



PALM BEACH STATE
COLLEGE

2014-2015
student
handbook

Your Pathway to Success



2014-15 Student Handbook

Welcome to Palm Beach State College!

This book is dedicated to the students of Palm Beach State College, whose hard work and determination to succeed are an inspiration to those who teach and support them. We look forward to working with you to help you achieve your educational goals.

Your success is the reason that we are here. We encourage you to meet early and often with an academic advisor, who will work with you to develop an educational plan. Palm Beach State also offers a full array of support services and student activities for learning and recreation. May this academic year be both rewarding and challenging for you.

Dennis P. Gallon, Ph.D.
President

College Mission

Palm Beach State College, founded in 1933 as Florida's first public community college, is a diverse, comprehensive institution dedicated to serving the educational needs of Palm Beach County. Integrally linked to the community through strong partnerships, the College provides associate and baccalaureate degrees, professional certificates, workforce development and lifelong learning.

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.

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 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. The Commission should be contacted only if there is evidence that appears to support an institution's non-compliance with an accreditation requirement or standard.

This handbook is provided as a supplement to the College Catalog. Should this document or the catalog not provide the information you require, please contact the appropriate department for assistance.

Upon request, this publication can be made available in alternative formats to persons with disabilities. Requests should be made prior to the need for access by calling College Disability Services at 561-868-3375 (V/TTY).

District Board of Trustees

Carolyn L. Williams, Chairperson
John W. Dowd, III, Vice Chairperson
William Berger
Charles K. Cross, Jr.
Wendy S. Link
Keneisha V. Dale, Student Trustee

Non-Discrimination Policy

Palm Beach State College is an equal opportunity institution. The College complies with all state and federal laws granting rights to applicants for employment or admission to the College. Palm Beach State College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, ethnicity, marital status, disability, public assistance status, veteran status or sexual orientation. See page 14 for associated procedures for filing a complaint.

The following persons coordinate compliance with the nondiscrimination requirements of the Americans with Disabilities Act and with section 504 of The Rehabilitation Act of 1973: Title IX of the Education Amendments of 1972:

Admissions

Edward Mueller 561-868-3032

Disability Support Services/Access

Susan Lang 561-868-3375

Equity Officer

Juanita Benjamin 561-868-3111

Facilities Access

John Wasukanis 561-868-3480

Title IX Coordinator

Mareta Iosia-Sizemore 561-868-3842

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

Belle Glade

CRA 115
1977 College Drive
Belle Glade, FL 33430-3699
561- 993-1139

Boca Raton

AD144
3000 Saint Lucie Avenue
Boca Raton, FL 33431-6490
561-862-4316

Lake Worth

CT111
4200 Congress Avenue
Lake Worth, FL 33461-4796
561-868-3046

Palm Beach Gardens

BR121
3160 PGA Boulevard
Palm Beach Gardens, FL 33410-2893
561-207-5345

Contents

Directory 6

- District Administration
- Campuses
- Web Addresses
- Contacts for Resolving Student Problems

Academic Policies 15

- Class Attendance
- Standards of Academic Progress
- Non-Degree Status
- Requests for Copies of Records
- Fourth-Attempt Override Appeal Procedure
- 100 Percent Payment of the Full Cost of Instruction
- Late Withdrawal/Add Requests
- Class Reinstatement

Health-Related Leave Policy.....19

- Voluntary Withdrawal
- Involuntary Leave of Absence
- Request for Re-enrollment

Student Appeals - Frequently Asked Questions.....22

Student Rights 24

- Introduction
- Americans with Disabilities Act
- Family Education Rights and Privacy Act
- Religious Observances
- Intellectual Property Rights
- Other Rights

Student Responsibilities 27

- Introduction
- Student Organization Conduct
- Academic Issues and Procedures
- Public Forum Policy
- Student Code of Conduct
- Student Disciplinary System
- Student Disciplinary Procedures
- Campus Discipline Committee
- Disciplinary Sanctions
- Ethical Standards
- Non-Academic (Harassment or Discrimination) Complaint Procedure

Financial Information 44

- Payment of Fees
- Refunds
- Refund Appeal Process
- Direct Deposit of Financial Aid Payments and Refunds
- Important Taxpayer Information
- Returned Check Fees
- Collection Costs

Student Financial Aid.....47

- Information on PantherWeb
- Financial Aid Payments
- Financial Aid Calendar

Palm Beach State Foundation Scholarships
Private Scholarships
Attendance and Enrollment
Standards of Academic Progress for Financial Aid Students
Return of Federal Title IV Funds
Bookstore Allowance
Veterans Affairs
Standards of Progress for Veteran Students

Student Services 51

Ombudsman
Academic Advising
Career Centers
Counseling Services
College TRIO/Student Support Services
Disability Support Services
First-Year Experience
Florida Virtual Campus (FLVC.org)
Graduation

Student Activities..... 54

Student Government
Student Publication
Center for Student Leadership
Math Olympics
Student Organizations
Student Participation in Institutional Decision Making
Student Trustee
Intercollegiate Athletics
Intramural Sports
Sports Clubs
Wellness Centers

Testing Services 58

Testing Center Contact Information

Campus Safety and Security....59

A Drug-Free Campus
Children on Campus
Restraining Orders Court Issued
Restraining Orders College Issued
Sexual Predator Policy/Procedure
Student Accident (Education /Training) Insurance
Firearms on Campus Policy for
Law Enforcement Officers Attending Palm Beach State
Emergencies
Campus Security
Campus Crime Awareness
Palm Beach State Alerts

Traffic and Parking 63

Vehicle Registration
Reserved Parking
Handicapped Parking
Permits
Traffic Regulations
Fines per Infraction
Citation Appeals
Towing Policy

General Information 65

Advertising Distribution

Bus Service

College Bookstores

Emergency Messages and Alerts

Food Service

Health Information

Lost and Found

PantherCard

Policy for Communication with Students

Policy on Evening and Weekend Activities Sponsored by Student Groups

Use of Public Forums and/or Distribution of Materials

Glossary of Terms 69

College Administration Directory

President

Dennis P. Gallon, Ph.D. 868-3500 AD210

Vice Presidents

Academic Affairs

Sharon A. Sass, Ph.D. 868-3147 AD207

Administration and Business Services

Richard A. Becker 8683137 AD201

Student Services & Enrollment Management

Peter Barbatis, Ed.D. 868-3142 AD204

Executive Assistant to the President, Erin McColskey 868-3139 AD202

General Counsel, Kevin Fernander 868-3143 AD203

Academic Affairs

Dean, Baccalaureate Studies, Anita Kaplan, Ed.D. 868-4101 TE106

Dean, Curriculum, and Educational Technology
Ginger Pedersen, Ed.D. 868-3892 TC420

Executive Director of Institutional Research and
Effectiveness, Jennifer Campbell, Ph.D. 868-3280 TC3034

Manager of Quality Enhancement Plan, Karen Pain 868-3325 TC418

Student Services

Dean of Enrollment Management, Chuck Zettler 868-3240 CS122

College Registrar, Edward Mueller 868-3032 CS103

Director of Athletics, David Holstein, Ed.D. 868-3004 PE105

Director of College-wide Student Programs, Susan Lang 868-3375 BK110

Director of Financial Aid, Thomas Vo 868-3390 CS112

Director of Recruitment and Dual Enrollment,
Robin Johnson 868-3377 CS124

Director of TRiO & Outreach, Vacant 868-3609 CRB105

Student Life Manager/Title IX Coordinator,
Mareta Iosia-Sizemore 868-3842 BA302

Palm Beach State at Belle Glade

Provost

Holly Bennett, Ph.D.	993-1126	CRA104
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Educational Services

Dean, Barry Moore, Ed.D.	993-1134	CRA104.5
Assistant Dean, Sheri Goldstein, Ph.D.	993-1156	CRA105.2

Student Services

Campus Registrar, Gerri Romero	993-1121	CRA117
Academic/Career/Counseling Manager, Gwenette Royal	993-1182	CRA105.6
Financial Aid Manager, Ruth Ann Guerra	993-1133	CRA105.7
Learning Specialist, John Pierson	993-1139	CRA115
Student Activities Manager, Leonard Earl Bryant	993-1169	CRB130
Wellness Center Coordinator, Leonard Earl Bryant	993-1169	CRB 130

Business Services

Bookstore	993-1173	CRB128
Cashier	993-1132	CRA116

Palm Beach State at Boca Raton

Provost

Bernadette Russell, Ph.D. 862-4400 AD409

Academic Affairs

Dean, Michael Foster, Ph.D. 862-4410 AD407

Student Services

Dean, Nicole P. Banks 862-4311 AD149
Campus Registrar, Paula Souza 862-4340 AD133
Academic Advisement Manager, Dawn Debuwitz 862-4375 AD151
Career Center Manager, Vacant 862-4355 BT125
Disability Support Services Manager, Jean Sether 862-4316 AD144
Financial Aid Manager, Dugues Jean-Laurent 862-4330 AD147
Student Activities Manager, Vacant 862-4396 AD126
Testing Center Manager, Donna Marquardt 862-4321 BT127.2
Wellness Center Coordinator, Laura Henry 862-4571 BT145

Business Services

Bookstore 862-4360 BK100
Cashier 862-4611 AD156

College-Wide Recruitment

Sharon Simmons 862-4335 AD135

Palm Beach State at Lake Worth

Provost

Maria M. Vallejo, Ph.D.	868-3400	CRA100
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Academic Affairs

Dean, Irving Berkowitz, Ph.D.	868-3218	CE104
Dean, Health Sciences and Public Safety, Jacqueline Rogers, Ed.D.	868-3414	ETA150
Dean, Business Trade and Industry, Patricia Richie	868-3117	ETA141

Student Services

Dean, Penny McIsaac	868-3055	PG105
Assistant Dean, Van Williams	868-3055	PG104
Campus Registrar, David Garwood	868-3305	PG101
Academic Advisement Manager, Kathleen Karran-McCoy, Ed.D.	868-3020	CT109
Career Center Manager, Gail Tomei	868-3049	CT106
Disability Support Services Manager, Jelecia Kirk	868-3046	CT109
Financial Aid Manager, Amy Shepard	868-3568	PG115
Student Activities Manager, Vacant	868-3010	BK109
Testing Services Manager, Karline Prophete	868-3017	CT127
Wellness Center Coordinator, Lyn Becker	868-3366	FT102

Business Services

Bookstore	868-3282	BK101
Cashier	868-3250	FN111

Palm Beach State at Palm Beach Gardens

Provost

Jean A. Wihbey, Ph.D. 207-5400 AD200

Academic Affairs

Dean, Edward W. Willey 207-5410 AD205

Student Services

Dean, Scott MacLachlan 207-5325 AD111
Assistant Dean, Henry Ponciano 207-5341 AD 122
Campus Registrar, Ronnie Malave 207-5305 AD107
Career Center Manager, Tracy Joinson 207-5351 BR127
Disabled Support Services Manager, Ken Swain 207-5345 BR131
Financial Aid Manager, Felicia Phair 207-5331 AD102
Intramurals, Ken Badaracco 207-5249 BR138
Student Activities Manager, Angela Allen 207-5355 BR141
Testing Center Manager, Diane Cotignola 207-5360 BR137
Wellness Center Coordinator, Jennifer Evans 207-5098 SC118

Business Services

Bookstore 207-5660 BR101
Cashier 207-5610 AD122

College-wide Recruitment

Vacant 207-5335 AD106

Web Addresses

Academic Affairs

www.palmbeachstate.edu/AcademicAffairs

Academic Calendar

www.palmbeachstate.edu/AcademicCalendar

Admissions

www.palmbeachstate.edu/Admissions

Advising

www.palmbeachstate.edu/Advising

Athletics

www.palmbeachstate.edu/Athletics

Blackboard

www.palmbeachstate.edu/eLearning

Bookstore

www.palmbeachstate.edu/Bookstore

Campus Life

www.palmbeachstate.edu/CampusLife

Campus Locations

www.palmbeachstate.edu/Locations

Career Center

www.palmbeachstate.edu/Career

Cashier's Office

www.palmbeachstate.edu/Finance

Catalog

www.palmbeachstate.edu/Catalog

Contact Us

www.palmbeachstate.edu/ContactUs

Continuing Education

www.palmbeachstate.edu/CCE

Counseling Center

www.palmbeachstate.edu/CounselingCenter

Course Descriptions

www.palmbeachstate.edu/Catalog

Current/Returning Students

www.palmbeachstate.edu/Current

Disability Services

www.palmbeachstate.edu/Disability

Distance Learning

www.palmbeachstate.edu/eLearning

Dual Enrollment

www.palmbeachstate.edu/DualEnroll

Email Information

www.palmbeachstate.edu/Helpdesk

Emergency Alert

www.palmbeachstate.edu/Alert

Events Calendar

www.palmbeachstate.edu/Events

Financial Aid

www.palmbeachstate.edu/FinancialAid

Graduation

www.palmbeachstate.edu/Graduation

Global Education Center

www.palmbeachstate.edu/GlobalEducation

Honors

www.palmbeachstate.edu/Honors

Hours - Student Services

www.palmbeachstate.edu/StudentServices

International Students

www.palmbeachstate.edu/International

Library

www.palmbeachstate.edu/Library

Outreach and Recruitment

www.palmbeachstate.edu/OutreachTrio

PantherCard

www.palmbeachstate.edu/Panthercard

PantherWeb

www.palmbeachstate.edu/PantherWeb

Parking

www.palmbeachstate.edu/security/Traffic-and-Parking

People Finder

www.palmbeachstate.edu/PeopleFinder

Program Areas

www.palmbeachstate.edu/AreasofStudy

Prospective Students

www.palmbeachstate.edu/ProspectiveStudents

Registration

www.palmbeachstate.edu/admissions/HowtoRegister.aspx

Residency

www.palmbeachstate.edu/Admissions

Safety

www.palmbeachstate.edu/Safety

Scholarships (Financial Aid)

www.palmbeachstate.edu/FinancialAid/Scholarships

Security

www.palmbeachstate.edu/Security

Student Activities

www.palmbeachstate.edu/StudentActivities

Student Learning Centers

www.palmbeachstate.edu/SLC

Student Updates

www.palmbeachstate.edu/StudentUpdates

Testing Center

www.palmbeachstate.edu/Testing

Transcripts, Records, Grades

www.palmbeachstate.edu/admissions/Transcript-Request.aspx

Transfer Agreements

www.palmbeachstate.edu/Transfer

Tuition and Fees

www.palmbeachstate.edu/Finance

Veteran Affairs

www.palmbeachstate.edu/VeteransServices

Wellness Center

www.palmbeachstate.edu/WellnessCenter

Wireless Locations (PAW)

www.palmbeachstate.edu/PAW

Contacts for Resolving Student Problems

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. They are, however, asked to follow the path described below.

If the appropriate contact is not immediately available, students should make an appointment with that contact rather than continuing to the next level. Problems continuing to the second level require a written explanation using the Student Problem Resolution Form (Sign into PantherWeb, click on "Information," "Student Problem Resolution Form.") The Student Problem Resolution should only be used when you have already interacted with an office about a problem and cannot get resolution. Please speak with appropriate campus personnel or use Live Chat before completing this form.

ISSUE	FIRST CONTACT
Academic/Instruction	Supervising Associate/Assistant Dean
Admissions Application	Campus Registrar
Advising	Campus Advising Manager
Athletics	Coach
Bachelor's Degree	Academic Advisor
Bookstore	Campus Bookstore Manager
Cashier	Cashier Supervisor
Class Availability	Academic Program Associate Dean
Discrimination between students	Campus Dean of Students
Discrimination of student by employee	Campus Dean of Students
Entry Testing	Campus Testing Manager
Financial Aid	Campus Financial Aid Manager
Florida Residency	Campus Registrar
Graduation	Graduation Office, Lake Worth
Harassment between students	Campus Dean of Students
Harassment of student by employee	Campus Dean of Students/Executive Director of Human Resources *
International Admissions	International Student Office, Lake Worth
Library	Campus Director of Library/Learning Resources
Limited Access Admissions	Limited Access Office on campus where program is located
Lost and Found	Campus Security Office
New Student Orientation	Campus Manager of Academic Advising
Not on Class Roster	Campus Registrar
Parking Ticket	Campus Security Supervisor
Refund Requests	Campus Registrar
Registration	Campus Registrar
Security	Campus Security Supervisor
Student Financial Accounts	Campus Cashier
Student Activities	Campus Manager of Student Activities
Students with Disabilities	Campus Manager of Disabilities Services
Transcripts	Campus Registrar
Veterans	Campus Financial Aid Manager
Wellness Center	Wellness Center Coordinator

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 of 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, such as on a field trip, 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 23.) 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.

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

*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.

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 his/her 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. Students who don't achieve this standard will be academically dismissed from Palm Beach State College.

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). After one calendar year, students on academic dismissal are eligible to appeal for readmission to the College-wide Appeals Committee. Academic dismissal is noted on the student's permanent record. An appeal for readmission is not automatic, and the decision of the committee is final.

Notes:

1. Students on academic suspension or dismissal are eligible to enroll in PSAV, avocational courses or the Career Development (SLS1300, SLS1301, SLS1302) courses.
2. Financial Aid Standards of Progress are different from these standards and are listed in the Financial Information section of this Handbook.
3. Students attending Palm Beach State as "Transient Students" (see Catalog for full definition) are not subject to Standards of Academic Progress policy, but 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 A.A., A.S., A.A.S., or higher degree 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.

Requests for Copies of Records

Students may make an appointment to view their student record in the Campus Registrar's Office. In the event the student does not live within driving distance of the College, or extenuating circumstances exist, students may request copies of their records through written requests to the College 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 depending upon the complexity of the records requested and the time during the term in which the request is received. In no case will the registrar take more than 30 days to comply with a request for records. Students will pay a fee of 50 cents per page for any copies of their records.

Requests for records or serving of subpoenas should be made to the College Registrar's Office located on the Lake Worth Campus. 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, defined as 10 business days, for the affected student to be notified prior to the issuance of records.

Fourth-Attempt Override Appeal Procedure

Students who fail to pass a course after three attempts may request an override to take the course a fourth time, based on illness or some other emergency beyond the student's control that prevented the student from successfully completing the subject area within three attempts. Each request must be accompanied by appropriate documentation of the condition on which the request is made. The request should be made to the campus dean of student services, who will confer with the appropriate academic affairs manager. Palm Beach State does not permit fifth attempts, and this may not be appealed.

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 for the third attempt and to the campus dean of student services for the fourth and final attempt. 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)
- involuntary 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 Withdrawal/Add Requests

All add requests submitted after the end of the drop/add period and prior to the end of the academic term should be submitted to the campus registrar or campus manager of financial aid or to the dean of student services/educational services for resolution. These requests must be based on documentable College error. The dean of student services/educational services will confer with the dean of academic affairs as necessary.

All withdrawal requests during the withdrawal period may be submitted in person or online at www.palmbeachstate.edu/admissions/Forms.aspx. All audits must be submitted in writing to the Admissions Office prior to the end of the add/drop period for the requested class audit.

All withdrawal/audit requests submitted after the end of the withdrawal/audit period should be submitted to the vice president of student services and enrollment management, with the campus registrar's recommendation, for review by the College-wide Appeals Committee.

Withdrawal from College after Completion of the Term

Students who request a withdrawal from College for reasons other than medical, after the term is completed, shall submit a written request to the campus registrar. The request must be accompanied by appropriate documentation of the condition on which the request is based. The College-wide Appeals Committee will consider the request and make a recommendation to the vice president of student services and enrollment management for consideration and action. Students who are granted a withdrawal from College 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 semester in question.**

Class Reinstatement

Reinstatement requests submitted after the ending of the academic term are considered by the campus dean of student services/educational services.

Health-Related Leave Policy

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.

I. Voluntary Health-Related Withdrawal

A voluntary 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.

- A. To request a voluntary health-related withdrawal, a student must withdraw from all courses for the semester, notify the campus registrar in writing and submit a refund request form (if the withdrawal is prior to mid-term) available at www.palmbeachstate.edu/admissions/Forms.aspx.
- B. The completed form must be submitted to the campus registrar, who will notify the campus dean of student services/educational services.
- C. A student will be eligible to apply for a voluntary health-related withdrawal if a health-related condition has disrupted his/her coursework as documented by an appropriate health care professional. When requesting leave, the student must provide appropriate supporting documentation.
- D. To re-enroll in the College, a student must present evidence to the campus dean of student services/educational services that the health problem no longer interferes with the successful completion of college coursework and/or the student's ability to appropriately participate in and benefit from the college learning environment.
- E. In most cases, at least one full academic semester must have passed before readmission from health-related withdrawal can be considered.

II. Involuntary Health-Related Leave of Absence

An involuntary health-related leave of absence may occur only in extraordinary circumstances, when a student is unable or unwilling to request a voluntary leave of absence, and such a leave may be necessary because the student poses a significant threat to the safety to the student or others or where the student's behavior disrupts the College's learning environment. Before an involuntary leave is considered, the College will take all efforts to encourage the student to take a voluntary leave, thus preserving, to the extent possible, confidentiality and privacy.

A student may be placed on involuntary health leave of absence for the following reasons:

A. Medical Condition

1. When a faculty/instructor or staff member has reason to believe that a student may have a health situation, physical or mental, that poses a significant risk of causing substantial harm to the health or safety of the student or others, or has seriously disrupted others in the academic environments; and
2. Either the student's threatening or disruptive behavior is determined to be the result of a medical condition or the student has refused to cooperate with efforts by the College's Counseling Center to determine the cause of the behavior and appropriate intervention.

B. Risk to the Community

The student is alleged to have violated the student code of conduct, or his/her presence is determined by the dean of student services/educational services to pose a significant risk to others or to the educational community.

A. Procedure for Involuntary or Health-Related Leave of Absence

1. The College faculty/instructor or staff member must make a written referral to the dean of students/educational services setting forth the student's name and describing the student's behavior in order to assist the dean of students/educational services in deciding upon a course of action.
2. The dean of students/educational services will meet with the person making the referral and consult with the appropriate College staff. The dean of students/educational services will forward the referral and any additional information to the provost and the vice president for student services and enrollment management.
3. The dean of student services/educational services or a designee will notify the student that an involuntary leave is under consideration.
4. The dean of student services/educational services or a designee will discuss with the student the implications of and procedures relating to an involuntary health-related leave of absence. A copy of this policy will be provided to the student.
5. The dean of student services/educational services or a designee will confer as soon as feasible, but not later than two days, with the following individuals or their designees (or the campus behavioral intervention team) regarding the need for a leave of absence:
 - a) Appropriate academic dean (person in charge of the program in which the student is enrolled)
 - b) College-wide student programs director
 - c) Academic program staff as appropriate
 - d) Director of security
 - e) College-wide Counseling Center coordinator/counselor
 - f) Others as appropriate
6. During these consultations, these individuals will pay particular attention to the criteria for invoking an involuntary leave, specifically whether the student poses a direct threat to the safety of that student and/or others, or whether the student's behavior disrupts the College's learning environment.
7. The dean of student services/educational services or a designee may require a psychological or physical evaluation or request documentation from the student's physician or therapist if he or she believes it will facilitate a more informed decision.
8. Following these consultations, the dean of student services/educational services or a designee will make a decision regarding the involuntary leave of absence, and must provide written notice of this decision to the student.
9. Within five days of receiving the decision, the student may submit an appeal of the decision in writing to the provost. After reviewing the matter fully, the provost or designee will issue a written decision, which shall be final.

B. If Involuntary Health-Related Leave Is Imposed:

The dean of student services/educational services or a designee will inform the student, along with the notice of the decision, as to the steps that must be taken when the student wishes to re-enroll. The dean of student services/educational services will administratively withdraw the student from all courses for the semester and place a hold on the student's record. The duration of the leave will be determined based on the individual circumstances but will not be less than one full semester.

C. If Involuntary Health-Related Leave Is Not Imposed:

The dean of student services/educational services or a designee may consider other conditions and/or requirements under which the student's ability to remain at the College might be appropriate. This could include referral to the campus disciplinary process or other resources as needed.

D. Request for Re-enrollment:

A student may request re-enrollment in the College by submitting a written request to the dean of student services/educational services, along with any appropriate supporting documentation that the circumstances that led to the leave have been satisfactorily addressed. The student should describe his or her activities during the leave and the steps taken to resolve the health-related issue. The request must contain a letter from the treating physician/psychiatrist or health care professional. The request should be submitted no earlier than two months in advance of the date the student wishes to re-enroll. The request will be reviewed by the dean of student services/educational services, who, with the provost, must approve the re-enrollment.

Student Appeals

Frequently Asked Questions

Academic Progress

How can I appeal being suspended from the College?

Type of Appeal: Academic suspension appeal...see page 16

Whom should I talk to first? Academic advisor

How can I appeal being dismissed from the College?

Type of Appeal: Academic dismissal appeal...see page 16

Whom should I talk to first? Director of college-wide student programs

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 17

Whom should I talk to first? Campus registrar

Can I repeat a course for a fourth time?

Type of Appeal: Fourth attempt appeal...see page 17

Whom should I talk to first? Campus dean of student services/educational services

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 17

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 appeal...see page 17

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 44

Whom should I talk to first? Campus registrar

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

Type of Appeal: Change to audit appeal...see College Catalog

Whom should I talk to first? Campus registrar

Course-Related Appeals

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

Type of Appeal: Late add or course transfer...see page 17

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?

Type of Appeal: Reinstatement in a class...see page 17

Whom should I talk to first? Campus dean of student services/educational services

Can I register for a class after the term has ended if I attended and earned a grade, but forgot to register?

Type of Appeal: Course reinstatement after end of term...see page 17

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 24

Whom should I talk to first? Associate dean over faculty/instructor

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

Type of Appeal: Appeal charge of academic integrity...see page 33

Whom should I talk to first? Faculty/instructor

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

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

Disciplinary Appeals

How can I appeal a disciplinary action against me?

Type of Appeal: Disciplinary appeal...see page 38

Whom should I talk to first? Campus dean of student services/educational services

Other Appeals

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

Type of Appeal: Student Records Amendment Appeal...see page 24

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 page 48

Whom should I talk to first? Campus financial aid advisor

I have been denied Florida residency status my first semester. To whom can I appeal?

Type of Appeal: Initial Florida residency appeal

Whom should I talk to first? Campus registrar

I have been denied a change from out-of-state to in-state residency. What can I do to appeal?

Type of Appeal: Request to change residency for tuition purposes.

Whom should I talk to first? College registrar

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

Type of Appeal: Sexual Harassment...see page 39

Whom should I talk to first? Campus dean of student services/educational services

I believe I've been discriminated against in the admissions process.

Type of Appeal: Admissions...see page 39

Whom should I talk to first? Campus registrar

Student Rights

I. INTRODUCTION

The students, faculty/instructors and staff of Palm Beach State College constitute an academic community committed to the preservation, communication and discovery of knowledge, as stated in the College's mission statement located in the College Catalog, and to the active pursuit of truth. 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 education institution that encourages diversity of thought, expression, participation and enrollment.

II. AMERICANS WITH DISABILITIES ACT

Students with disabilities enjoy all of the same rights and privileges as all other students as delineated herein below and, additionally, have the rights as prescribed by federal law specifically under the Americans with Disabilities Act of 2008 and Section 504 of the Rehabilitation Act of 1973 to reasonable accommodations for purpose of the learning environment and right to privacy as to information that relates to a disability. Such information shall only be immediately accessed by the support services staff. Students who apply for services from the Office of Disability Support Services (DSS) 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 to the student. If a student elects to have persons other than the DSS staff receive the information, such request must be in writing and signed by the student or the student's legal representative.

III. FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Under the Family Education Rights and Privacy Act (FERPA) of 1974, as amended in 1993, 2008, and 2011, students have a right to be notified annually as to the rights of maintenance of and access to students' records that include: academic records, admission records, disciplinary records, placement file and financial aid records.

The College abides by federal and state regulations regarding the privacy of student records and complies with the laws regarding access procedures. Complete information regarding student records, retention, and access is listed in the College Catalog.

Student Records Amendment Appeal Process:

If a student believes there is an error in the permanent record, the student should contact the College Registrar's Office in Lake Worth 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.

The College registrar shall make a written decision 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.

IV. RELIGIOUS OBSERVANCES

Students have the right to reasonable accommodation in admission, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida law. Students must make arrangements in writing with faculty/instructors and other appropriate College personnel at least one week prior to an anticipated religious observance for holidays not recognized on the academic calendar and that come within the accommodation requirement. A student who is denied accommodation may appeal in writing to the associate dean or supervisor over the faculty/instructor or staff member who denied the request within

10 class 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. To expedite the process, the maximum time period between all appeals and responses will be 10 class 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 campus provost, will hear the facts and provide a recommendation to the provost, whose decision on the matter shall be final.

V. 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-ROMS, 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, therefore, shall have reasonable access to and use of the intellectual property for such purposes as student evaluation and reproduction in exercising its administrative duties.

VI. OTHER RIGHTS

Students' rights under College policy and procedure include:

- A. 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.
- B. 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.
- C. 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.
- D. The right to be evaluated based solely on relevant academic criteria.
- E. The right to request and receive timely assessment of their academic work by the faculty/instructor teaching the course.
- F. The right to request and receive a reasonable and timely review of their grades by the faculty/instructor teaching the course.
- G. 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.
- H. The right to information under the Federal Campus Security Act (Clery Act) regarding annual disclosure of campus crime statistics and other security information.
- I. Students have the right to file a grievance according to the procedures identified below:

Academic: Refer to page 29, Item B: Academic Complaint Procedure.

Discrimination: Refer to pages 39-43, Section XI, Item B.

- J. Students have the right to information about retention and completion in each of the academic programs. This information is available at the popular Web site, College Navigator, the National Center for Education Statistics, <http://nces.ed.gov/>. The availability of this information satisfies the federal disclosure requirement for this information.
- K. A student who is the alleged victim of a crime of violence or a non-forcible sex offense has the right, upon written request, to the results of any disciplinary hearing against the student who is the alleged perpetrator of the crime or 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.

Student Responsibilities

I. INTRODUCTION

Palm Beach State College, as an educational institution, has interests and purposes, the protection and promotion of which are essential to its effective functioning. 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 human 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 independence, maturity and responsibility in students.

Students are expected to adhere to all federal, state and local laws, and, in addition, must abide by the rules and regulations of the College. A student violating the Code of Conduct will be subject to the College disciplinary processes. Criminal offenses may result in both criminal prosecution and referral to the College disciplinary procedure.

The goal of any established institution is to govern its members using fair and unobstructed measures of desired conduct. The governance includes activities students participate in through their academic work as well as their College-related social activities/media. Behavior that deviates from these measures will be dealt with in accordance with the procedures outlined in this handbook.

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 campus 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. The College community considers the disciplinary procedures identified here to be secondary to modeling, counseling and guidance to promote civility and personal responsibility on campus.

II. STUDENT ORGANIZATION CONDUCT

Student organizations are subject to provisions of the proscribed student conduct described herein. In the event of the commission of an act of proscribed conduct, a referral may be made to the office of the dean of student services/educational services by the person(s) witnessing the irregularity. Student organizations in violation of College policy may be subject to the maximum sanction of termination of recognition by the College and/or other appropriate lesser sanctions. Sanction, which may be taken against such organizations, includes notification of the action taken by the College to the state or national umbrella organization in existence. Sanctions against the organization do not foreclose separate sanctions against its members for individual violations of the Student Code of Conduct.

For purposes of this document, in cases involving student organizations, the term "student organizations" should be substituted for reference to student offenses and related procedures.

III. ACADEMIC ISSUES AND PROCEDURES

A. Final Course Grade Appeal Process

Philosophy of the Procedure

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 class. If this policy changes during the term, students should be notified of any changes in writing.

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:

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

Final Course Grade Appeal Process

If a student believes his/her 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 class syllabus and all other work such as exams, quizzes, homework, and in-class assignments. **Document everything.**

If resolution is not reached, the student may ask for a formal review of the final grade.

Process for Request for a Formal Review of Final Course Grade

1. A request for a formal review must be submitted in [writing](#) 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 his/her decision through the College email.
3. If the student does not agree with the decision in Step 2 he/she may appeal to the chairperson of the Campus Final Course Grade Appeal Committee (contact the Dean of Academics Office). 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 of the hearing 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 academics 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 her/his decision through the College email. The decision of the dean of academics is FINAL and cannot be appealed.

The dean of academics may extend any of the timelines specified above if extenuating circumstances makes this necessary.

NOTE: Please refer to <http://www.palmbeachstate.edu/academicaffairs/final-grade-appeal.aspx> website for student final course Grade Appeal Forms.

Campus Final Course Grade Appeals 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, three alternates will 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 manner in which 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 reply.
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 taken into account 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 academics notify all of her/his 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 her/his decision. The decision of the campus academic dean is FINAL.

B. Academic Complaint Procedure

1. A student seeking to file a complaint regarding derogatory or other inappropriate behavior on the part of a faculty/instructor or staff member that does not involve academic dishonesty, grade appeal, or another disciplinary action shall:
 - a) Attempt to resolve the situation with the faculty/instructor involved.
 - b) If resolution is not achieved, present the situation to the faculty/instructor's immediate supervisor, in writing, with a copy to the campus dean of student services.
 - c) If resolution is not achieved at this level, the student is entitled to pursue the complaint to the next highest administrator within the campus to which the faculty/instructor is assigned.
2. If the student's complaint involves a full-time faculty/instructor who is covered by a collective bargaining agreement with Palm Beach State College, reference must be made to that agreement for the purposes of following the proper procedures.

IV. PUBLIC FORUM POLICY

Behavior that disrupts an event, intimidates or attempts to intimidate the speaker or performer, interferes with others' ability to benefit from the program or prevents the program from continuing will be subject to the following process. Disruptive activity must stop immediately upon request. Silent and symbolic dissent must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker or interfere with the free flow of traffic into or out of the event or to interfere substantially with the speaker's communication. Protest will be permitted in designated public areas of the campus. This policy applies to all levels of student participation whether attendance is voluntary or mandatory.

A. Procedure Regarding a Student Disruption

First Offense: Student(s) will be asked to stop and refrain from continued behavior and warned that further disruption may result in removal.

Second Offense: Student(s) will be removed and privately warned that the disruptive behavior must cease in order to continue attendance or participation.

Third Offense: Student(s) will be permanently removed from the activity. A security report and referral to the dean of student services will be made. The dean will consider further disciplinary action according to the Student Code of Conduct and the College disciplinary process.

B. Procedure Regarding Threatening or Violent Behavior

Security will contact the local law enforcement authority for action.

C. Procedure Regarding a Non-Student Disruption

Offender will be asked to stop. Failure to stop will result in removal. Refusal to leave, violent or threatening behavior will result in local law enforcement being called.

V. STUDENT CODE OF CONDUCT

Each student must follow the Code of Conduct in this Handbook; additionally, students enrolled in the Ophthalmic Medical Technology, Criminal Justice, Firefighter, Criminal Justice Institute, Dental Hygiene, Dental Assisting, Registered Nursing, Practical Nursing, Patient Care Assisting, Surgical Technology, Medical Transcription, Medical Assisting, Medical Coding, Health Information Management, Paramedic, Emergency Medical Technician, Respiratory Care, Radiography, Sonography or Massage Therapy programs shall also follow the applicable rules, regulations and Code of Conduct for the applicable program. The dean of student services shall have the authority to initiate disciplinary actions for violations of any of the above programs' Code of Conduct.

Prohibited student conduct for the College Code of Conduct includes, but is not limited to, those listed in items A-X below. Any student who is found to have engaged in these acts while on campus or on property controlled by the College or its affiliates (e.g., clinical sites, volunteer sites, career placement sites, etc.) or in connection with any off-campus College activities or non-College related activity may be subject to the maximum penalty of expulsion or any other penalty authorized herein. Non-College related activity includes Code of Conduct violations wherever they may occur.

A student present during the commission of an act by another student that constitutes a violation of College policy may also be charged if the student's behavior or subsequent behavior constitutes support, continuance or furtherance of the violation. Students witnessing any act(s) which constitute(s) a violation of College policy should report such incidents to a College official.

A. Public Endangerment, Physical Harm, Assault, Threat or Extortion (as defined in Florida Criminal Code)

1. Actual or threatened physical assault or intentional or reckless injury or harm to persons, property or reputation.
2. Behavior or activities that endanger the safety of oneself or others, including, but not limited to, riding bicycles, skateboards or inline skates in hallways or on walkways.
3. Verbal, written or printed communication maliciously threatening to accuse another of any crime or offense.
4. Verbal, written, electronic communication that unlawfully exposes any individual or group to hatred, contempt, ridicule or bullying, and thereby injures the person, property or reputation of another.

B. Disruption/Disorderly Conduct

1. 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 cell phones, laptops or other electronic devices.
2. 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

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.

3. 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.
4. Disruption as set forth in §877.13, Florida Statutes.

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

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

D. Falsification of Records

1. Misuse of College documents, forging, transferring, altering or otherwise misusing a document receipt, other College identification, or any other College document or record.
2. 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 application shall subject the student to immediate dismissal with no refund.**
3. 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.
4. Making a known false report to College faculty, administration or campus security.

E. Violation of 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.

F. Theft/Damage of Property

1. Attempted or actual theft of and/or damage to property of College or property of a member of the College community or other personal or public property, including, but not limited to, the theft of textbooks or library books and parking decals. The sale of a stolen textbook or parking decal shall be considered a violation of the Code.
2. Check fraud.
3. Possession or sale of stolen property.

G. Unauthorized Use of College Property or Unauthorized Presence

1. Repeated presence in or failure to leave a marked or noticed unauthorized area of a building or other unauthorized premises when asked.
2. 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.
3. Forcible entry into a building or other premises.
4. Fraudulent and/or unauthorized use of the College name, logo, seal, nickname, slogan or any registered service mark of the College.
5. 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.

H. Gambling

Gambling in any form as defined by the Florida statutes.

I. Possession of Alcohol, Narcotics and Illegal Drugs

1. Possession, promotion, manufacture, distribution, sale, use, transfer, purchase or delivery of drugs (including drugs not prescribed for the user) or alcoholic beverages.
2. Possession of drug paraphernalia or any other item that could potentially contain or does contain illegal residue.
3. Public intoxication on campus or at a College-related site or activity.

J. Smoking

1. Smoking in any enclosed facility or building on campus or in College vehicles or where otherwise posted.
2. Smoking in areas other than those specifically designated by the campus.
3. Smoking Policy Violation Citations will be issued to those smoking outside the designated areas. Violators will be required to attend an online Smoking Awareness course. Failure to complete the course successfully within two weeks of the issuance of a citation will result in a hold being placed on student records for registration and graduation. Repeat violations may result in disciplinary action.

K. Misuse of Emergency Equipment

Tampering with fire and safety equipment, including failure to evacuate a College building or facility when a fire alarm is sounded.

L. Misuse of College Mail Services

Inappropriate use of College mail or email services.

M. Duplication of Keys

Unauthorized possession of or duplication of College keys.

N. Violation of Any Municipal, State or Federal Law, Rule or Mandate

1. Violation, arrest or conviction of any municipal, state or federal law, rule or mandate involving violence, threat of violence, weapons, and/or possession, use, or sale of a controlled substance.
2. Lewd, obscene, indecent conduct or expression as defined by Florida state statute.

O. Possession of 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, 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 from the College pending a formal hearing.

P. Illegal Use of a Campus Computer

1. Use for the violation of personal privacy or for the committing of crimes.
2. Unauthorized access to or use of computer, computer system, network, software or data.
3. Unauthorized alteration of computer equipment software, network or data.
4. Unauthorized duplications or use of computer programs or files.

5. 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 generally.

Q. Inappropriate Online Communication

Posting or transmitting threatening, harassing, vulgar, or pornographic content to any College chat rooms, bulletin boards, College-sanctioned social networking sites or emails. Posting or transmitting any unsolicited email, advertisement, promotional materials or any other forms of solicitation to students.

R. Sexual Harassment

1. Any unwelcomed conduct (verbal, nonverbal or physical) of a sexual nature that is sufficiently severe or pervasive that has the purpose and effect of denying or limiting a student's ability to participate in or benefit from the College's educational program or activity; or
2. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's status in a course, program, activity or work; or
3. Submission to or rejection of such conduct by a student is used as a basis for employment, academic and/or other educational decisions affecting a student; or
4. Sexual violence is a form of sexual harassment. Gender-based harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature, is prohibited if it has the purpose and effect of denying or limiting a student's ability to participate in or benefit from the College's educational program or activity.

S. Stalking

Following or otherwise contacting another person repeatedly, so as to put that person in fear for his/her life or personal safety.

T. Hazing

1. An action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of, but not limited to, initiation or admission into or affiliation with any campus or College based organization sanctioned by the College as an official College activity or organization.
2. The prohibition against hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, 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 individual, and also includes any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct, which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the individual.
3. Florida Statutes, §1006.63, prohibits students from engaging in any form of hazing, either on or off campus.

U. Academic Integrity

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

Although difficult to define, plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take:

1. Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.
2. Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.

3. Failure to use quotation marks when quoting directly from another person, whether it is a paragraph, a sentence or even a part thereof.
4. Close 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 re-grading; and allowing another person to do one's work and to submit the work under one's own name.

Fabrication

Presenting data in a piece of work that were 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.

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.

V. Fraud

Use of deception or misrepresentation for unlawful gain or unjust advantage over another person who is enrolled in the College, faculty, staff member, or in furtherance of a student's educational pursuits at the College or transfer to another College or educational institution.

W. Interference with Disciplinary Proceedings

Noncompliance with the Student Disciplinary System, including, but not limited to:

1. Failure to appear before the dean of student services, Discipline Committee, or other College officials when requested to do so.
2. Falsification, distortion, or misrepresentation of information during the course of the disciplinary process or before a Discipline Committee.
3. Disruption or interference with the orderly conduct of a disciplinary hearing.
4. Knowingly making false accusations of student misconduct without cause.
5. Attempting to discourage an individual's proper participation in, or use of, the student discipline system.
6. Attempting to influence the impartiality of a member of a Discipline Committee prior to, and/or during the course of, the disciplinary hearing.
7. Harassment (verbal or physical) and/or intimidation of a member of a Discipline Committee prior to, during, and/or after a disciplinary hearing.
8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
9. Influencing or attempting to influence another person to commit an abuse of the student discipline system.

Note: Student cannot be compelled to attend or participate in a disciplinary hearing.

X. Conspiracy

Conspiracy to commit a violation of any of the above, or aiding, abetting, assisting, hiring, soliciting or procuring another person to violate any of the above.

VI. STUDENT DISCIPLINARY SYSTEM

A. Philosophy

Palm Beach State College is committed to providing a learning environment that supports the growth and development of all students. An orderly, positive and intellectually stimulating environment that fosters fair and ethical behavior of students is essential to our mission. This disciplinary process is designed to foster learning, personal growth and development, but it will result in punitive action, if necessary. The College may exercise its discretion to not officially charge students with violations of the Student Code of Conduct in the event that viable alternatives to disciplinary action are appropriate, such as mediation or counseling.

The disciplinary processes outlined in this document are not criminal in nature; they are administrative. Therefore, they should be considered broadly in context with the mission of the College. In the case of a criminal violation, the College may proceed with the disciplinary process or may elect to delay proceedings until the outcome of any criminal case.

B. Authority

The dean of student services at each location is responsible for the administration of policies, regulations and procedures falling under jurisdiction of this document at his/her location. In the case of academic dishonesty charges, the dean of academic affairs/educational services or dean of bachelor's degree programs at each location is responsible for the administration of these policies, regulations and procedures.

The dean determines procedures for investigating the accusation. The dean has the authority to review, affirm, reverse or modify any action by the Discipline Committee for just cause. The dean has the authority to review the method of adjudication of all cases. The dean of academic affairs/educational services/bachelor's degree programs should confer with the dean of student services/educational services in applying sanctions for violation of the Academic Integrity Code of Conduct. The dean of student services will maintain all disciplinary files for his/her location including those administered by the dean of academic affairs/educational services and the dean of bachelor's programs.

The following College disciplinary procedures are designed to ensure reasonable protection of the student and a fair determination of the facts and provide due process in the application of appropriate sanctions.

C. Code of Conduct 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, including College-sanctioned social networking sites and College-sanctioned student travel. In the event of a breach of the College Code of Conduct, the College Student Disciplinary Procedures shall apply. Additionally, the College reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the College community. In cases where the student is enrolled in one of the following programs and is accused of a violation of the program's code, the program's due process guidelines and the program's disciplinary and appeal procedures will be followed: Ophthalmic Medical Technology, Criminal Justice Institute, Dental Hygiene, Dental Assisting, Registered Nursing, Practical Nursing, Patient Care Assisting, Surgical Technology, Medical Transcription, Medical Assisting, Medical Coding, Health Information Management, Firefighter, Paramedic, Emergency Medical Technician, Respiratory Care, Radiography, Sonography or Massage Therapy. The program administrator will consult with the appropriate dean of academic affairs in implementing the due process procedures. All programs shall adhere to the basic due process procedures set forth in the Code of Student Conduct. Exceptions to this are based on legislative or accreditation standards affiliated with the program.

VII. STUDENT DISCIPLINARY PROCEDURES

A. Referral to the Disciplinary Process

- Any member of the College community may report an incident to the campus Security Office or the campus dean of student services.
- Determination of whether disciplinary action is initiated is the responsibility of the dean of student services or his/her designee.

- Referral of infractions by College student organizations is made to the dean of student services.
- The dean of student services will investigate the incident and will determine if a violation of the Student Code of Conduct has occurred

B. Disciplinary Proceedings

- An investigation will be conducted by the dean or his/her designee. This investigation can include, but is not limited to, meeting with the accused student, gathering additional written documentation and/or conferring with appropriate College personnel or witnesses.
- If, after investigating, the dean or his/her designee determines that the complaint is not supported by the evidence presented, the complaint will be dismissed and the student 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 student(s) accused of misconduct will be notified in writing of the charges and advised that they are required to attend an informal hearing with the dean.
- During the informal hearing the charges will be read and explained to the student, and the student will be asked to respond to the charges. The student also will have an opportunity to ask any questions.
- If the student admits responsibility, the dean will notify the student of the sanctions; the student can either accept or reject the sanctions. If the student rejects the sanctions, a formal disciplinary hearing will be convened pursuant to the procedures outlined in this handbook. If the student accepts the sanctions, the student will sign a waiver accepting the sanctions and waiving the right to a formal hearing.
- If the student denies responsibility, written notice informing the student of the time and place of the hearing will be sent to the student's address of record and to his/her college e-mail address.
- The dean or his/her designee will make available to the student any evidence in his/her 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 48 hours in advance of the formal hearing.
- Where several persons are alleged to have been involved in an incident, the dean will determine if separate hearings will be held.
- Pending a disciplinary hearing, the student will be permitted to attend class and otherwise participate in College activities, except in the case of a temporary suspension.
- The disciplinary committee will look to the greater weight of the information presented to determine if a violation of the student code of conduct has occurred.
- All disciplinary proceedings are confidential unless confidentiality is waived in writing by the student, disclosure is required by law or the proceedings are found not to be confidential by a court of competent jurisdiction.
- Resolution of any situation not outlined in this process will be at the discretion of the dean of student services.
- In the case of a distance learning student who is not a resident of Palm Beach County and does not reside within a 50-mile radius of a PBSC location, this process will be conducted electronically pursuant to the guidelines stated herein.

C. Notice of Formal Discipline Hearing

The student 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 the student waives the right to notice of such duration. This notice shall include the following information:

- The charge(s) filed.
- A student advocate may be provided by the College, upon request, to assist a student through the disciplinary process, or the student may elect to have an independent advocate present at his/her own expense. In either case, the advocate may only counsel the student, not address the committee or others participating in the hearing.
- All hearings will be open only to those involved in the process as determined by the dean.

- The student has the right to hear from the complainant and witnesses and to direct questions to the complainant and witnesses through the committee chair, and to present a defense and witnesses in his/her own behalf.
- The student may not be compelled to testify against himself/herself.
- The student has the right to admit to or deny responsibility for the charges prior to the hearing.
- The College reserves the right to make a recording and will notify all parties at the beginning of the hearing.

Note: The disciplinary hearing is a non-adversarial proceeding and is intended to be fact-finding. Accordingly, students may have an adviser present, but the advocate may not participate in the proceedings and may only advise the student

- Failure to appear or refusal to testify or to answer questions in the course of the hearing shall not be regarded as admission of responsibility. Should the student choose to ask questions of witnesses or otherwise pursue a defense, this will not equate to a student's forfeiture of his/her right to remain silent provided that the student does not offer personal testimony in defense. Any personal testimony offered may be addressed by the committee.

D. Temporary Suspension

A temporary suspension may be imposed when the dean of student services, in his/her sole discretion, determines that a student's continued presence on the campus or at any College-related activity or class may represent an ongoing danger to persons or property or an ongoing disruption or threat to the educational process, or if the student is non-compliant with requests from the Dean of Student Services Office for a disciplinary conference. Prior to a temporary suspension, notice of the charges will be given to the student verbally in order to effect an immediate interim suspension. Within one business day of such oral notification, written notification will be delivered to the student's College email address and within three days to the mailing address on record.

If the student denies the charges, a hearing may be requested in writing within two business days of the student's receipt of the notification. A formal hearing will be convened within five business days of the request, unless there is mutual agreement on an alternative time frame. If the student does not request a hearing, the dean of student services may proceed with the hearing after providing five days' notice of the hearing to the student.

VIII. CAMPUS DISCIPLINE COMMITTEE

A. Who will be on the committee?

The campus dean of student services or his/her designee shall initiate the formation of a Campus Discipline Committee whenever there is a case to be heard or may establish a standing disciplinary committee for the academic year. In the case of academic dishonesty charges, the dean of academic affairs/educational services or his/her designee shall initiate the formation of a Campus Discipline Committee whenever there is a case to be heard or may establish a standing disciplinary committee for the academic year.

The committee shall be composed of five persons including two students, two instructors and one administrator. Where possible, three alternates will be identified. Potential members are to be carefully screened, and only those with the ability to be impartial and fair-minded in the case under consideration will be selected to serve on the discipline committee. Faculty/instructors, staff and students who are directly involved in the case may not serve on the committee. The dean shall select one of the committee members to serve as chairperson.

B. What role will the chairperson have on the committee?

- Call the hearing to order and introduce all parties present.
- Explain to the student and all participants the manner in which the hearing will be conducted.
- Read the charges being considered.
- Maintain proper decorum and order, dismissing any person who impedes or threatens to impede a fair and orderly hearing.
- Ensure that the student and the person bringing the charges each have the opportunity to testify and present evidence and witnesses in his/her behalf.

- Ensure that all available relevant evidence is presented and that the decision is based solely upon the evidence and any testimony given.
- 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 his/her discretion.

C. What will happen during the hearing?

- 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 of student services or designee will present reports, results from investigations and witnesses regarding the alleged violations.
- The student responding to the notice of violation will present his/her 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 conclusion 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.

D. How will the committee make its decision?

The process for determining the outcome of the hearing is called deliberation. This process involves a review of the information, testimony and reports presented a discussion and a vote. The committee will decide the matter based on the quality of the greater weight of the information presented to determine whether the student violated the student code of conduct.

The chairperson will ensure that only evidence presented at the hearing itself may be taken into account in reaching a decision and that the committee adheres to standards of confidentiality as provided for in state and federal law (i.e., Family Educational Rights and Privacy Act).

Findings will be delivered initially via the student's College email address within two business days and in writing to the address on record within five business days unless an alternative address is provided on the record during the hearing.

The dean of student services will maintain findings, including any sanction to be imposed and supporting documentation. All records are confidential, per the Family Educational Rights and Privacy Act.

If the student wishes to appeal or have time to consider making an appeal, the dean of student services or his/her designee will hear arguments for withholding the imposition for the sanctions. Sanctions may be postponed until the time for filing an appeal has expired or until an appeal decision has been rendered.

Evidence of prior College disciplinary action may be considered in determining the sanction when it has been determined that the student violated the code of conduct.

Conduct of College disciplinary officers must take into account the necessity of preserving and protecting the rights and interests of the student. In compliance with the Family Educational Rights and Privacy Act, information regarding a student's disciplinary status may not be discussed with persons who are not College officials with an educational interest in the matter without written authorization from the individual in question.

IX. WHAT ARE DISCIPLINARY SANCTIONS?

A. Recommendation to the Dean of Student Services/Educational Services or the Dean of Academic Affairs/Educational Services/Bachelor's Degree Programs

For academic integrity issues, if the committee finds the student is responsible for the violations filed, the committee will determine and recommend sanctions to the dean. These sanctions shall be included in the written notification of the violation by the committee. Conditions of sanctions will be clear and precisely stated.

B. Sanctions

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

- Dismissal - mandatory separation from the College and any College program with no promise of future readmission. 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.
- Suspension -- mandatory suspension from the College for a period of time as specified in the sanctions, which must include any conditions which must be met before re-enrollment
- Disciplinary probation -- notice that the student's behavior is in violation of this Code. Another violation may result in suspension.
- Behavior Agreement -- Student signs and agrees to abide by College behavior agreement.
- Disciplinary Warning -- notice that the student's behavior is inappropriate, and further problems will result in more permanent and formal sanctions. (See Code of Conduct, #5: Violation of Prior Disciplinary Solutions or Warnings.)
- Restitution -- When imposed for offenses involving damage to, destruction of, or misappropriation of property, agreement by the student to make restitution may constitute grounds for mitigation of the sanction.
- Other such sanctions as deemed appropriate, including, but not limited to, written apologies, revocation of privileges, counseling or community service.
- Parental notification for drug or alcohol use or offenses involving weapons, where appropriate.

*Any student who is the subject of a Florida Atlantic University trespass order may also be trespassed from one or all of the Palm Beach State College campuses.

C. Appeal of the Outcome of a Hearing

Students wishing to appeal the outcome of a disciplinary hearing should contact the campus provost in writing within five business days detailing the all reasons the student believes he/she is entitled to an appeal. The campus provost is the final point of appeal. Students may request to have an adviser be present during appeal proceedings. The adviser may consult with the student but may not otherwise participate in the appeal. The provost has sole discretion in determining whether a sufficient reason was stated for an appeal.

X. ETHICAL STANDARDS

Conduct of College disciplinary officers must take into account the necessity of preserving and protecting the rights and interests of the responding student. In compliance with the Family Educational Rights and Privacy Act, information regarding a student's disciplinary status may not be discussed with persons who are not concerned College officials with an educational interest without written authorization of the individual in question or, in the case of students under the age of 18, the student's parent or guardian.

XI. NON-ACADEMIC COMPLAINT PROCEDURES

Board Policy Number 6Hx-18-5.86

Palm Beach State College is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Discrimination and/or other harassment based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, veteran status, genetic information or other immutable characteristic of individuals or any other subgroup stereotyping or grouping within the College is unacceptable. It is illegal and constitutes a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Florida law.

The College designates the vice president of student services and enrollment management or designated representative to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and with the Americans with Disabilities Act of 2008 (ADA).

Students who feel that they have been harassed or discriminated against or who believe that the College has not adequately fulfilled its obligations under the provisions of Title IX or the ADA should follow the Complaint Procedure stated below. For grievances concerning grades, follow the Final Course Grade Appeal procedure on page 28.

A. Definition of Sexual Harassment

Sexual harassment is any unwelcomed conduct (verbal, nonverbal or physical) of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's status in a course, program, activity or work; or (2) submission to or rejection of such conduct by a student is used as a basis for employment, academic and/or other educational decisions affecting a student or as a way to limit the student's participation in any College activity; or (3) such conduct has the purpose and effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or sexually offensive work or academic environment.

Sexual violence, a form of sexual harassment, which may include rape, sexual assault, sexual battery and sexual coercion, gender-based harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature, is prohibited.

Hostile environment of sexual harassment is any unwelcomed conduct (verbal, nonverbal or physical) that a student feels is sufficiently severe or pervasive that it has the purpose, effect or result of denying or limiting a student's ability to participate in or benefit from the College's educational program or activity.

B. Complaint Procedures for Harassment or Discrimination

Palm Beach State College shall provide an education, employment and business environment free of sexual harassment, harassment or discrimination. Sexual harassment, including sexual violence and/or a hostile environment of sexual harassment, is a form of discrimination that is not tolerated by the College. Sexual violence is physical sexual acts or the threat of physical sexual acts committed against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or where a person is unable to give consent or object due to intellect or other disability. (Note: While the use of drugs or alcohol may violate the College's Code of Conduct policy, this shall not be considered when investigating a complaint.)

When a faculty/instructor or staff member receives a complaint, or has reason to know of or believes that a student is the victim of harassment or discrimination, he or she shall immediately advise the student to notify the campus dean of student services. A staff member's failure to immediately notify the campus dean of student services of suspected harassment, a hostile sexual environment or any other discrimination based on sex, gender, gender identity or sexual orientation is a violation of this policy which will be investigated and subject to ramifications as noted in the College's Human Resources policies.

Retaliation against individuals who have filed a complaint or participated in an investigation or opposed any unlawful practice is prohibited and will subject the person who retaliates to disciplinary action.

Substantiated harassment or discrimination complaints may result in disciplinary action against the offender, up to and including dismissal of the student. In addition, complainants who make accusations of harassment or discrimination in bad faith may be subject to equivalent disciplinary action.

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

i. Filing A Complaint

Palm Beach State College requires any person who believes that he or she has been subjected to sexual harassment, a hostile environment of sexual harassment or any other type of harassment or

discrimination to file a complaint with the campus dean of student services when the incident involves a student immediately or as soon as possible. The dean of student services will notify the executive director of human resources or the assistant to the president for equity programs as to the complaint if the incident involves an employee, faculty or third party. The executive director of human resources or designee will meet with the student alleging the harassment or discrimination pursuant to its investigation of the complaint.

A formal complaint may be in a written report confirmed by the student or one made by college personnel at or near the time of the incident stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses and submitted to the dean of student services.

The campus dean of student services and/or the executive director of human resources or her/his designee will conduct a thorough and prompt investigation of the complaint. An interview will be conducted with the accused person regarding the nature of the complaint, and the College will provide the accused with a copy of the complainant's written complaint within 15 business days. The accused will have five business days to respond in writing to the complaint. In situations deemed to be an emergency, the dean of student services may temporarily suspend the accused person.

An informal complaint will be referred to the dean of student services and investigated to the full extent that credible facts, information and documentation exist for further processing pursuant to College procedure.

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; however, witnesses have the right to refuse to engage in self-incrimination. However, such a refusal does not limit or restrict the College's ability to pursue an investigation of the witness when the information gathered suggests the witness may have violated the student code of conduct. Investigations will include, but are not limited to, visual inspection of text, emails, social media post, voice messages and any other type of documentation or media that support the complainant's complaint or are offered by the accused, or discovered in follow-up interviews.

ii. Complaint Process

This complaint process is intended to provide a fair, prompt and reliable determination about whether the College's sexual harassment, harassment or discrimination policy has been violated. Anyone who, at the time of the alleged harassment, was either employed or enrolled at the College may file a complaint alleging violation of this policy. This policy applies to all College employees and students; it also applies to high school students participating in a College program or recruitment program and visitors.

In most cases, a complaint will be initiated by the target of the alleged harassment. However, the College reserves the right to initiate a formal investigation (or to continue processing a complaint even after the request to withdraw has been submitted) when, in the opinion of the dean of student services, it is appropriate. A student who wishes to withdraw a complaint must do so in writing to the campus dean of student services. The complaint process is not intended to impair or limit the right of anyone to seek a remedy available under state or federal law.

All persons involved in any aspect of this process will act at all times to preserve the confidentiality of these proceedings. The College will take all necessary actions to keep the complainant's name and identity confidential; however, the College cannot guarantee anonymity. Information will be shared with those individuals who have a legitimate and operational need to be informed, and to the extent that is necessary to maintain the effectiveness of this process. Individuals who have violated the confidentiality of this process will be subject to disciplinary proceedings under the applicable College rules and regulations.

The complainant and accused student/employee 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 the complainant and the accused student. The complainant or the accused have the right to appeal an adverse decision.

The accused student/employee has a right (1) to receive a written copy of the complaint; (2) to meet with the Investigator and provide a written response; (3) to refuse to engage in self-incrimination; (4) to provide witnesses on his/her behalf; (5) to have an adviser during the investigation process; however that adviser is not permitted to speak on behalf of the student/employee. The accused student has the right to appeal an adverse decision.

When the complaint involves an employee, the executive director of human resources or the assistant to the president for equity programs, in consultation with the dean of student services, will conduct an investigation of the incident. Upon completion of the investigation a written report of the investigation will be prepared. The report shall include the following: (1) a summary of the findings; (2) whether there is a reasonable basis for taking further action; (3) a recommendation to pursue or not pursue disciplinary action against the accused; (4) a proposed disciplinary sanction; and (5) the basis for the recommended action. A copy of the report will be sent to the Title IX coordinator as appropriate.

When the complaint is between students, the dean of student services will conduct an investigation of the incident. Upon completion of the investigation a written report of the investigation will be prepared. The report shall include the following: (1) a summary of the findings; (2) whether there is a reasonable basis for taking further action; (3) a recommendation to pursue or not pursue disciplinary action against the accused; (4) a proposed disciplinary sanction; and (5) the basis for the recommended action. A copy of the report will be sent to the Title IX coordinator as appropriate.

At the conclusion and upon request, the complainant/accused may request any documents in the investigation file.

If either the complainant or the accused disagrees with the determination, an appeal may be made to the vice president of student services and enrollment management (for students), or vice president of administration and business services (for employees) within 10 business days of receipt of the written report. Grounds for appeals are as follows: 1) A procedural error occurred that significantly impacted the outcome of the investigation; 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. 4) Either the accused or the complainant believes there was an abuse of discretion. The vice president of student services and enrollment management shall review all such appeals and may, at his or her discretion, further investigate the matter. The vice president of student services and enrollment management shall issue a decision within 15 business days of receiving the request, which may include an affirmation of the recommended sanctions, or reduced or increased sanctions.

If either the complainant or the accused disagrees with the determination of the vice president of student services and enrollment management, a final appeal may be made to the College president. 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 process. Any discipline administered for full-time faculty shall be subject to the grievance and arbitration procedure as outlined in the faculty union contract.

The College shall use a standard of review of whether it is more likely than not that the sexual harassment/violence, harassment or discrimination occurred when resolving allegations under this policy.

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

iii. Record of Complaint

All proceedings and records concerning sexual harassment, harassment or discrimination complaints shall be confidential to the extent permitted by law. Memoranda describing any formal reprimand or

disciplinary action that the student receives for violating the College's harassment or discrimination policy will be placed in the student's permanent file.

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. Payment over the Web 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.
- **Drop boxes**. Drop boxes are located outside each campus Cashier's Office, and payments left in drop boxes can be made with a check or money order. Drop box payments made less than one hour prior to closing for the day will be posted the following business day.
- **Mail-in payments**. Payment 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 Ave.
Lake Worth, FL 33461

- **Wire transfers** can be arranged through the Cashier's Office.
- No payments are accepted over the phone.

Special Note: Students are strongly advised to register early for the upcoming session. Early registration and timely payment of fees enhance the student's opportunity to enroll in the courses needed to complete his/her course of study.

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 his/her student account through PantherWeb or the Registrar's Office.

Any student who officially withdraws from the College or reduces his/her 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

Refunds requested after the official add/drop period of the course(s) must go through the [College-wide Appeals Committee](#) process. This process takes approximately five weeks. Appeals must include copies of supporting documentation and completion of the form available in the campus Registrar's Office. Refunds approved will be computed on a pro-rata basis. Students will be notified in writing of the Committee's 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,

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 his/her 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 due back to them automatically deposited with their financial institution. Direct deposit reduces the risk of those funds being lost or delayed. Log in on PantherWeb and view the information under "My Details". For information on how to sign up for, change or cancel direct deposit, go to www.palmbeachstate.edu/Finance. Any direct deposit forms submitted to the campus Cashier's Office will remain active until modified or canceled by either submitting an updated form or a letter of cancellation.

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 or financial aid, and your SSN or TIN are required. 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 Statutes, § 832.05 (giving worthless checks, drafts, and debit card orders, etc.):

- 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 by assessing the maximum fees allowable by law including:

Current bank service fee for returned checks plus amount allowed by law; the current College returned check fees are as follows:

- Checks under \$50.00 will be charged \$26.50.
- Checks from \$50.00–\$299.99 will be charged \$31.50.
- Checks from \$300.00–\$800.00 will be charged \$41.50.
- 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.

Collection costs associated with any individual account balance referred to a collection agency will be passed on to the student, as authorized in Florida Statutes §1010.03. Additional collection costs can increase your debt owed to the College substantially; so, please be mindful of any billing or past due notice sent by the College in order to prevent your account from becoming delinquent.

Student Financial Aid

Financial aid is available for full- and part-time students who enroll in an eligible program and meet the qualifying criteria. Your data from the Free Application for Federal Student Aid (FAFSA) and your enrollment status determine the amount of your award package. For detailed information on the types of financial aid available through the College, go to www.palmbeachstate.edu/FinancialAid.

Your Financial Aid Information on PantherWeb

You can always check the status of your financial aid on PantherWeb. It is updated every night. Also, Financial Aid publishes a Student Newsletter linked from your PantherWeb, which provides important and topical advice.

Financial Aid Payments

Students are strongly encouraged to sign up for direct deposits to your bank of any excess financial aid funds. The direct deposit form is available on PantherWeb. Students who do not have direct deposit will receive a check, mailed to their permanent address. It is the student's responsibility to have a current address on file with the Registrar's Office. Financial aid payments are made throughout the term.

Financial Aid Calendar

May 1: You should file your FAFSA after your family's tax returns are complete. The IRS filing date is April 15. Many Foundation Scholarships require the FAFSA be filed by May 1 as well.

The Financial Aid Office staff strives to have any financial aid situation resolved before the tuition payment is due, and this is usually possible if students file an accurate FAFSA by:

May 1 Priority date for fall term. Completed applications received by this date are given priority when awarding any need-based scholarships, grants or on-campus employment.

Nov. 1 Priority date for spring term. Completed applications received by this date will be eligible for tuition and fee coverage up to the amount of their financial aid awards for the spring term.

If the College receives your FAFSA information after these dates, you should be prepared to pay your tuition and fees by the due date printed on your class schedule.

Please submit a student loan application by the priority deadlines listed above in order to be eligible for tuition and fees covered by your loan. If you submit a loan application after the priority deadline you are responsible for paying your tuition and fees by the due date printed on your class schedule.

Palm Beach State Foundation Scholarships

Please see the Financial Aid section of the Web site for application instructions. Applications are solicited at several times during the year.

Private Scholarships

Please submit verification of scholarships you have earned from private sources, and make sure the check is sent to Palm Beach State College, 4200 Congress Avenue, Mail Station #7, Lake Worth, FL 33461, by the above dates in order to ensure tuition coverage from these awards.

Attendance and Enrollment

Federal regulation requires calculation of Pell Grants based on the number of credits taken, and the student financial aid budget will be adjusted accordingly. In addition, to receive a Federal Direct Loan or to have a previous loan deferred, the student must take at least six credits each semester.

You must attend each class at least once during the first week of class to be eligible to receive a financial aid disbursement. Failure to attend each class for which you are registered will result in a loss or reduction of your financial aid awards.

Satisfactory Academic Progress for Financial Aid Students

According to federal regulations, students participating in any Title IV financial aid program offered through Palm Beach State College will be subject to the standards of Satisfactory Academic Progress. These standards will also apply to state programs. Calculation under these standards will include all terms of enrollment, regardless of whether or not the student was a financial aid recipient. For additional information, please see your campus Financial Aid Office or the financial aid Web site, www.palmbeachstate.edu/FinancialAid.

Minimum Standards

To meet the standards of satisfactory academic progress, students who have attempted more than 12 credit/clock hours must maintain a minimum of 2.0 cumulative GPA (grade point average). For students who have attempted 12 credit/clock hours or less, the minimum GPA required is 1.5. All students must successfully complete a minimum of 67 percent of all classes attempted (audits, failures, incompletes, prep courses, repeats, and withdrawals are included in calculating attempted hours).

All incomplete grades (grades of I) will be counted as failing grades (grades of F) until the Registrar's Office posts the final grade on the transcript.

Federal regulations require that students complete their programs in a period no longer than 150 percent of the published program length. Students seeking an A.A. degree will be eligible to participate in the financial aid programs offered at Palm Beach State until they have attempted 90 credit hours. Student seeking A.A.S. and A.S. degrees and certificates will also be eligible until they have attempted 150 percent of the number of credit hours needed for their program as published in the College Catalog. All credits that appear on the student's transcript will be counted as cumulative hours attempted regardless of the grade received, including transfer credits, CLEP hours, prep coursework and repeated courses, and certain ESOL courses if designated as credit courses by the transferring institution.

For clock hour programs, students can only receive financial aid for the number of hours required by their program.

These standards will be assessed at least once per year. Students who fail to meet the minimum standards will be suspended from all federal and state financial aid program participation until they have earned the appropriate grade point average (GPA) and have achieved the required minimum completion rate. Students who exceed the maximum time frame will be terminated from all federal and state financial aid program participation at Palm Beach State College.

A student who is placed on financial aid suspension or termination will not be eligible to receive any federal or state funding, including student loans. Students who are suspended must pay for their own classes until they have earned the minimum required GPA and hours. Students will not be reimbursed for the courses taken while on suspension.

Appeals

Students may appeal suspension or termination status based on the following mitigating circumstances:

- Death in the immediate family affecting the student's academic performance
- Illness of the student or immediate family member having direct effect upon the student's academic record
- Other extraordinary circumstances determined acceptable by the Financial Aid Office

Students with mitigating circumstances may submit a Financial Aid Appeal Request form to the Financial Aid Office. Special circumstances must be documented, and the student must indicate what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation.

All documentation must be submitted for the appeal to be reviewed. Submission of an appeal does not guarantee approval. If the appeal is approved, aid eligibility will be reinstated for one payment period only.

Return of Federal Title IV Funds

If you are a recipient of any of the Title IV Federal Financial Aid programs and are considering withdrawing from all classes prior to completing more than 60 percent of the term, your eligibility for aid will be recalculated based on the percent of the term completed. This may result in your having to return a portion of the aid that you have received. In addition, if you stop attending all of your classes prior to completing more than 60 percent of the term, and/or if your transcript reflects unsuccessful completion of all courses, this will be considered an unofficial withdrawal. Your financial aid eligibility will be recalculated based on 50 percent of the term completed, unless documentation of an academic-related activity (defined by the faculty/instructor) is provided to the Financial Aid Office, in which case your financial aid eligibility will be calculated using this date.

Please contact the Financial Aid Office immediately to learn how your withdrawal or lack of attendance could impact your financial aid. Students will not be eligible to register for future terms until all financial obligations are paid in full.

Title IV aid includes the following programs at Palm Beach State College:

- Federal Unsubsidized Direct Loans
- Federal Subsidized Direct Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Federal SEOG Grants

Bookstore Allowance

If you qualify for a bookstore allowance, it will be available starting three or four days before classes begin and continuing through the add/drop period each semester. Books for express terms need to be purchased during the add/drop period for the main session each term.

Financial aid awards cannot be used to purchase books on credit before or after these periods. A copy of your schedule and a picture I.D. are required.

Purchases for out-of-stock items must be made during these specified dates. You can request a voucher from the bookstore, which will enable you to prepay for an item that is on back order.

Bookstore allowances are a maximum of \$750 and are based on expected excess of financial aid and your level of enrollment. After add/drop, your financial aid awards will be pro-rated based on actual enrollment. This may result in an over-award of your bookstore allowance, which you are obligated to pay. You are advised to retain all receipts for items purchased using your bookstore allowance.

Veterans Affairs

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges like other students. The exceptions are precertified Chapter 31 students (disabled veterans under vocational rehabilitation). Any VA student may receive one deferment per academic year to pay his/her fees by completing the appropriate forms in the veterans' section of the Financial Aid Office. 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:

Veterans Affairs Allowance

Time	Regular Term	6-Week Session
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 would 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 Academic Standards of 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 accumulates punitive grades (Fs) equivalent to more than the minimum number of credit hours considered to be full time (12).
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. The VA certifying official is located in the Financial Aid Office.

Student Services

Ombudsman

The director of College-wide student programs shall serve as ombudsman for students. This student advocate or his/her office shall assist students in resolving conflicts and in processing appeals through established procedures. The director of College-wide student programs can be reached at 561-868-3375. (See section 1006.51, Florida Statutes.)

Academic Advising

Students can request assistance with course selection, educational planning, transfer or graduation by contacting the academic advising office on their campus. It is recommended that students meet with an academic advisor once a semester.

Belle Glade: 561-993-1182

Boca Raton: 561-862-4313

Lake Worth: 561-868-3036

Palm Beach Gardens: 561-207-5340

Bachelor's Degree: 561-868-4102

More information is available at www.palmbeachstate.edu/Advising.

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 achieving your career goals.

Belle Glade: Student Services, Room CRB 231.5, 561-993-1182

Boca Raton: Boca Tech, Room BT125, 561-862-4325

Lake Worth: Student Services, Room CT104, 561-868-3066

Palm Beach Gardens: Burt Reynolds Student Center 129, 561-207-5350

Information is also available on the Web at www.palmbeachstate.edu/Career.

Counseling Services

The College-wide Student Counseling Center, located on the Lake Worth campus, provides services at all campus locations to help students maintain their emotional well-being in order to achieve their educational goals. Services are confidential and provided free of charge to currently-enrolled students.

Services include:

- Crisis intervention
- Brief counseling
- Referral services
- Faculty/instructor and staff training

For more information, call 561-868-3980 or visit www.palmbeachstate.edu/CounselingCenter

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. Services

include advising, tutoring, financial aid assistance, cultural events, college tours, workshops, career development, grant aid, and transfer assistance. See www.palmbeachstate.edu/SSS.

Disability Support Services

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 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/or services.

It is the responsibility of the student to request accommodations by registering with the Disability Support Services (DSS) Office on his/her campus, and to provide appropriate documentation from a qualified clinician in support of the request for services. Students must confer with the designated DSS manager at their individual campuses each term/session, as appropriate accommodation may vary from course to course. The DSS campus manager will authorize the accommodations through written notification to each faculty/instructor for whose course accommodation is mandated.

The College is committed to ensuring that students with disabilities who rely on service animals are able to access all public areas, attend classes, and participate in campus activities. The entire service animal policy can be viewed by clicking "Policies" from the Disability Support Services webpage: www.palmbeachstate.edu/Disability.

Students with disabilities are required to adhere to the same academic standards, conduct codes and policies and procedures expected of all Palm Beach State students.

Disability Support Services Telephone Numbers:

Lake Worth 561-868-3046

Palm Beach Gardens 561-207-5345

Boca Raton 561-862-4316

Belle Glade 561-993-1139

ADA Coordinator 561-868-3375

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, or traumatic brain injury.

Students must formally submit a written request for a substitution and/or waiver to their campus Disability Support Services (DSS) 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.

First-Year Experience

The First-Year Experience (FYE) at Palm Beach State College assists incoming first-year students with their transition to college. Recognizing that the experience that students have during their first year of college sets the tone and foundation for their ongoing success, the FYE has developed specific programs to provide information about resources and support services that will help them acclimate to the College as engaged learners and active participants in the life of the College. See www.palmbeachstate.edu/FYE.

Florida Virtual Campus (FLVC.org)

FLVC.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. FLVC.org 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 e-mail 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.

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, Bldg. CRA, Rm. 1054
Boca Raton – 561-862-4327, Bldg. AD, Rm. 126
Lake Worth – 561-868-3024, Bldg. BK, Rm. 109
Palm Beach Gardens – 561-207-5356, Bldg. BR, Rm. 141

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 Junior/Community College Student Government Association. SGA aims to achieve positive advancements for students, promote civic engagement, and facilitate smooth working relationships among students, administration, faculty/instructors and staff. Each year, officers are selected to make up the Executive Board, which plans the SGA's activities. To find out if you are eligible to apply for an officer position, or to join SGA, contact your campus Student Activities Office.

Student Publication

The student newspaper, *The Beachcomber*, is produced by student journalists under the guidance of a faculty advisor. The paper gives the students practical experience in reporting, advertising, editing, photography and business management.

The student newspaper is one of the strongest means of encouraging an atmosphere of open discussion of intellectual exploration at the College. Student journalists are expected to be governed by accepted general canons of responsible journalism such as accuracy; equal and fair reporting of the news; and the avoidance of obscenity, undocumented allegations, attacks on personal integrity and plagiarism. For more information, contact *The Beachcomber* at 561-862-4432 or visit www.palmbeachstate.edu/Beachcomber.

Center for Student Leadership

Palm Beach State College strives to offer top quality leadership development through practical experiences. The mission of the Center for Student Leadership (CSL) at Palm Beach State College is to provide students with the opportunity to engage in a variety of leadership activities that will assist students in developing the skills, knowledge and values necessary to become effective leaders. CSL is committed to training future leaders in effective communication, team building, ethics, professionalism, and conflict resolution. The program is a year-long commitment that includes monthly meetings at various campuses and locations. The program also requires each participant to complete an application, maintain a minimum GPA of 2.5 cumulative, and perform 20 hours of community service. For more information on CSL, contact the student life manager at 561-868-3842 or e-mail iosiasm@palmbeachstate.edu

Math Olympics

The purpose of the Math Olympics is to provide a meeting place for students who enjoy math. The 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 the 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 organization 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.

To hold office in a student organization, students must have a 2.0 grade point average 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.

For a current listing of student clubs and organizations at Palm Beach State College, select your campus by clicking on the link below:

Belle Glade

<http://bellegladestudentactivities.orgsync.com/clubsandorganization>

Boca Raton

<http://bocaratonstudentactivities.orgsync.com/clubsandorganization>

Lake Worth

<http://lakeworthstudentactivities.orgsync.com/clubsandorganization>

Palm Beach Gardens

<http://palmbeachgardensstudentactivities.orgsync.com/clubsandorganization>

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 College's 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 College-wide Student Activities Funding Committee, Disciplinary Committees, Diversity Committee, Accreditation Committees, Enrollment Management Committee and other committees as appropriate.

Moreover, on occasion, students are given the opportunity through opinion questionnaires to evaluate various College programs and activities and give their opinions on various College issues. 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 in the spring term from the campus student activities coordinator. A committee makes the final selection.

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. 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 – Room CRB 131.4, 561-993-1169
 Boca Raton – Room AD 127, 561-862-4327
 Lake Worth – Room BK 107.3, 561-868-3346
 Palm Beach Gardens – Room BR 141, 561-207-5356

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. Examples of sports clubs are women’s soccer and ice hockey.

For more information on sports clubs, contact the Student Life Office:

Lake Worth – BA/302, 561-868-3842

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 – Room TEC 126
Boca Raton – Room BT 144.2
Lake Worth – Public Safety Training Center
Palm Beach Gardens- Room SC 118

Testing Services

Testing Center Contact Information

Belle Glade

561-993-1125

westtesting@palmbeachstate.edu

Boca Raton

561-862-4324

southtesting@palmbeachstate.edu

Lake Worth

561-868-3012

centraltesting@palmbeachstate.edu

Palm Beach Gardens

561-207-5359

northtesting@palmbeachstate.edu

A variety of national and state exams, such as PERT, Compass, CLEP, Accuplacer, TABE, and others are administered in the testing centers, as well as instructor make-up exams and testing for distance-learning courses. Current or prospective students taking a test at the College's testing centers must be prepared to sit for the full amount of time allotted for the test. Students must present a government-issued, valid photo identification card before being allowed to sit for any test. For information on tests administered, hours of operation, test fees, payment and policies and procedures, please go to the website: www.palmbeachstate.edu/Testing.

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 his/her 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 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.

Restraining Orders -- College Issued

In order to provide reasonable protection for our students, College administrative restraining orders are issued by the 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 of student services.

Sexual Predator Policy/Procedure

Any Palm Beach State student or potential student who is a registered sexual offender must notify the campus dean of student services of his/her intent to register for classes each semester. The dean of student services will schedule a conference with the student to discuss any restrictions to campus activities. If the student intends to register on more than one Palm Beach State campus, the student must notify the other campus deans of student services. Each campus Security Office maintains a list of registered sexual offenders that is available for public inspection upon request.

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. This insurance coverage is in excess of any private insurance the student may have and is in effect only during classwork and/or training. If the student has his/her own private health insurance coverage, this policy will pay for any out-of-pocket expenses not covered by the student's own insurance; e.g., any deductible or co-payment. If the student has no private health insurance, the policy will cover an accident fully up to its limit of \$15,000. However, students returning to the College for agility tests, re-certifications, etc., are not eligible for this insurance.

If you are a student who becomes injured while participating in classwork or training in one of the covered programs, you should immediately inform your class supervisor. Following any medical treatment and your payment of any costs or receipt of an invoice from the treating facility for that treatment, you should provide all documentation to your class supervisor. Your class supervisor is responsible for submitting the claim and supporting documentation directly to the College's claims reporting company, Fringe Benefits Coordinators. The claim form includes a section for both the supervisor and student to complete, including signatures. Please be sure to contact Security for each and every incident that occurs so they may complete a formal Accident – Incident Report, which is required as part of the claim submission. In accordance with the policy requirements, claim forms must be submitted within 30 days of the injury, which may mean that the claim would have to be submitted before treatment is completed or any costs are incurred.

The Student Training Accident Insurance link on the College's Safety and Risk Management web page at www.palmbeachstate.edu/Safety provides additional information, including links to a Summary of Coverage, a Q & A and Claims Procedure, a listing of programs covered by this policy, the Hartford Insurance Company's Certificate of Insurance and an Accident Claim Form. The Claim Form can also be accessed at <http://www.fbc-inc.com> If you have any questions or comments regarding Student Accident (Education Training) Insurance, please contact Ginny Rizzo at rizzov@palmbeachstate.edu or (561) 868-4014.

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.

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 Gardens.... 561-207-5600

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

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.



**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"> • Fire alarm sounds • Power outage • Announcement made to evacuate 	<ol style="list-style-type: none"> 1. Activate local fire alarm. 2. Notify others and call 911 and/or campus Security, if possible. 3. Remain calm; do not panic. 4. Proceed to the nearest Safe Assembly Area. 	<ol style="list-style-type: none"> 1. Leave the building immediately in a calm, orderly manner. 2. Take all your belongings with you. 3. Close doors ON THE WAY OUT! 4. Walk, do not run. 5. Follow your evacuation route (check the floor plan in the room or hallway if uncertain). Leave the building through the nearest safe exit. 6. DO NOT USE ELEVATORS. 7. Listen for instructions from the Building Coordinators, Security personnel and Emergency Responders. 8. Move away from the building and report to the building's designated Safe Assembly Area. 9. Report any missing or trapped people to the Emergency Responders. 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. 11. Do not reenter the building until Emergency Responders indicate it is safe.

LOCKDOWN

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

SHELTER IN PLACE

WHAT IS "SHELTER IN PLACE"?	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.
WHY?	The purpose of Shelter in Place is to use a building as a barrier between yourself and the phenomenon posing danger.
WHAT DO I DO?	<ul style="list-style-type: none"> • Go inside as quickly as possible. • 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. • Move to an interior room with no windows on the lowest floor possible of the building using stairs, not the elevator. • 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. • <u>Close and lock all windows</u> if you are in a room with windows. • Close window coverings (e.g., blinds, drapes, shades) if present and <u>if there is time</u>. • Close doors and lock them if so advised. Stay in the center of the room away from windows and doors. • Use the phone only for emergencies. • 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.

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

Traffic and Parking

Vehicle Registration

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

1. The parking decal shall be adhered to the outside of the left rear window or left rear bumper.
2. Remove the decal upon transferring ownership of the vehicle.
3. Notify campus Security of vehicle title transfer.
4. 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. FAU decals are honored at all Palm Beach State campuses, and students with an FAU decal must 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.

Handicapped Parking

These spaces are clearly marked with handicapped 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.

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. Maximum speed on campus is 20 miles per hour.
4. Vehicles displaying a defaced, altered or expired decal could result in a citation.
5. Pedestrians have the right of way at all campus crosswalks. Vehicles must come to a complete stop when a pedestrian is in the crosswalk.
6. 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.
7. Licensed motorcycles must display a parking decal and are subject to four-wheel vehicle regulations.
8. Parking or driving on planted areas or sidewalks is prohibited.
9. No overnight parking is permitted, except for College-sanctioned and authorized educational or athletic activities.
10. 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 www.palmbeachstate.edu/Security.

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

Advertising Distribution

Advertisement of a noncollegiate nature may only be distributed through College publications, bulletin boards or enclosed receptacles. Advertisements may not be placed on cars or distributed by hand. Permission to place receptacles must be requested in writing, with representative samples, to the dean of student services at each location. Receptacles must meet standards specified by the dean of student services and will only be placed in approved, designated locations.

Solicitation on Palm Beach State College campuses is prohibited.

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.

College Bookstores

Campus bookstores are operated by Follett Higher Education Group at all four locations of Palm Beach State College. Hours of operation and operating policies and procedures are available at each store and at www.palmbeachstate.edu/Bookstore.

Emergency Messages and Alerts

Emergency notifications and updates are communicated through the Palm Beach State Alert system. Go to www.palmbeachstate.edu/Alert for information on options for receiving these messages, including text messages and emails.

Food Service

A full-service cafeteria is available to students at the Lake Worth, Palm Beach Gardens and Boca Raton campuses. Food service at the Belle Glade campus is provided by The Pepe James Café. See your campus website to confirm food service hours of operation.

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

PantherCard Contact Information:

4200 Congress Avenue

Lake Worth, FL 33461

Phone: 561-868-3567

Email: panthercard@palmbeachstate.edu

or visit the PantherCard website at www.palmbeachstate.edu/Panthercard

Policy for Communication with Students

The College assigns all students a College email address when processing their applications. This email address will be used by the College faculty/instructors and staff for official communications with students. Students must check their College email frequently to ensure that they obtain critical information and assignments.

In addition to their College-assigned email accounts, students should regularly check the Students Updates Web page, located at www.palmbeachstate.edu/StudentUpdates for timely announcements. The College also may communicate with students through certified mail, return receipt requested.

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

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 dean of student services.
2. Must have adequate security and supervision as determined by the 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.

Use of Public Forums and/or Distribution of Materials

The regulation of any commercial solicitation on the Campus is necessary to preserve the educational mission of the Campus, to prevent unnecessary distraction during classes and study periods, to provide for the safety of students, faculty and staff members, and to protect the property of the students, faculty, staff and the College.

Students or clubs/organizations that require a setup (tables and chairs) to distribute materials to the public may use those campus areas designated as public forums to speak and or distribute printed materials on campus and must coordinate with the Campus Student Activities Office as indicated herein.

Commercial or for-profit entities are not permitted to solicit on the campus except for specific campus-designated events. **Entities seeking a public forum opportunity on any campus of Palm Beach State College will be requested to do so based on the following guidelines:**

Requests for distribution of material must be submitted electronically to the Campus Student Activities Office for processing. Written confirmation of the requested dates, times and locations will be provided via return email to the requestor and should be available for presentation upon arrival to the campus. The form to request a public forum is available at www.palmbeachstate.edu/StudentActivities.

Requests will be scheduled and responded to within three to five working days.

- 1) Public forum requestors will be provided with one 6-foot table and two chairs. Participants are expected to remain at their table during the distribution of literature.
- 2) No person, including a student or employee, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard; or engage in speech if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
- 3) Distribution of literature must be conducted in a manner that does not interrupt or interfere with the academic programs or administrative activities of the College or any program or activity that is being conducted by or is authorized by the College; does not interfere with entry to or exit from a building, structure, or facility; does not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress or egress to and from property, buildings or facilities; does not harass, or intimidate the person or persons being solicited; and does not violate applicable State, federal or local laws or regulations.
- 4) No more than one table may be staffed by an approved organization and tables will be assigned on a first come first served basis.
 - a. Individual organizations may distribute literature no more than three days in a semester and no more than 9 days in a calendar year on any one campus of the College.
 - b. Audio equipment must be adjusted as not to be heard more than 15 feet from the table.
 - c. The sale of items or publications is not permitted.

Failure to comply with these guidelines and other rules and regulations of the College (including the Student Code of Conduct) may result in the revocation of an organization's right to distribute literature at the College. Persons violating this policy will be asked to leave by campus administration or security. Employers and military recruiters wanting to recruit on campus should consult the "On-Campus recruiting guidelines found at the Career Center web page, www.palmbeachstate.edu/Career.

- 5) Students are allowed to distribute materials or use public forums between the hours of 9 a.m. to 7 p.m. for no more than four hours a day. These hours may be extended or limited for those clubs or organizations that participate in College-sponsored events or programs.

- 6) Students clubs or organizations are required to pick up any literature that has been scattered on the ground, The College reserves the right to assess a student, club or organization a fee to defray the costs of cleaning up such materials.
- 7) The College may order a person(s) distributing literature to cease distribution when it would affect the health, safety and welfare of individuals or property, which may include, but is not limited to, the following:
 - a. Where the distribution materially and substantially disrupts the operation of the campus.
 - b. Where the distribution of materials would incite individuals so as to create a clear and present danger to persons or property.
 - c. Where the person(s) litters, defaces or destroys campus property.
 - d. Where the person(s) distributing literature is harassing, stalking or forcing their literature on any person(s).
 - e. Where the person(s) distributing literature is in violation of any applicable federal, state and local laws or College policies.

If distribution is stopped, the person(s) distributing literature may appeal this decision in writing to the dean of students of the relevant campus within seven days after being ordered to stop. The dean of students must issue a written decision on the appeal within seven days after receipt of the written appeal. An appeal of the dean of students' decision must be made within three days and will be reviewed by the campus provost. The provost will issue a written opinion on the appeal within seven days. The provost's decision shall be final on behalf of the College.

Glossary of Terms

A.A.: (Associate in Arts degree) a degree designed for transfer to an upper-division college or university.

Academic Integrity: Instances of dishonesty are described in Section 5. Student Code of Conduct, 21. Academic Integrity.

A.S.: (Associate in Science degree) a degree designed to prepare students to enter a career upon completing the degree, with no further study required.

Accreditation: Palm Beach State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Various academic and workforce programs maintain state and/or national accreditation, as well as national certifications.

ATC: Advanced Technical Certificate programs range from 9 to 16 credit hours and are designed for students who have already earned an associate degree. They provide advanced skills in a specific area to be studied.

ATD: Applied Technology Diploma certificate programs are either clock-hour noncredit or credit hour based. They provide entry-level courses in a specific area that usually can be applied towards an Associate in Science or Associate in Applied Science degree.

Attempts: course attempts include withdrawals, audits and non-passing grades.

Audit: credit course taken for noncredit.

Bachelor's degree: (B.A. for Bachelor of Arts, B.S. for Bachelor of Science, and B.A.S. for Bachelor of Applied Science) is usually a four-year course of study. The first two years of study can be general education earned at Palm Beach State, or general education courses can follow a two-year Associate in Science program at Palm Beach State.

Bachelor of Applied Science degree: This degree is designed for students who wish to earn a bachelor's degree after earning an associate degree (or at least 60 hours with 15 hours of transferable general education) to gain career advancement.

Bachelor of Science degree: This degree is designed for students who wish to earn a bachelor's degree after earning an associate degree (or at least 60 hours with 15 hours of transferable general education) to gain career advancement.

Blackboard component courses: These are face-to-face classes that meet routinely throughout the term. Your faculty/instructor has chosen to use an online tool to assist in the delivery of the course content. Faculty/instructors may choose to post their syllabi, course calendar, assignments, quizzes, student evaluations as well as use e-mail, discussion boards, and chat rooms to enhance their course. These courses are password protected. Further information will be available in class.

CCC: college credit certificate programs vary in length from 12 to 43 credit hours and provide the student with a set of technical skills in a specific area of study. Each college credit certificate applies towards an associate of science degree.

CLEP: (College-Level Examination Program) credit by examination by College Entrance Examination Board test in specified subjects, with such credit applicable toward a degree.

C.E.U. (Continuing Education Unit): One C.E.U. is awarded for every 10 contact hours of instruction in an organized continuing professional education course.

Clock hour: one (1) hour of course time associated with noncredit courses or programs.

Corequisite: a course required to be taken at the same time as another course.

CCE: Corporate and continuing education courses are noncredit offerings tailored to individual needs and designed to maintain or improve job performance. Some programs meet continuing education requirements for occupational license renewal.

Credit hour: a semester hour of credit usually equals an hour per week that a class meets per regular session.

Degree: the rank given by a college, university or institute to a student who has completed a required course of study.

Developmental Education: Courses, tutorials, laboratories, or other efforts to bring students' skill levels in reading, writing and mathematics to entering college level.

Dismissal: student status under which he/she is not permitted to attend college indefinitely.

Distance learning: courses that use alternative learning environments, such as the Internet.

Dual enrollment: concurrent enrollment at two educational institutions.

EAP: English for academic purposes.

Educational Plan: Outlines the courses the student must take to earn an Associate Degree or Certificate.

Exempt Students: Students who entered 9th grade in a Florida public school in 2003-2004 or thereafter and who subsequently earned a standard Florida high school diploma from a Florida public high school/charter, or students who are serving as active duty members of the United States Armed Services, are not required to take an entry-level placement exam, nor are they required to enroll in developmental education.

Fee: a nonrefundable financial charge for services rendered, such as for admission, laboratory, special tests and graduation.

Foreign language requirement: the requirement by Florida's state universities that students transferring to the university must have earned two years of sequential foreign language at the high school level or the equivalent at a community or state college.

Full-time student: a student registered for 12 semester hours or more for credit.

FYE: represents an intentional and comprehensive program that consists of different activities and services designed to increase academic performance, provide a cohesive learning experience, increase student persistence, assist in the transition to college, and create a sense of commitment and community to Palm Beach State College.

Gateway courses: first course that provides transferable, college-level credit allowing students to progress in their program of study.

General education: Florida Statute 1007.25 specifies that General Education courses come from five core areas: communications, humanities, mathematics, natural science and social science. In accordance with the state articulation agreement (State Board of Education Rule 6A10.024), each community college and/or university shall honor the completion of General Education courses if such completion is noted on the student's transcript. General Education courses must be completed with a "C" or higher to apply to any degree program.

Gordon rule: The State of Florida requires all public colleges and universities to include writing and mathematics in their curriculum to ensure students have achieved substantial competency in these areas as specified in State Board of Education Rule 6A10.30 (Gordon Rule).

Grade: alphabetical measure of academic success or failure ranging from excellent (A) to failure (F).

GPA: (grade point average) dividing total quality points earned by total semester hours completed. GPAs range from 4.0 downward.

Graduate degrees: (master's, specialist and doctoral) awarded upon successful completion of a specialized course of study. A bachelor's degree is generally required before a graduate degree can be obtained.

Grant: funds awarded for college expenses to qualified students in financial need.

Hybrid: classroom-based course with 50 percent of the content occurring online.

International Student: a student who has entered the United States on a nonimmigrant visa, most often an individual on a student visa. Immigrants, refugees and U.S. citizens who do not speak English as a native language are not classified as international students at Palm Beach State.

Meta-Majors: a collection of programs of study or academic discipline groupings that share common foundational skills.

Non-Exempt Students: Students who graduated from a private, out-of-state, home school, GED, or Florida public high school/charter school prior to 2007 are required to demonstrate college-level readiness with entry-level placement test scores and required to take developmental education if remediation is needed.

Online courses: On-campus time is not required, with the exception of testing. All syllabus information, lectures, notes, assignments, projects as well as textbook requirements can be found online. Students will communicate online with the faculty/instructor and fellow classmates.

Online using Blackboard: online courses using the course management system Blackboard. Your faculty/instructor has chosen to place course materials online. Faculty/instructors may choose to post their syllabi, course calendar, assignments, student evaluations, quizzes as well as use email,

discussion boards, and chat rooms to enhance their course. These courses are password-protected. Students will communicate online with the faculty/instructor and fellow classmates. On-campus time is not required with the exception of testing. All course information can be found online at the eLearning site: www.palmbeachstate.edu/eLearning.

Part-time student: student enrolled for fewer than 12 semester hours during the 16-week term, or fewer than six semester hours during an eight-week term.

Prerequisite: course which must be satisfactorily completed before a higher-level related course can be taken.

Probation: a status given to students who fail to maintain satisfactory academic progress.

Program Objective: the area of specialization you select to study. Explore a variety of fields before you make your final decision.

PSAV: Postsecondary adult vocational certificate programs are clock-hour based noncredit programs that provide the student with broad entry level skills in the chosen field of study. Many of these programs can apply towards an associate in science or associate in applied science degree.

Quality points: the value, ranging from 4 to 0, for grades for A to F for all courses completed, used in determining academic average. See also GPA.

Residency: used for determination of tuition costs. Students who can provide appropriate documentation that they have been legal residents for Florida for the 12 preceding months may qualify for "in-state" fees.

Scholarships: financial assistance for tuition and fee payment granted by donors to qualified recipients.

SAT: (Scholastic Aptitude Test) assessment used for placement purposes.

SGA: (Student Government Association) official representatives of the student body to the administration in matters concerning student life.

SLC: (Student Learning Center) Academic support labs, supplemental instruction, and programs that provide assistance to Palm Beach State students for a variety of courses and tests.

Student load: number of credit hours carried by a student in any session.

Suspension: student status under which he/she is not permitted to attend the College for a specified period of time.

TABE: Test of Adult Basic Education; Assessment test associated with PSAV programs.

T.B.A.: to be arranged or announced.

Transcript: official record of college courses taken by a particular student.

Transfer student: student who attended a college or university before coming to Palm Beach State.

Transient student: student taking one or more classes at Palm Beach State to complete degree requirements and major coursework at another institution.

Tuition: financial charge for each credit hour of instruction.

Tutorial assistance: special academic help in specified subjects.

University parallel program: course of study leading to A.A. degree which parallels the lower-level requirements of a four-year degree.

Withdrawal: removal from a course(s) by completion of proper forms in the Registrar's Office, or by faculty/instructor for excessive absences.