb). Web payments can be made with a Visa, MasterCard, American Express, Discover Card or any Discover network Global Brand.
- **Cashier's Office**. Each office accepts cash, check, money orders, Visa, MasterCard, American Express, Optima, Discover, JCB or non-North American Diners Club.
- **Mail-in payments**. Payments can be made with a check or money order and must be received by the due date listed on the student's schedule fee receipt. Payments should be mailed to:  
Palm Beach State College Cashier's Office  
Mail Station 11  
4200 Congress Avenue  
Lake Worth, FL 33461
- **Wire transfers** can be arranged through the Cashier's Office.
- No payments are accepted over the phone.

## Refunds

The refund schedule is based upon the dates listed in the registration calendar that appears in the College Catalog and on the website. No refunds for the current term will be issued until the add/drop period for the term is completed. All refunds are subject to the recovery of debts/obligations owed to the College. Refunds are issued on a regular basis throughout the semester. 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. It is the student's responsibility to maintain a current address on their student account through PantherWeb or the Registrar's Office.

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 refund of refundable fees after the session's add/drop period has ended. 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.

## Refund Appeal Process

Requests for refunds after the official add/drop period of the course(s) should be submitted to the campus registrar by completing a Refund Request form, located online at <https://www.palmbeachstate.edu/admissions/documents/LateWithdrawRefund2018.pdf>. The request form must be accompanied by appropriate documentation of the condition on which the request is based. Approved refunds will be computed on a pro-rata basis. 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 form 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 term 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.

## Direct Deposit of Financial Aid Payments and Refunds

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 logging on to PantherWeb.

In the top yellow navigation bar, under My Financials>Sign-up Options, select Direct Deposit. Students will then be prompted to enter their bank account information. Any changes or modifications to the direct deposit information is the responsibility of the student. Changes or modifications that are made on the same day refunds/financial aid disbursements are processed will not be in effect until the following business day.

## 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

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 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 assistance attend one of our FAFSA Workshops: [palmbeachstate.edu/financialaid/FAFSA-Workshops.aspx](http://palmbeachstate.edu/financialaid/FAFSA-Workshops.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 and scholarship eligibility. (Keep abreast of all financial aid emails 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 red flags, you may need to provide additional documents.

\*\*\*Please confirm that your contact information is up to date with the Registration Office

**Note:** After submitting your FAFSA, you may get selected for verification by the Department of Education. The Financial Aid Office 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.
- 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 Standards of Satisfactory Academic Progress (SAP). Please visit the Financial Aid webpage for additional information on SAP. Students must meet SAP to be eligible for Financial Aid. What is Satisfactory Academic Progress? See SAP policy on FA TV: <https://pbstate.financialaidtv.com/play/54455-satisfactory-academic-progress-sap/39632-what-satisfactory-academic-progress-sap-and-how-does-it-apply-me>
- 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 their 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 to 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 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 begins in September for the fall term, late January for the spring term, and June for the summer term. 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.

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 and books (if any), the student may receive a financial aid refund after all tuition, fees and book charges are paid in full and credit balance is obtained.

Direct bank deposit is highly recommended and is available to all students. The sign-up form is available on PantherWeb, [www.palmbeachstate.edu/Pantherweb](http://www.palmbeachstate.edu/Pantherweb).

## 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.

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

\* *Certificate students enrolled in a clock hour program are considered full-time.*

## Gainful Employment

The College is required by federal law, 34 CFR Part 668, to provide information on certificate programs that prepare

students for gainful employment. For more information and the programs affected by this law, visit [www.palmbeachstate.edu/BusinessCommunity/Consumer-Disclosures.aspx](http://www.palmbeachstate.edu/BusinessCommunity/Consumer-Disclosures.aspx).



# Veterans Affairs

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges like other students. The exceptions are pre-certified Chapter 31 students (disabled veterans under vocational rehabilitation). Any VA student may receive one deferment per academic year to pay their fees by completing the [Veterans Deferment Application and Payment Agreement](#). Veterans who choose to defer their fees and fail to pay by the due date will be treated like other students who fail to pay fees. Upon certification by the College and Veterans Administration, an educational allowance is paid monthly to the student for training time computed as follows:

| <b>Veterans Affairs Allowance</b> |                     |                       |
|-----------------------------------|---------------------|-----------------------|
| <b>Time</b>                       | <b>Regular Term</b> | <b>6-Week Session</b> |
| Full                              | 12 hours or more    | 4 hours or more       |
| 3/4                               | 9-11 hours          | 3 hours               |
| 1/2                               | 6-8 hours           | 2 hours               |
| Fees Only                         | 15 hours            | 1 hour                |

Students claiming benefits and eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the 10th of each month.

## Standards of Progress for Veteran Students

Palm Beach State College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration regulations:

1. Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records must show continuous pursuit of a degree and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course and record of enrollment in subjects from which there was a withdrawal.
2. Complete academic records are maintained on previous college-level academic training, and these records indicate the amount of credit accepted that proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken and grades earned.
3. Students receiving VA benefits should note that excessive absences will result in termination of benefits. A veteran or other eligible student will be subject to the attendance criteria covered in this Handbook. PSAV students with absences totaling more than the equivalent of 10 percent of the total hours for the enrollment period will result in the student being terminated from receipt of VA benefits due to unsatisfactory attendance.
4. Policies relative to standards of conduct and progress required of the student are enforced. All students must adhere to the College Standards of Academic Progress found in the Academic Policies section of this handbook. PSAV students who fail to maintain progress are not permitted to continue enrollment in the program and would not, therefore, be certified as eligible to receive benefits.
5. A notice of change in enrollment status will be sent to the Veterans Administration when the student withdraws from a course during the term or changes status.

6. Unsatisfactory progress will be reported when a student is placed on academic probation, suspension or dismissal.
7. PSAV students are expected to complete a program within the number of training hours approved by the State Approving Agency for Veterans Training. Likewise, the state requirement for Basic Skills must be met for the particular program. If at any point it is determined that a student cannot successfully complete the program within the approved number of hours, the student's VA benefits will be terminated because of unsatisfactory progress.
8. PSAV students at the end of any evaluation period who have not attained and maintained satisfactory progress (70 percent or above on written exams and passing or above on all skills and technical requirements) will be placed on academic probation for the next evaluation period. Should the student not attain and maintain satisfactory progress by the end of the probationary period (one evaluation period), the student's VA benefits will be terminated due to unsatisfactory progress.

**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.*

# Student Services

## 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.

## Academic Advising

Students are assigned an academic advisor when they select a career pathway. Utilizing tools such as the Curriculum Maps, the assigned advisor can assist students with educational planning, explore career options, transfer or graduation. It is recommended that students meet with their assigned advisor once a semester.

General advising offices:

|                    |              |
|--------------------|--------------|
| Belle Glade        | 561-993-1023 |
| Boca Raton         | 561-862-4313 |
| Lake Worth         | 561-868-3036 |
| Palm Beach Gardens | 561-207-5340 |
| Loxahatchee Groves | 561-790-9000 |

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 [www.palmbeachstate.edu/programs/Bachelor](http://www.palmbeachstate.edu/programs/Bachelor).

## Career Centers

Career planning and employment services are available at all locations of the College and online. The Career Center staff can help you with deciding on a major, researching occupations, employer identification and job search skill development. You are encouraged to visit the Career Center on your preferred campus and meet with a counselor or advisor for assistance in achieving your career goals.

|                    |              |         |
|--------------------|--------------|---------|
| Belle Glade        | 561-993-1172 | CRB 130 |
| Boca Raton         | 561-862-4325 | AD 154  |
| Lake Worth         | 561-868-3066 | CT 104  |
| Palm Beach Gardens | 561-207-5350 | BR 129  |
| Loxahatchee Groves | 561-790-9046 | LGA 101 |

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

## Counseling Services

The Student Counseling Center provides services and programs designed to help students maintain their emotional well-being in order 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 on all campus locations and can be scheduled by calling 561-868-3980 or in person.

Please visit us on our webpage <https://www.palmbeachstate.edu/counselingcenter/> for further information.

## College TRIO/Student Support Services

Student Support Services is a U.S. Department of Education-funded program that provides support services to low-income, first-generation college students and students with disabilities. Students must either be a U.S. Citizen or Permanent Resident to receive services. Services include advising, tutoring, financial aid assistance, cultural events, college tours, workshops, career development, and transfer assistance.

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

## 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 and the Americans with Disabilities Act (ADA) Amendments Act of 2008. 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/or each instructor as requested by the student.

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 is an equal access equal opportunity institution. The College complies with all state and

federal laws granting rights to applicants for employment or admission to the College, employees, and students. The College prohibits unlawful discrimination on the basis of race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, or pregnancy status in any of its employment, or educational programs or 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: <https://www.palmbeachstate.edu/student-life/panthers-voice/>

### **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 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.
- complete a Semester Request for Services form and to submit 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) coordinator or adviser 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 coordinator or adviser.
3. Meet with an advisor to complete the intake process.
4. Request services each term (Minimum of 3 weeks' notice) through CSA.

**Campus Locations and Contact Information**

**Belle Glade - CRA 105.7**

[Richard Hunter](#), Student Accessibility Adviser  
Phone: 561-790-9022

**Boca Raton - AD 135**

[Topeka Zigler](#), Student Accessibility Manager  
Phone: 561-862-4314 | Fax: 561-862-4357

**Lake Worth - BK 110**

[Jelesia Kirk](#), Student Accessibility Manager  
Phone: 561-868-3046 | Fax: 561-868-3047

**Loxahatchee Groves - LGA 103**

[Richard Hunter](#), Student Accessibility Adviser  
Phone: 561-790-9022

**Palm Beach Gardens - BR 129.4**

[John J Kiefer](#), Student Accessibility Manager

Phone: 561-207-5346 | Fax: 561-207-5347

**District – BK 110**

[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>

**Center for Accessibility Services Telephone Numbers**

|                    |              |
|--------------------|--------------|
| Belle Glade        | 561-993-1182 |
| Boca Raton         | 561-862-4314 |
| Lake Worth         | 561-868-3046 |
| Palm Beach Gardens | 561-207-5346 |
| Loxahatchee Groves | 561-790-9021 |

**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 and/or waiver to their 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.

Florida Shines ([FloridaShines.org](http://FloridaShines.org))

[FloridaShines.org](http://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).



# 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. Students are encouraged to visit their campus Student Activities Office for a list of upcoming events and a current list of campus organizations:

|                    |              |          |
|--------------------|--------------|----------|
| Belle Glade        | 561-993-1169 | CRA 1054 |
| Boca Raton         | 561-862-4327 | AD 126   |
| Lake Worth         | 561-868-3024 | BK 109   |
| Palm Beach Gardens | 561-207-5356 | BR 141   |
| Loxahatchee Groves | 561-790-9000 | LGA 101  |

## 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.

## Model Legislature

Palm Beach State Model Legislature program is a college-wide program open to all of our students on all campuses to encourage them to get involved and learn more about how their state government works so they can become more informed and more engaged. As part of the program, students are trained in how the legislative process works—how laws are actually made, how the House and Senate operate, how committees work, how bills are written, debated, and voted on, and the role of the governor in the legislative process. Participants have an opportunity to attend a statewide Model Legislature conference for more training with students from other colleges around the state. For more information, contact Student Life at 561-868-4008 or visit Lake Worth, BA/302.

## Math Olympics

Math Olympics provides a meeting place for students who enjoy math. Math Olympics promotes problem-solving skills through the preparation for and participation in events such as the Florida Math Olympics and the AMATYC Math league. Activities include field trips to engineering firms and other related businesses, guest speakers and tutoring sessions held by the Math Olympics Team for the general student population. If you would like more information about the team, contact Professor Roy Boulware at 561-207-5216.

## Student Organizations

Get involved! Palm Beach State College is host to a wide variety of social, faith-based, special interest, academic, service, and occupational-type campus organizations. The College offers more than 100 clubs and organizations, which 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? No worries...Visit Student Activities to pick up the proper forms and a list of criteria to start a new club at the College. These and other policies and procedures, including how to appeal a club request denial, are available at [www.palmbeachstate.edu/StudentActivities](http://www.palmbeachstate.edu/StudentActivities).

To hold office in a student organization, students must have a minimum grade point average of 2.0 at the beginning of the tenure of office, and must maintain a 2.0 or better average during each semester of their stay in office.

## 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 on each campus. These associations have an open door to the president and other administrators of the College. The SGAs on each campus act as liaisons to college administrators for student issues and concerns.

Each student organization develops a budget request for the organization and submits it through the campus budgetary process. Upon approval of the budget, the organization is responsible for submitting requests for expenditures in accordance with the accounting procedure of the College. In general, students are responsible for the operation and programming of their respective organizations.

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

## 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 sports:

**Men:** Baseball, Basketball

**Women:** Volleyball, Softball, Basketball

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

## Intramural Sports

Currently enrolled Palm Beach State students are encouraged to play and compete in campus recreational intramural sports or sports clubs. 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:

|                    |              |          |
|--------------------|--------------|----------|
| Belle Glade        | 561-993-1169 | CRB 1054 |
| Boca Raton         | 561-862-4327 | AD 127   |
| Lake Worth         | 561-868-4024 | BK 107.3 |
| Palm Beach Gardens | 561-207-5316 | SC 120   |

## Sports Clubs

Sports clubs are any sports offered at the College that compete competitively with other colleges and/or organizations, but are not regulated by the NJCAA. Sports clubs 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 sports clubs, contact the Student Life Office, Lake Worth, BA/302, 561-868-3179.

## Wellness Centers

The mission of Palm Beach State College's Wellness Centers is to promote healthy lifetime practices through guidance and educational programming. Our facilities are available to eligible users at **no additional cost**. All participants in the Wellness Center must complete an orientation prior to the use of this facility. An orientation consists of completing paper work and a review of the use of equipment and safety precautions. For more information on hours of operation, contact your campus center or visit in person:

|                    |                               |
|--------------------|-------------------------------|
| Belle Glade        | TEC 126                       |
| Boca Raton         | BT 144.2                      |
| Lake Worth         | Public Safety Training Center |
| Palm Beach Gardens | SC 118                        |

# 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, 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](mailto:centraltesting@palmbeachstate.edu)

Palm Beach Gardens  
561-207-5359  
[northtesting@palmbeachstate.edu](mailto:northtesting@palmbeachstate.edu)

Loxahatchee Groves 561-790-9027  
[edgarb@palmbeachstate.edu](mailto:edgarb@palmbeachstate.edu)

# 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 200 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.

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.

In accordance with applicable state and federal laws, students who are under the age of 21 and are found responsible for a drug or alcohol violation may have notification regarding the violation and sanction sent to their parent(s), legal guardian and/or guarantor. Such notification will occur on the first drug violation. Such notification may occur after the first alcohol offense if the mitigating circumstances justify parental notification. Additionally, the applicable persons will be notified if a student is provided emergency medical transport.

## 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

Pursuant to the Federal Campus Sex Crimes Prevention Act, and Sections 775.21, 943.0435 and 944.607, F.S., the Florida Department of Law Enforcement is required to notify PBSC when a convicted sexual offender intends to seek or maintain admission. 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.

|                       |              |
|-----------------------|--------------|
| Belle Glade           | 561-993-1120 |
| Boca Raton            | 561-862-4600 |
| Lake Worth            | 561-868-3600 |
| Palm Beach<br>Gardens | 561-207-5600 |
| Loxahatchee Groves    | 561-790-9120 |

---

## Campus Crime Awareness

In compliance with the Federal Crime Awareness and Campus Security Act of 1990 and the Palm Beach State College District Board of Trustees Policy 6Hx181.21, the Annual Security Reports are available on the

Security website at [www.palmbeachstate.edu/Security](http://www.palmbeachstate.edu/Security).

## Palm Beach State Alerts

Palm Beach State College now uses Blackboard Connect 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 [www.palmbeachstate.edu/Alert](http://www.palmbeachstate.edu/Alert).



# Emergency Response Procedures



## EMERGENCY RESPONSE PROCEDURES IN AN EMERGENCY, DIAL 911 AND/OR CAMPUS SECURITY

### EVACUATION

| REASONS TO EVACUATE  | IF YOU OBSERVE A FIRE OR SOME OTHER REASON TO EVACUATE:   | WHEN AN ALARM SOUNDS OR YOU ARE TOLD TO EVACUATE:   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Fire alarm sounds</li> <li>• Power outage</li> <li>• Announcement made to evacuate</li> </ul> | <ol style="list-style-type: none"> <li>1. Activate local fire alarm.</li> <li>2. Notify others and call 911 and/or campus Security, if possible.</li> <li>3. Remain calm; do not panic.</li> <li>4. Proceed to the nearest Safe Assembly Area.</li> </ol> | <ol style="list-style-type: none"> <li>1. Leave the building immediately in a calm, orderly manner.</li> <li>2. Take all your belongings with you.</li> <li>3. Close doors <b>ON THE WAY OUT!</b></li> <li>4. Walk, do not run.</li> <li>5. Follow your evacuation route (check the floor plan in the room or hallway if uncertain). Leave the building through the nearest safe exit.</li> <li>6. DO NOT USE ELEVATORS.</li> <li>7. Listen for instructions from the Building Coordinators, Security personnel and Emergency Responders.</li> <li>8. Move away from the building and report to the building's designated Safe Assembly Area.</li> <li>9. Report any missing or trapped people to the Emergency Responders.</li> <li>10. Remain at the Safe Assembly Area until all personnel have been accounted for and the "All Clear" signal is given. Listen for instructions and watch out for vehicular traffic.</li> <li>11. Do not reenter the building until Emergency Responders indicate it is safe.</li> </ol> |

### LOCKDOWN

|                            |   |
|----------------------------|---|
| <b>WHAT IS "LOCKDOWN"?</b> | Lockdown is an emergency response measure in which individuals on campus receive instructions to immediately enter or remain inside a structure in order to protect themselves from an imminent threat of violence believed to be on the premises.  |
| <b>WHY?</b>                | <p>A threat of violence may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Active Shooter on campus</li> <li>• Hostage situation</li> <li>• Riot</li> <li>• Significant criminal or law enforcement activity in the neighborhood adjacent to the campus</li> <li>• Lockdown of nearby schools</li> </ul>  |
| <b>WHAT DO I DO?</b>       | <p>When an announcement of initiation of Lockdown is made, the following must occur:</p> <ul style="list-style-type: none"> <li>• Immediately cease all activity.</li> <li>• You may leave the campus if you believe it is safe to do so.</li> <li>• Otherwise, if outdoors, go into the nearest building and/or proceed to an area that can be secured.</li> <li>• If inside a building, enter the nearest classroom, office or secure space with locking capabilities.</li> <li>• Faculty/staff should look outside their classroom/office to direct any students or staff in the hallway into the room immediately.</li> <li>• Anyone in a hallway, restroom, gym or cafeteria should move to the nearest classroom or other secure area immediately.</li> <li>• Use Lockdown keys to lock doors to classrooms and offices from the inside.</li> <li>• Secure and lock windows of classrooms and offices and close window coverings.</li> <li>• Turn off lights and computer monitors. Silence cell phones; if used, text only.</li> <li>• Everyone seek concealment and keep quiet.</li> <li>• Do not open doors during a Lockdown, even in the event of a fire alarm.</li> <li>• Stay in secured areas until directed by Security, law enforcement or a College Official.</li> </ul> |

### SHELTER IN PLACE

|                                    |   |
|------------------------------------|---|
| <b>WHAT IS "SHELTER IN PLACE"?</b> | Shelter in Place is an emergency response wherein building occupants and persons outside buildings are to seek refuge in areas of the facility that offer protection from an environmental event occurring outside, e.g., a hazardous material spill, severe weather that makes being outdoors dangerous or when evacuation of a building might place the occupants at greater risk than sheltering them within the facility.   |
| <b>WHY?</b>                        | The purpose of Shelter in Place is to use a building as a barrier between yourself and the phenomenon posing danger.  |
| <b>WHAT DO I DO?</b>               | <ul style="list-style-type: none"> <li>• Go inside as quickly as possible.</li> <li>• In the case of a tornado warning, avoid seeking refuge in auditoriums, gymnasiums and other buildings with large roof spans. Occupants of such structures should move into adjacent or nearby offices.</li> <li>• Move to an interior room with no windows on the lowest floor possible of the building using stairs, not the elevator.</li> <li>• Move to an interior stairwell or a hallway not directly connected to the outside if all rooms have windows. Otherwise stay away from windows and glass.</li> <li>• <u>Close and lock all windows</u> if you are in a room with windows.</li> <li>• Close window coverings (e.g., blinds, drapes, shades) if present and <u>if there is time</u>.</li> <li>• Close doors and lock them if so advised. Stay in the center of the room away from windows and doors.</li> <li>• Use the phone only for emergencies.</li> <li>• Stay in place until the danger has passed or until you are told it is safe by Security or law enforcement personnel or a College official.</li> </ul> |

See the College's Emergency Operations Plan at <http://www.palmbeachstate.edu/safety/Documents/EmergencyOperationsPlan.pdf> for more detail.

# Traffic and Parking

<https://www.palmbeachstate.edu/security/documents/ParkingFeeOptOut-Form.pdf>

## 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.

## 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 citation.
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. For more information on appeals, visit <https://www.palmbeachstate.edu/security/traffic-parking.aspx>.

## Towing Policy

**Disabled/Abandoned Vehicle:** After five 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.

# General Information

## 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. The number for Palm Tran Connection is 561-649-9838. The website is: [www.palmtran.org](http://www.palmtran.org).

## Food Service

A full-service cafeteria is available to students at the Lake Worth, Palm Beach Gardens and Boca Raton campuses. Dunkin Donuts is available at the Lake Worth and Palm Beach Gardens campuses. Location and hours of operation are available at: [www.palmbeachstate.edu/Auxiliary-Services](http://www.palmbeachstate.edu/Auxiliary-Services).

## Health Information

Students are encouraged to have adequate insurance to take care of medical expenses incurred.

**AIDS/Infectious Disease Policy.** The College will allow students with infectious diseases including, but not limited to, AIDS, AIDS Related Complex (ARC) or those testing positive for Human Immunodeficiency Virus (HIV) to participate in any student programs unless it can be demonstrated that such students are a direct threat to other students, employees or the public.

If it is determined that a student who has an infectious disease appears to pose a threat to other persons, 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.

The committee will take reasonable measures to safeguard the confidentiality of medical records or other information it has obtained.

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

## 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.

## PantherCard

The PantherCard serves as your student ID card, library card, student lab access card, print/copy card and debit card for Palm Beach State bookstores, cafeterias and Dunkin Donuts locations. A valid, government issued ID is required in order to obtain a PantherCard. There are PantherCard production stations at each of the four Palm Beach State locations:

|                    |                               |
|--------------------|-------------------------------|
| Belle Glade        | LLRC                          |
| Boca Raton         | Bookstore                     |
| Lake Worth         | Bookstore/Panther Card Office |
| Palm Beach Gardens | Bookstore                     |
| Loxahatchee Groves | Security Office               |

### **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)

## Policy on Evening and Weekend Activities Sponsored by Student Groups

**Purpose:** This policy is to ensure the safety, welfare and equitable treatment of those participating in on campus and off-campus evening and weekend College-sanctioned activities sponsored by student groups and to protect the property, resources and general interest of the College.

**Stipulations:** College-sanctioned activities sponsored by campus clubs, organizations or other student groups on weekends or that extend beyond 9 p.m. during weekdays must adhere to the following stipulations:

1. Must be approved by the advisor and the campus dean/assistant dean of student services.
2. Must have adequate security and supervision as determined by the campus dean/assistant dean of student services; however, a minimum of two adult supervisors, who are College personnel, is required.
3. Must conclude by midnight, unless special exception is granted by the provost.
4. All alcoholic beverages and illegal drugs are strictly prohibited. Persons suspected of using such substances will be immediately reported to the proper authority and expelled from the activity.
5. The Student Code of Conduct as outlined in this handbook will be strictly enforced.
6. Written requests should be submitted at least two weeks prior to the event.
7. A facility request form must be completed in accordance with established procedures.

# 2019-20 Student Handbook

