

**Florida Keys  
Community College**

**2008-2009  
Student Handbook**

## **Helpful Phone Numbers:**

<b>Bookstore</b>	<b>305-809-3270</b>
<b>Business Office</b>	<b>305-809-3186</b>
<b>Continuing Education</b>	<b>305-809-3238</b>
<b>Advising Services</b>	<b>305-809-3196</b>
<b>Disabled Student Services</b>	<b>305-809-3196</b>
<b>Enrollment Services</b>	<b>305-809-3188</b>
<b>Faculty Support Staff</b>	<b>305-809-3252</b>
<b>Financial Aid</b>	<b>305-809-3260</b>
<b>Library</b>	<b>305-809-3194</b>
<b>Lost &amp; Found</b>	<b>305-809-3196</b>
<b>Middle Keys Center</b>	<b>305-743-2133</b>
<b>Nursing Office</b>	<b>305-809-3268</b>
<b>Special Support Services (RAVE)</b>	<b>305-809-3548</b>
<b>Student Activities</b>	<b>305-809-3196</b>
<b>Switchboard</b>	<b>305-296-9081</b>
<b>Testing Office</b>	<b>305-809-3250</b>
<b>Upper Keys Center</b>	<b>305-852-8007</b>

## Important College Dates 2008-09

### Term I Fall 2008 - 2009

March 24, 2008	Registration begins
July 1, 2008	Fees are assessed
August 15, 2008	Fees are due
August 25, 2008	Classes begin
September 1, 2008	Labor Day (College closed)
September 2, 2008	Last day to change course for Term I; last day to withdraw and receive 100% refund
October 16, 2008	Last day to apply for graduation at the end of Term I
November 6, 2008	Last day to withdraw from class with a grade of "W." Last day to change registration status to audit.
November 11, 2008	Veteran's Day (College closed)
November 24-28, 2008	Thanksgiving Holiday (College closed)
<b>Examinations as arranged for each course in the final two weeks of classes.</b>	
December 17, 2008	Classes end
December 19, 2008	Final grades due

### Spring Term II 2008 - 2009

October 9, 2008	Registration begins
November 1, 2008	Fees are assessed
December 15, 2008	Fees are due
January 5, 2009	Classes begin
January 12, 2009	Last day to change courses for Term II; last day to withdraw and receive 100% refund
January 19, 2009	Martin Luther King, Jr. Day (College closed)
February 16, 2009	President's Day (College closed)
February 27, 2009	Last day to apply for graduation at the end of Term II.*
March 5, 2009	Conference Day (no classes)
March 23, 2009	Last day to withdraw from class with a grade of "W." Last day to change registration status to audit.
April 6-10, 2009	Spring Break (College closed). Students at the Middle and Upper Keys Center should check with their respective offices to verify the dates of their Spring Break.
<b>Examinations as arranged for each office in the final two weeks of classes.</b>	
May 1, 2009	Classes end
May 6, 2009	Final grades due
May 8, 2009	Commencement

### Term III-A Summer 2008 - 2009

March 16, 2009	Registration begins
May 1, 2009	Fees due
May 11, 2009	Classes begin
May 18, 2009	Last day to change courses for Term III-A; last day to withdraw and receive 100% refund; last day to add classes for Term III-A
May 22 & 25, 2009	Memorial Day (College closed)
June 1, 2009	Last day to apply for graduation for Term III-A
June 8, 2009	Last day to withdraw from classes with a grade of "W." Last day to change registration status to audit.
<b>Examinations as arranged for each course in the final week of classes.</b>	
June 19, 2009	Classes end
June 24, 2009	Final grades due at 12:00 p.m.

### **Term III-B Summer 2008 - 2009**

March 16, 2009	Registration begins
May 1, 2009	Fees due
June 22, 2009	Classes begin
June 29, 2009	Last day to change courses for Term III-B; last day to withdraw and receive 100% refund; last day to add classes for Term III-B
July 10, 2009	Last day to apply for graduation for Term III-B
July 20, 2009	Last day to withdraw from classes with a grade of a "W." Last day to change registration status to audit.

#### **Examinations as arranged for each course in the final week of classes.**

July 31, 2009	Classes end
August 5, 2009	Final grades due – 12:00 p.m.

### **Term III-C Summer 2008 - 2009**

March 16, 2009	Registration begins
May 1, 2009	Fees due
May 11, 2009	Classes begin
May 18, 2009	Last day to change courses for Term III-C; last day to withdraw and receive 100% refund; last day to add classes for Term III-C
May 22 & 25, 2009	Memorial Day (College closed)
June 22, 2009	Last day to apply for graduation for Term III-C
July 7, 2009	Last day to withdraw from classes with a grade of a "W." Last day to change registration status to audit.

#### **Examinations as arranged for each course in the final week of classes.**

July 31, 2009	Classes end
August 5, 2009	Final grades due – 12:00 p.m.

\*Students who will complete graduation requirements during the summer term may participate in the commencement ceremony in May. Application for graduation must be made by the Term II (February) deadline.

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Every effort has been made to make the information in this Handbook as accurate as possible at the time of publishing. Florida Keys Community College reserves the right to change the policies, procedures, and regulations published in the Handbook without prior notice.

## **A MESSAGE FROM THE PRESIDENT**

Welcome to Florida Keys Community College for the 2008-2009 school year. If you're a new student, you've made a great choice. And if you're returning, we are delighted to serve you again. We are dedicated to your educational success through quality instruction and personalized student support services.

Our faculty and staff are here for you and are interested in your future. We want your college experience to be both positive and enriching from the new people you will meet, to the knowledge and skills you will gain for your coursework.

While you are at Florida Keys Community College, we encourage you to take advantage of the services offered in the Student Affairs Division – academic advising, admissions, career counseling, assistance with registration, services for students with disabilities, financial aid, testing services, and student activities. To further enrich your academic success, we recommend that you become involved in the College community by joining a club or participating on a College standing committee.

This handbook provides information on the resources, policies, services, and activities available at FKCC. Please pay particular attention to the:

- Academic Calendar (important dates)
- Student Rights, Responsibilities and Code of Conduct
- Academic Regulations
- School Policies

I hope you find this handbook valuable and use it in your daily interactions at FKCC. If I or any member of my staff can be of assistance to you, please contact my office at (305) 809-3203. Have a positive, healthy, and successful experience this year.

Sincerely,

A handwritten signature in cursive script that reads "Jill Landesburg-Boyle". The ink is a light blue or grey color.

Jill Landesburg-Boyle, Ph.D.  
President

**GENERAL INFORMATION**

**FLORIDA KEYS COMMUNITY COLLEGE**

**MISSION STATEMENT**

Enriched by its unique island location, Florida Keys Community College provides student-centered post-secondary degrees, life-long learning opportunities, and workforce development initiatives which enhance the educational, recreational, economic, and cultural environment of the Florida Keys.

**VISION**

The college will be the premier educational and cultural center of the Florida Keys

**VALUES**

Florida Keys Community College values education that prioritizes student success & learning, innovation & entrepreneurialism, individualism & community, environmental awareness, and the official Florida Keys philosophy that we are all of “One Human Family.”\*

Student Success & Learning	Timely and timeless learning, both theoretical and practical that is accessible to students of all ages and backgrounds.
Innovation & Entrepreneurialism	Exploration, inquiry and entrepreneurship that anticipates and responds to the needs of students, business, and community, through a supportive educational environment which promotes success.
Individualism & Community	Appreciation of the community we serve and the learning community we create while nurturing and supporting independent thought.
Environmental Awareness	Conscientious conservation, appreciation for, responsible actions toward, and care in sustaining the world in which we live.
One Human Family	Dignity of each individual, expressed through fairness and just treatment; Appreciation for diversity and the unique contributions of all individuals; open communication and the free, civic exchange of thoughts and ideas.

\*“One Human Family” philosophy was developed by J.T. Thompson, the Founder of the One Human Family Foundation. This philosophy was officially adopted by the City of Key West in 2000 and by Monroe County in 2001. FKCC received written approval on April 23, 2007, from J.T. Thompson to use this philosophy in our publications and in communicating the importance of unity, equality, and dignity for people everywhere.

**EQUITY STATEMENT**

Florida Keys Community College is committed to providing equal access/equal opportunity. The College does not discriminate on the basis of color, race, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities. FKCC complies with the Florida Educational Equity Act and the Title IX of the Education Amendments of 1972. Inquiries concerning application and implementing regulations may be referred to the

College's Equity Coordinator, Joanne Dinkel, Office 1512, Human Resources, 5901 College Road, Key West, Florida 33040, (305) 809-3248 or the Office for Civil Rights of the U.S. Department of Education.

**ANNUAL SECURITY REPORT**

The Crime Awareness and Campus Security Act of 1990, known as the Clery Act, require that all institutions of higher education collect and make certain information available to students/prospective students and employees/prospective employees upon request. The Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Florida Keys Community College; and on public property within, or immediately adjacent to and accessible from, the campus. You can obtain a copy of the Florida Keys Community College's Campus Crime and Security Report by accessing the following web site: <http://ope.ed.gov/security> or by contacting the Office of Human Resources at (305) 809-3118, Student Center, Office 1512, 5901 College Road, Key West, FL 33040.

**FEE INFORMATION**

**APPLICATION FEE**

Each new applicant is charged a \$30 application fee which covers the costs of handling the application. This is a one time fee and covers all subsequent enrollments. This fee applies to credit and audit students, whether full-time or part-time, day or evening. The application fee is not refundable or transferable.

There is an additional processing fee of \$50.00 for international students.

**MATRICULATION AND TUITION FEES**

Required tuition fees are established by the Florida Keys Community College District Board of Trustees under State Board of Education regulations. In accordance with Florida Statutes, 7% of tuition and matriculation fees are placed in a scholarship fund.

**DEFERMENT OF FEES FOR QUALIFIED VETERANS**

Under the provisions of Florida Law, any eligible veteran or other person who wishes to pursue an approved program of education or training within the meaning of Chapter 34 Title 38 United States Code at any institution within the State University System or Community College System shall be allowed one (1) deferment for the payment of registration fees within any 12-month period. This is considered to be the 12-month period commencing on the first day of regular registration of the term for which the eligible veteran is requesting deferment. No deferment can be longer than sixty (60) days or up to ten (10) days prior to the end of the term (last day of final examination) whichever is shorter. The deferment shall be given on the first day of registration for the first term of enrollment. Failure to pay deferred fees when due will result in being withdrawn from courses with the full fees still being owed by the Veteran. Full repayment is due whether or not the Veteran receives his VA benefits. No deferment shall be granted to an eligible person who has received advanced or prepaid educational benefits from the Veterans Administration.

**STUDENT ACTIVITY FEE**

A fee of 8% of the matriculation fee is charged for student activity expenses.

**OTHER STUDENT FEES**

The following special non-refundable fees will be added to the regular matriculation and tuition fee when applicable.

Application Fee .....	\$30.00
Credit or Exemption by Examination, Per semester hour.....	\$20.00
Credit by Institutional Exam (Nursing) per semester hour.....	\$ 7.00
Graduation Fee*.....	\$10.00
Transcript Fee.....	\$ 5.00

\*This fee must be paid when submitting an application for graduation.

## **NON-CREDIT FEES**

For fees concerning Post-Secondary Adult Vocational, Continuing Workforce Education, Lifelong Learning, and Recreation and Leisure please contact the Office of Continuing Education at (305) 809-3238.

### **RULE NO. 7.320 REFUND POLICY**

1. Refunds of 100% for credit and cross-listed courses will be made until the close of business on the last day of late registration as listed in the catalog (the date coincides with the last day to drop courses).
2. Students whose registration is canceled by official college action will be entitled to full refund of tuition and laboratory fees.
3. To receive a refund for college credit courses that do not follow the academic calendar, students must withdraw prior to the second class meeting. In the case of college credit courses that have four (4) or fewer meetings, the student must withdraw prior to the first class meeting in order to be eligible for a full refund.
4. Students withdrawing from non-credit courses consisting of three (3) or fewer class meetings must withdraw before the first class meeting to receive a 100% refund.

If a non-credit course consists of more than three (3) class meetings, the student must withdraw before the second class meeting to receive a full refund.

5. Students who register beyond the last day to change courses will not be eligible for a refund.

An official (Drop/Add/Audit/Withdrawal) form must be completed by the student requesting a refund, and submitted to the office of Enrollment Services. Request for refund of matriculation, tuition, and laboratory fees not allowed under college policy will be referred to the Vice President for Student Affairs. See Exception to Established Refund Policy for more information.

### **EXCEPTIONS TO ESTABLISHED REFUND POLICY**

#### Exceptions to Refund Policy

Fees may be refunded when a student drops a course due to any of the following circumstances deemed to be beyond the control of the student

- Illness or accident of the student of such severity or duration, as documented by a licensed physician, that it would preclude a student from being able to complete current semester classes;
- Death of the student, or death of an immediate family member of a student (parent, spouse, child, or sibling) that prohibits the student's ability to complete current semester classes;
- Involuntary call to active military duty that would preclude the student from being able to complete the current semester classes;
- Documented administrative error by College;
- Other emergency circumstances or extraordinary situations that may be approved by the Dean of Student Affairs.

### **FOLLETT CAMPUS BOOKSTORE REFUND POLICY**

1. Follett shall have a hassle-free refund policy. Students have seven (7) days after the start of a term to return books for a full refund. During the school year, refunds are accepted, with proof of purchase, within two (2) days from date of sale. Store manager is empowered to extend deadlines to assure that Follett meets its commitment to put customers first.
2. Cancelled courses by official college action will be entitled to a full refund of the textbook, if returned within 10 days of course/lab and with receipt and in resale condition.
3. To receive a refund of college credit courses that do not follow the academic calendar, textbooks must be returned before the second class meeting.
4. To receive a refund for non-credit course consisting of three (3) or less class meeting, the student must return the textbook before the first class meeting in order to receive a full refund.

5. Students who register beyond the last day to change courses will not be eligible for a refund on the textbook.
6. Additionally, the following criteria apply to textbook refunds.
  - a. All refunds must be accompanied by a sales receipt.
  - b. New textbooks must be in new condition with no markings or defacing of any kind.
  - c. Defective textbooks should be returned immediately for an exchange.
  - d. Workbooks, written-in study guides and cassettes, optional and supplemental textbooks are non-refundable.
  - e. No refunds will be granted on non-textbook items.
  - f. Shrink-Wrap textbooks will not be refunded if wrap is broken.

### **OTHER REFUNDS**

#### **1. Lab Fees**

100% of the lab fee will be refunded through the date shown in the college catalog as the last day to change courses. Thereafter, no refund of lab fees is authorized unless specifically authorized by the Vice President for Student Affairs or designee.

#### **2. Financial Aid Recipients**

(See Special Notice to Financial Aid Recipients)

### **PROGRAMS OF STUDY**

#### **THE ASSOCIATE IN ARTS DEGREE**

The Associate in Arts Degree (A.A.) program is designed for students who plan to transfer to a four-year college or university. The courses of study are equivalent to those offered to freshman and sophomore students in the state universities of Florida.

#### **THE ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Associate in Applied Science (A.A.S.) Degree focuses on technical skills and is designed for students who want to enter a specific employment field. A.A.S. Programs prepare students for careers in: Business Administration and Criminal Justice.

#### **THE ASSOCIATE IN SCIENCE DEGREE**

Like the A.A.S. Degree, the Associate in Science (A.S.) Degree prepares students to enter the workforce. A.S. Degrees are offered in: Computer Information Technology; Computer Programming and Applications; Diving Business and Technology; Nursing (RN); Marine Engineering; and Marine Environmental Technology.

#### **THE CERTIFICATE PROGRAMS**

Certificate programs are one-year college-level vocational programs that are designed to prepare personnel for entry level employment. A student may wish to enroll in a certificate program if he/she has a limited amount of time and/or resources and wishes to obtain marketable skills. Certain courses in Certificate programs may be applied to Associate programs based on program requirements. Addiction Studies, Small Business Management, Business Data Processing, and Marine Propulsion are examples of certificate programs offered at FKCC.

#### **PSAV POSTSECONDARY ADULT VOCATIONAL TRAINING**

PSAV is offered through the college's Institute of Criminal Justice in the areas of Law Enforcement and Correctional Officer Training, and meets the basic requirements of the Criminal Justice Standards and Training Commission for certification as a Law Enforcement Officer or a Correctional Officer in the state of Florida.

#### **THE APPLIED TECHNICAL DIPLOMA**

The Applied Technical Diploma (A.T.D.) is a job preparatory course of study that leads to employment in a specific career field. Emergency Medical Technician (EMT) is an example of an A.T.D. available at FKCC.

## **SATELLITE SITES**

College centers located in the Middle and Upper Keys provide students with the Associate in Arts Degree, Associate in Science courses and continuing education courses.

## **STUDENT AFFAIRS**

Student Affairs is composed of professional personnel who are available day and evening to assist you with all aspects of college life. Student Affairs consists of the Admissions, Advising, Enrollment Services, Testing, R.A.V.E., Disabled Student Services, Special Support Services and Financial Aid areas. The Vice President for Student Affairs is the administrator in charge of these areas.

You are encouraged to consult with the Student Affairs staff and to take advantage of the assistance that is offered in such areas as: academic advisement, career decision making, admission, advising, dropping and adding classes, housing referral, orientation, registration, student activities, testing and veterans' advisement.

## **ADVISING SERVICES AND ACADEMIC ADVISEMENT**

Advisors are available in Advising Services during day and evening hours to assist students with educational, personal, and career planning. The advising staff can assist students with a variety of concerns including academic advisement, choice of major, career choice, professional preparation, general education requirements, catalog interpretation, withdrawal from college and test interpretation.

Associate in Arts Degree seeking students and those who are undecided about a program of study, are encouraged to meet with an Advisor or Center Director. Students seeking Associate in Science, Associate in Applied Science or Certificate degrees are assigned a program advisor based upon their declared major field of study.

AA degree-seeking students must meet with an advisor, AS Degree, AAS Degree and Certificate seeking students must meet with their program advisors each term to review their academic records and choose courses designed to fulfill their stated objectives and degree requirements. An advisor's signature is required on course request forms in order to register each term. This contact with an advisor enables the advisors to get to know each student personally and to develop class schedules compatible with individual interests and abilities. Students should also consult their advisor when encountering academic problems or when considering a change in a degree program.

Students planning to transfer to four-year colleges or universities should meet with an advisor or Center Director early to explore major options and pre-professional requirements. Early planning will result in a smooth, efficient transition to a university.

All Florida universities post transfer requirements, scholarship information, available programs, admissions information and application deadlines are on their websites. To access most school's websites, simply go on line to [www.facts.org](http://www.facts.org). It is highly recommended that students take full advantage of the wealth of updated information posted on the internet in order to make a smooth transition to the university.

Middle and Upper Keys students are encouraged to visit the Centers for information on services available in their area and for assistance as needed in contacting other instructional and student affairs staff in Key West.

## **CAREER PLANNING SERVICES**

The choice of a career field is an important and difficult decision an individual must make. Career decisions should be based on a thorough knowledge of one's interests, skills, labor market information, and training programs. Center Directors and advisors are available to help students achieve self-direction in career decision-making and planning. An up-to-date library of publications is maintained in the Career Lab, Key West. Career guidance publications, helps students examine their work-related values, interests, and skills systematically. Through Florida Choices Planner students can assess and identify their interests, and match those interests with occupations in Florida. The Career Assessment Inventory helps students identify career directions, major areas of study, occupational interests, and personality preferences. Links to important career planning websites can be found on FKCC's website under Advising Services. For assistance in identifying and achieving your career and educational goals, contact an FKCC advisor or Center Director.

## REGISTERING FOR CLASSES

Call Enrollment Services at (305) 809-3188 for more information on registration dates and time, or check our website at [www.fkcc.edu](http://www.fkcc.edu) for registration information. New students should apply for admission in advance of registration, if possible.

Registration is on a first-come first served basis. For the best selection of class sections and times, you should plan to register as early as possible. All degree-seeking students should be sure to consult with their advisor or program advisor prior to registering in order to secure a signature on their course request forms. Middle and Upper Keys residents can contact their local center for information and assistance in these procedures.

## CHANGE OF NAME/ADDRESS

Forms for changing your name and/or address can be obtained in the Enrollment Services Office. If you are changing your name, official documentation is required, such as: marriage license, court order, etc.

## ORIENTATION

Each term the Advising Services staff conducts an orientation program to help new students adjust quickly to the challenges and rewards of college life. Through the orientation program, students learn about the campus and its many facilities and services. The orientation program provides students with information about important college policies, procedures, and academic programs as well as information about registering for classes. Students get a chance to meet other new students and to ask questions.

It is mandatory for first time in college students to participate in either an on-campus orientation or on-line orientation. Students may contact Advising Services for more information. Middle and Upper Keys students are encouraged to visit the Centers for information on services available in their area, and for assistance as needed in contacting other instructional and Student Affairs staff in Key West. Additionally, orientation information can be accessed via the FKCC website.

## TESTING SERVICES

FKCC serves as a center for the administration of specialized tests such as the Graduate Record Exam (GRE), the College-Level Examination Program (CLEP), the American College Testing Program (ACT), the Law School Admission Test (LSAT) and various other specialized tests. Contact the Testing Coordinator for information regarding these tests and for arrangements to provide distance-learning testing. Some testing can also be accommodated at the Middle and Upper Keys Centers.

## PLACEMENT TESTING

All new degree-seeking students and returning students, who change to degree seeking status, must take an approved placement exam before registering for classes.

Students' test results are used in the academic advising process to help place students into proper levels of English, reading and mathematics courses.

The placement test is not required by students who:

- Provide official ACT, SAT or CPT scores two years current
- Have already taken college level English and/or math courses at another college and/or university and whose transcripts have been sent to FKCC.

### College Placement Test - RETEST INFORMATION

1. Placement test scores are valid for two years. If you **have not used** those test scores for course placement during that time, you will be required to take the test again.
2. A student must wait for at least 45 days to elapse before retesting on the CPT.
3. Students who have already begun any level of college preparatory instruction in a subject area may only be referred for retesting on an individual basis by the teaching faculty member.

4. After a two-year period, because scores are no longer valid for placement, students are free to retake the test.
5. An advisor may grant permission for a retest due to extenuating circumstances.

Further information concerning placement testing is available from the Testing Office located in Advising Services, Key West, or from the Center Directors at the Middle and Upper Keys Campuses.

### **ENTRY ASSESSMENT FOR NON-NATIVE SPEAKERS OF ENGLISH**

Instruction at FKCC is in the English language. Non-native speakers of English wishing to pursue a course of study for credit must demonstrate that they possess an adequate level of English proficiency.

Since FKCC does not offer intensive beginning level English as a Second Language (ESL), non-native English speaking students must complete a beginning level before the Levels of English Proficiency (LOEP) can be administered. (Please contact the office of Continuing Education 305-809-3238 for programs within the community offering ESL at a beginning level). Once the intensive beginning level has been completed, or a student demonstrates an adequate understanding of English, he/she can sit for the LOEP. Results of this test are used to determine the English proficiency level of the student.

Students who score below a 106 on the LOEP or below 500 (paper version), 61 (internet based) or 173 (computer version) on the TOEFL will be required to complete ESL courses. Information regarding the LOEP and the TOEFL can be obtained in Advising Services.

### **COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)**

The State of Florida has developed a test of college-level communications and mathematics skills, the College Level Academic Skills Test (CLAST). CLAST is an achievement test which measures selected communication and mathematics skills adopted by the State Board of Education.

CLAST is a part of the overall effort that is being made in Florida to assure that students have acquired the skills expected of them by the time they complete their sophomore year.

CLAST includes four subtests: essay, English language skills, reading, and mathematics. Multiple-choice test items are used to measure reading and mathematics skills. Both multiple-choice items and the essay are used to measure English language skills.

Demonstrating attainment of basic college-level communications and mathematics skills is required by Florida Statutes and Rules of the State Board of Education for the award of an A.A. Degree, for admission to upper division, and for the receipt of a Baccalaureate Degree in a Florida state university. CLAST scores are also required for receipt of State of Florida financial aid awards as specified in SBE Rule 6A-20.005, FAC.

There are three regular administrations of the CLAST each year-- late September or early October, February and June. Examinees must register at least one month prior to the CLAST test administration date.

The CLAST is one measure of student's academic proficiency. Effective January 1, 1996, S.1008.29, F.S. provides alternative ways for students to demonstrate attainment of the required communications and mathematics skills.

Information concerning the CLAST OR CLAST alternative is available from the Testing Office located in Advising Services, Key West, or from the Center Directors at the Middle and Upper Keys Centers.

### **THE COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)**

CLEP (College-Level Examination Program) is a national program of credit by examination. CLEP enables students who have reached a college level of education outside the classroom to demonstrate their achievement through testing and have the results used for college credit.

A maximum of forty-five (45) semester hours may be earned through the general and subject exams of CLEP. Credits earned through CLEP do not satisfy FKCC's residency requirement. To earn credit, a score at or above the fiftieth percentile level is required. Credit is earned after the Director of Enrollment Services has evaluated the official score report and specifies the course for which credit is being offered.

Students receive credit for courses, not letter grades, and the earned credits are not computed in grade-point averages. CLEP registration forms and additional information are available in the Testing Office located in Advising Services, Key West or at the Middle and Upper Keys Centers.

### **CREDIT-BY INSTITUTIONAL EXAMINATION**

A student may challenge the content of certain college and vocational credit courses and earn credit upon successful completion of an institutional exam. A student may not apply for course credit through an FKCC institutional exam if a CLEP, DANTES, or EXCELSIOR examination is available. Students should be aware that FKCC institutional exams may not be offered for certain courses due to the nature of the course content.

To be eligible to take an institutional exam, the student must:

- A. be currently enrolled in a credit course other than that being challenged or have completed prior credit course work at FKCC.
- B. not have taken an institutional exam for the course at any previous time.
- C. not previously have taken the course at FKCC or through transfer credit.
- D. obtain permission from the appropriate instructor and pay a pre-determined institutional exam fee at the Business Office.

A student who successfully completes an institutional exam with a score of 80% or higher (75% or higher for the NLNexam) will be awarded credit for the course. Students may not attempt Credit by Institutional Exam more than once in the same course.

Credit earned through an institutional exam cannot be used to satisfy FKCC's residency requirement. For additional information contact the Testing Office in the Advising Services, Key West or the Center Directors at the Middle or Upper Keys Centers.

### **SPECIAL TESTING NEEDS**

FKCC can accommodate students with special testing needs. Students requesting special arrangements must have documentation on file with FKCC's Office for Students with Disabilities. Appointments may be necessary for this service. Students are asked to contact the Office for Students with Disabilities for more information at (305)809-3196.

### **OTHER TESTING**

The College administers a placement test to all entering degree-seeking students who do not have SAT, ACT, or CPT test scores two years current to determine the appropriate level of beginning English/Communications and mathematics courses.

### **SPECIAL SUPPORT SERVICES**

#### **RENEWING AND ADVANCING THROUGH VOCATIONAL EDUCATIONAL**

The RAVE Program offers special support services to eligible individuals enrolled in A.S. Degree A.A.S. Degree and Certificate Programs. Financial assistance includes cost of tuition and books through scholarship funds (as available), assistance with childcare costs, and mileage reimbursement for students who live 10 or more miles from campus. Non-financial assistance includes personal and career counseling, information and referral services, and employment assistance.

Eligible Students include:

- \*Single Parents
- \*Displaced Homemakers
- \*Economically Disadvantaged
- \*Academically Disadvantaged
- \*Students with a Disability
- \*Limited English Speaking Students
- \*Non-Traditional Students

Stop by the RAVE office for more information or call (305) 809-3548.

## **SERVICES FOR THE DISABLED STUDENT**

Florida Keys Community College is committed to providing full access to all programs, services and facilities for qualified individuals with documented disabilities as mandated by the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973. Disabilities as outlined in the ADA and by the College may include specific learning disabilities, visual, hearing, speech, physical and other disabilities determined by individual situations. The Office for Students with Disabilities assists disabled students in all aspects of college life to ensure his/her educational experience is a successful one. To promote academic success, the Office for Students with Disabilities offers a wide variety of accommodations and support services. Services include, but are not limited to:

- \*Assistance in admission and course registration.
- \*Information about and referrals to campus and community services.
- \*Testing & Classroom accommodations
- \*Auxiliary Learning Aids
- \*Course substitutions
- \*Equipment Loans

Students requiring special assistance and/or support services should contact the Office for Students with Disabilities before the term begins or as soon as possible thereafter. The office for Students with Disabilities is located in Advising Services, Building A. In Marathon and Coral Shores contact the Center Directors.

## **COOPERATIVE EDUCATION**

Cooperative Education is a program on the FKCC campus which enables a student to obtain:

- \* job experience in their field of study
- \* a salary while gaining experience
- \* college credits.

Employment may be on or off campus. Cooperative Education is offered in all subject areas for A.S. Degrees and in the A.A. elective area. A student may earn elective credits in a specific program toward his/her degree. In order to qualify for participation in Cooperative Education, a student shall:

- \* Have completed 12 credit hours of community college credits (minimum of six (6) at FKCC).
- \* Be enrolled in no less than six (6) credits including cooperative education.
- \* Have the permission of the Program Director and Instructor if A.S. /A.A.S.
- \* Have the permission from the Vice President for Student Affairs and Instructor if A.A.
- \* Have an occupational and educational goal which will contribute to the job readiness of the student.

For more information on Cooperative Education services, please contact your advisor.

## **ADDITIONAL STUDENT SERVICES**

### **HOUSING**

Due to state statute, on-campus housing is not available. Even though the College is unable to assume responsibility for student housing, the College is vitally concerned with the welfare of all students. As information is received in Advising Services on the availability of housing in the community, it is posted on the bulletin board. Students should be aware that the College does not supervise or inspect these facilities.

Remember: the College assumes no responsibility for student housing. Students should plan to arrive in the community in advance of the orientation and registration dates in order to secure suitable housing.

### **LOST AND FOUND**

All students are encouraged to turn in articles and books not belonging to them to the Advising Services Office. Lost articles may be claimed by presenting proper identification. If unclaimed, lost articles will be disposed of after 60 days. The College does not assume any liability for the theft of personal property from students or faculty.

## **IN CASE OF AN EMERGENCY**

### **William A. Seeker/Key West Campus:**

The college does not operate any medical care facilities, However, Lower Florida Keys Health System, with its modern emergency facilities, is located immediately adjacent to the campus.

The procedure in the event of a medical emergency is as follows:

- 1) Call 911, if possible use office phone.
- 2) Inform instructor or administrator on duty.

### **Middle Keys Center/Marathon Campus:**

The procedure in the event of an emergency is as follows:

- 1) Call 911, if possible use office phone.
- 2) Inform instructor or supervisor at the Center.

### **Upper Keys Center/Coral Shores Campus:**

The procedure in the event of an emergency is as follows:

- 1) Call 911, if possible use office phone.
- 2) Inform instructor or supervisor at the Center.

## **STUDENT-RELATED PUBLICATIONS**

Publications available from Student Affairs include:

- The Student Handbook, containing information on all aspects of student life, academic regulations, various college procedures, and policies.
- VOICES, a monthly Student Affairs newsletter containing important dates, upcoming college events, club news, and other helpful information.
- The Student Activities Handbook, contains information about club participation and procedures for conducting student activities.

## **STUDENT HEALTH INSURANCE**

Although student health insurance is not available through FKCC, one or more private insurance companies do provide health insurance coverage for students at special rates. For more information about these companies, contact the office of the Vice President for Student Affairs, Key West campus

## **COLLEGE FACILITIES FOR YOUR USE**

### **COMPUTERS AVAILABLE TO STUDENTS**

Computers are available for use in the Library/LRC. Computers can be reserved by calling 809-3194 or by stopping into the Library.

### **CAMPUS CAFÉ (Food Services)**

Food service is available daily in the Campus Cafe`. Hot and cold sandwiches, specials, salads, soup, desserts, and breakfast foods are available to the college community from an outside vendor leasing the food operations area in the Ron Saunders Student Center. Candy, coffee and juice are also available. Soda machines are located throughout the buildings. Food and drink are not allowed in classrooms or the Library/ Learning Resource Center. Hours: Monday through Friday 8:00 a.m. to 7:00 p.m.

## **PARKING**

The paved parking lots provide adequate spaces for students and visitors. Parking in any other areas will result in a parking ticket. You are not required to obtain a parking decal. Park only in proper parking spaces. Please take note that ten (10) M.P.H. is the maximum speed on campus.

A special bicycle and motorcycle parking area is provided adjacent to the student parking lot. This is the only area provided for this type of parking. For your safety, the college will remove bikes parked in any other area.

### **PARKING SPACES RESERVED FOR DISABLED STUDENTS**

Specifically marked parking spaces located close to the main building are reserved for disabled students. Although the college does not issue student parking decals, disabled students may obtain special parking permits for the use of these designated spaces by contacting their physician. Unauthorized vehicles parked in handicapped spaces may be towed at the owner's risk and expense.

## **STUDENT LOUNGE**

The Student Lounge, located adjacent to the Campus Café, is a great place for students to study, spend time between classes, or just relax during the school day. The Student Lounge is also the central meeting location for many of the campus clubs and student committees. Furnished with plush leather furniture, bookshelves, a table and chairs, games, and large television, the Student Lounge is the perfect spot on campus to meet with fellow students. In addition, free WiFi service available in the Student Lounge.

## **BUS SERVICES**

The city buses are routed to the College every 30 minutes beginning at 6:05 a.m. and with the last bus departing at approximately 11:03 p.m. Bus schedules are located at the Information Desk.

## **BULLETIN BOARDS**

Several large bulletin boards are available for posting announcements such as: want ads, sale notices, club meetings, student activities, etc. All notices must be approved by the Advising Services Office Staff before being posted. Any notices not approved, will be removed. Students should check the bulletin boards frequently for official college notices and other important information.

### **POSTING OF BULLETIN BOARDS**

Permission for posting of information on the three main bulletin boards (Student Center Breezeway and C-Building) may be obtained from Advising Services. Posted material that does not have a stamp of approval will be removed and discarded. Materials posted on walls or surfaces that may be defaced by the posting of materials will be removed.

## **BOOKSTORE SERVICES**

Follett FKCC bookstore located in the Ron Saunders Student Center directly behind the Administration Building, serves the students needs by selling required and optional textbooks and supplies for all credit and non-credit courses offered by the college. Textbooks are available in both new and used condition. Used books are sold at a 25% discount.

The Bookstore also offers a large supply of FKCC clothing and gift items including caps, t-shirts, coffee mugs, decals, and seasonal items. We also sell college study reference books and calculators, as well as snacks, candy and soft drinks.

## **STUDENT ACTIVITIES**

One of the missions of Florida Keys Community College is to encourage student and faculty participation in extra-curricular activities. Organizations are formed and recognized when students and faculty have shown an interest in and dedication to specific goals and activities. Once they have been determined to have goals that are consistent with the mission of the College, all such organizations (clubs) are recognized and chartered in sequence by the Student Activities Committee, the Coordinator of Student Activities, and the Vice President for Student Affairs and the College President.

This information is designed to acquaint members or potential members of organizations and their advisors with College policy and applicable state laws and regulations. Strict adherence to these policies is a necessary prerequisite for the effective operation of any college organization.

Because actions of individual members and activities of an organization reflect on the total image of the College both on campus and off campus, it is the responsibility of each organization, its members, and its advisor, to comply with regulations by which the organization was chartered.

### HOW CAN I GET INVOLVED IN STUDENT ACTIVITIES?

There are four ways to get involved in the actual planning and participation of student activities.

1. **APPLY TO SERVE AS A MEMBER ON THE STUDENT GOVERNMENT ASSOCIATION.** The purpose of SGA is to promote decision making opportunities for FKCC students. Its duties also include being a member of the Student Activities Subcommittee which helps plan and participates in all student activities, helps determine how the student activities budget will be spent, and sets the calendar events for the school year along with the Student Activities Coordinator. Each campus club will have a representative that serves on Student Government. Student Government also participates in Community Service hours. Please contact the Student Activities Coordinator in Advising Services for membership applications.
2. **JOIN A CLUB.** Besides having their own activities, some clubs are active in planning and sponsoring campus-wide student programs. Current clubs at FKCC include: Cyber League Computer Club, Mud Pi's Ceramics Club, Sigma Alpha Pi (SAP), Scuba Club, Florida Nursing Student Association (FNSA), Student Government Association (SGA), Propmasters, Phi Theta Kappa Honors Society, Keys Chorale, Literary Club, and Swim Club. Some clubs are organized around academic programs, such as the Propmasters and CyberLeague. Membership in PTK is offered in recognition of high academic achievement. PTK and FNSA frequently get involved in community programs, such as blood donor drives, community health clinics, and Special Olympics. By joining a club, students enhance their opportunities to meet other students and faculty, and make lasting friendships. Additionally, students develop leadership and human relations skills. Clubs provide an outlet for student energies in an organized, faculty-supervised format.
3. **VOLUNTEER YOUR TIME, EFFORTS, AND ENTHUSIASM TO HELP ENSURE THE SUCCESS OF SCHEDULED ACTIVITIES.** A great deal of work is required to achieve an interesting and successful student activities program. All hands and ideas are welcome. Stop by Advising Services and discuss your ideas with the Student Activities Coordinator. Read VOICES, the student newsletter and the campus bulletin boards for information about student activities.
4. **CONTACT THE STUDENT ACTIVITIES COORDINATOR IN ADVISING SERVICES FOR MORE INFORMATION.** There is always room for new clubs. Student organizations are encouraged because of the opportunities they provide for recreation, leadership, and personal growth.

### STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee of Florida Keys Community College is designed to plan and promote an extracurricular program of activities including dances, picnics, lectures, films, special events, and field trips that enhance the total developmental process of each student. It is charged with assessing the social, recreational, personal, and cultural needs of a wide variety of students, and planning a well-rounded program to meet those needs. This committee must plan a yearly program considering the ages, cultural variations, economic levels, and interests of a diverse student body.

### SIGMA ALPHA PI

Sigma Alpha Pi is the honor society of the National Society for Leadership and Success. The Society is a renowned nationwide training organization dedicated to creating long-term positive changes in student's lives. All Florida Keys Community College students are eligible to join each year. There is a one-time, life-time membership fee of \$65. When a student first joins Sigma Alpha Pi, he or she is a pending member until the leadership requirements are met to be inducted officially in to the society. The requirements are:

1. Attend three (3) Speaker Events. *Students in the Upper Keys who are unable to attend the events on the Key West campus may elect to watch 3 videos online (these are selected by the Advisor) and answer questions pertaining to the videos. The questions are to be submitted to the Advisor for review.*

2. Attend three (3) consecutive Success Networking Team meetings (SNTs). SNTs give students the opportunity to work together as a team to support each other in identifying goals and hold each other accountable to accomplishing steps along the way to success.
3. Attend a Leadership Training seminar, scheduled by the Advisor.

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Associations (SGA) shall be an organization vested by the students of the Florida Keys Community College. SGA is the official voice of the student body.

The purpose of the SGA shall be to unify clubs on campus and in the context of a nurturing environment, promote cultural and social events beneficial to the student populous. Its duties shall also include coordinating student activities, promoting an intellectual interest in all phases of the college life, increasing the sense of individual responsibility among the student body, and encouraging cooperation between the students and the administration. The SGA shall act as a liaison through which student issues, thoughts, and concerns are conveyed to the administration, faculty, and staff.

SGA is a prominent entity of the college and its existence is significant to the welfare of the students. The SGA will uphold the ideals of the college, which includes, stimulating free expressions of liberty, equality, and justice.

### **PROCESS FOR BECOMING A MEMBER**

The President of the College, acting on recommendation of the appropriate Deans, appoints faculty members to each committee. They meet initially in the fall semester and recruit student committee members.

Any interested students may apply for committee membership by completing an application available through VOICES, the Student Affairs Newsletter, or through the Coordinator of Student Activities.

### **FINANCIAL AID**

#### **PHILOSOPHY**

Florida Keys Community College prides itself on its personal approach to helping students and their families plan to meet the costs of attending college. The Financial Aid Office operates with the utmost concern for the student. With assistance from this office, students can attend Florida Keys Community College with a variety of financial aid resources from institutional, state, federal, and other public and private agencies.

All students interested in financial aid are encouraged to apply as early as possible and to contact the Financial Aid Office for assistance.

#### **HOW TO APPLY**

Students applying for any type of financial assistance are required to file the Free Application for Federal Student Aid (FAFSA). This application is available by January 1 for the next academic year and may be obtained from your high-school guidance counselor or any college or university nation-wide. The FAFSA can also be completed at [www.FAFSA.ED.GOV](http://www.FAFSA.ED.GOV). All applicants are strongly encouraged to submit the FAFSA online in order to expedite the process.

All students with Florida residency who are filing for FAFSA are encouraged to complete the Florida Financial Aid Application at: [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org)

When completing the FAFSA be sure to include Florida Keys Community College in the Information Release section of the form. Our Federal code is 001485.

Completed FAFSAs are submitted directly to the Federal processing agency, which processes the application and then forwards the information to Florida Keys Community College, Florida Department of Education and to you in the form of a Student Aid Report. Determination of eligibility for all forms of Federal financial aid offered at Florida Keys Community College is made from these applications.

Florida Keys Community College will consider applications for financial aid at any time prior to June 01 of the applicable year, but priority is given to all applicants submitted and processed prior to the start of each term.

## **HOW ELIGIBILITY IS DETERMINED**

After your application is processed and the information is received by Florida Keys Community College, the College determines your budget (an estimate of your expenses as a student at Florida Keys Community College), your family contribution (the amount you and/or your family can be expected to contribute toward those expenses) and your need (the maximum amount of financial aid for which you can qualify). Your family contribution is subtracted from your budget to determine your level of need.

If you apply for aid simultaneously at several colleges, your family contribution should remain the same at each institution. Your budget would vary, as would your need; the higher the budget the greater your need.

## **HOW FINANCIAL AID IS APPLIED**

Students receiving any form of financial aid should report to the Financial Aid Office during the registration process. This will ensure proper processing and the ability to receive additional grant funds.

## **STUDENT LOAN RECEIVABLES**

Students who have qualified and applied for a Federal Stafford Loan (with completed files and loan applications) will receive a deferment of the cost of tuition and fees only. All book charges will be the responsibility of the student. Upon receipt of the loan proceeds the deferred tuition and fees will be paid and any remaining balance will be refunded to the student. The deferred tuition and fees will continue to be the responsibility of the student even if the loan proceeds do not arrive for any reason during the term. The student will not be allowed to register in future terms until the charges have been paid in full.

## **REIMBURSEMENT OF CHARGES**

Students that are deemed eligible after the normal registration period that have paid for their classes using some other means will be reimbursed for their educational expenses up to the amount of their award.

## **GRANT PROGRAMS**

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

This is a direct grant awarded to Pell eligible students with exceptional need as determined by the FAFSA. In order to ensure equity, the categorization of awarded students (class standing, enrollment status, date of application or combination) is changed yearly. There is no obligation to repay this source.

### **Federal Pell Grant**

Florida Keys Community College students are eligible to participate in the Federal Pell Grant program. Federal Pell Grants are awarded by the U.S. Department of Education, and eligibility is determined by a formula that applies to all students. Under normal conditions, a student's Federal Pell Grant will not change from institution to institution. Students must be enrolled in a degree or certificate program in order to receive Federal or State Funds. The FAFSA application must be submitted each academic year.

### **Academic Competitiveness Grant (ACG)**

The Academic Competitiveness Grant is a federal grant program. The program is available for the first time for the 2008-09 school year for first year students who graduated from high school after January 1, 2008 and for second year students who graduated from high school after January 1, 2007. The high school graduation dates will be updated each academic year. The grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and who successfully completed a rigorous high school program as determined by the state or local education agency and recognized by the Secretary of Education. The State of Florida Bright Futures Program is considered a rigorous high school program. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0 during their first year of college. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award. Please come to the Financial Aid department to determine eligibility.

### **Florida Student Assistance Grant (FSAG) and FSAG-CE**

All Florida residents requesting aid who are degree seeking students at Florida Keys Community College may qualify for the Florida Student Assistance Grant or the FSAG-CE (Students enrolled in a certificate program of 450 or more clock hours). Florida Department of Education provides extra funding for eligible students who attend college on a full-time or part-time (minimum of six credits) basis who meet the application deadline. Final determination of the award will be made within 30 days the close of our regular add/drop period. Funds will be distributed with all other excess funds in the form of a Financial Aid Refund check. Application for Federal Student Aid to your state agency acts as your application for this source ([www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org)).

## **WORK PROGRAM**

### **Federal College Work-study Program (CWS)**

The College Work Study Program is a federal work program for students with financial need. You may be employed on one of our campuses, or as a reading tutor in a public school. As a work study employee, you may work from a minimum of eight hours per week to a maximum of 20 hours per week, and earn at least minimum wage up to the amount of your financial need. Actual job placement is dependent upon your educational objectives, prior work skills, and the availability of work-study positions. Eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA), and you must be enrolled for a minimum of six credits per term. Students must request participation in the College Work Study Program through the Financial Aid Office.

## **LOAN PROGRAM**

### **Federal Family Education Loan Programs**

Students taking at least six (6) credit hours per semester may apply for a Stafford Loan through a private lending institution via the Financial Aid Office. Total aggregate loan debt for a dependent under graduate student is \$23,000. Total aggregate loan debt for an independent undergraduate student is \$46,000. This is one-half the allowable amount for a four year institution.

Subsidized Stafford Loans carry no interest payment while a student is enrolled for at least six (6) credits. Repayment begins six months after the student ceases to be enrolled at least half time.

A student applying for an Unsubsidized Stafford Loan must realize that interest payments are due immediately upon borrowing. Please contact our office for additional information.

Available to the parent of a dependent student is the Parent Loan for Undergraduate Students. For information and applications, please contact our office. Eligibility is determined by the results of the FAFSA.

## **SCHOLARSHIP PROGRAMS**

### **Board of Trustees Scholarships**

The Board of Trustees (BOT) scholarship is offered to the senior class of Monroe County high schools each year. BOT is a competitive based scholarship that covers the cost of tuition for two consecutive years after the student's high school graduation date. Student must maintain continuous enrollment and a 2.5 GPA to maintain the scholarship. Monroe County seniors should consult their high school guidance counselors for application procedures. Student must be a Florida resident.

### **Other Scholarships**

Other sources include the Full-Time Degree Seeking, First Generation in College, Evelyn Kawaler, Natalie Shein Art Scholarship, and the Russell F. Sullivan Memorial Law Enforcement Scholarship. The scholarship is awarded prior to the start of each term. Interested applicants should contact the Financial Aid Office for eligibility criteria or go online to [FKCC.edu](http://FKCC.edu) Financing My Education and then "Scholarship Opportunities" to download the application and guidelines.

There are various private scholarships that may be used to attend Florida Keys Community College, i.e., Lower Keys Women's Club and Rotary scholarships. If you are a recipient of one or more of this type of private scholarship, please contact the Financial Aid Office for payment arrangements.

## **FINANCIAL AID SATISFACTORY PROGRESS POLICY**

As part of the continued eligibility criteria for financial aid recipients, students must maintain satisfactory academic progress towards a specified degree as established by Federal, State and Institutional policies and regulations. At Florida Keys Community College, this means that the student must maintain a cumulative grade point average of at least 2.0 and, not surpass the credit limits as set forth by Federal Regulations (see below).

## **SATISFACTORY PROGRESS AVERAGE**

### **Financial Aid Standards of Academic Progress**

As part of the continued eligibility criteria for financial aid recipients, students must maintain satisfactory academic progress towards a specified degree established by Federal, State, and Institutional policies and regulations. The following requirements are the standards of satisfactory academic progress at Florida Keys Community College:

1. Students are allowed a maximum number of credit hours (based on their degree program or certificate program) at full-time attendance to earn a degree. The actual number of credits will vary based on a student's selected course of study. For instance, the Nursing program may be completed in a minimum of 72 credit hours. The maximum number of credit hours for this program is 150% of 72 or 108 credits. (This represents 150 percent of normal completion time of 72 credit hours). Less than full-time attendance will allow more years prorated proportionally (see #3)

Students should contact their Academic Advisor to determine the minimum number of credits to complete their selected degree program or certificate program.

2. Standards of academic progress are reviewed at the end of each term.
3. A student is required to successfully complete a minimum number of hours to progress toward a degree as follows:
  - If a student does not complete the required hours, he/she will be placed on financial aid probation. By the end of probation period, the cumulative hours required must be completed or the student will lose financial aid benefits. The suspension of benefits is effective until the student completes the required cumulative hours.
  - Successful completion means receiving grades of A, B, C, and D. Grades of FN, F, N, W, X or I are not successful completions.

<b>Enrollment Status</b>	<b>Percentage to Complete</b>
Full-time 12 load hours or more	67%
$\frac{3}{4}$ time 9-11 load	67%
$\frac{1}{2}$ time 6-8 hours	67%
Less than $\frac{1}{2}$ time	67%

4. A student must maintain a cumulative grade point average of 2.0.
5. Students who are suspended or dismissed will lose financial aid benefits. Students may re-establish eligibility for financial aid by achieving a cumulative grade point average of 2.0 or better for a minimum of six credits paid at their own expense.
6. Students are allowed up to a maximum of 30 credit hours for noncredit preparatory courses in addition to their selected program of study. Grades received in these courses will not be used in calculating cumulative grade point average. Students are required to meet the 67% completion criteria listed above.
7. All periods of enrollment with or without financial aid at Florida Keys Community College will be used in determining a student's satisfactory progress.

### **MEASURING SATISFACTORY ACADEMIC PROGRESS**

Federal Regulations require that "an undergraduate student must complete his or her program in a period no longer than 150% of the school's published program length."

At Florida Keys Community College, this is measured by the total credits attempted during the overall enrollment period for each student. Once 150% of the required credit hours have been attempted, the student will no longer be eligible for Federal,

State or institutional financial aid. All remedial and normal course-work completed at Florida Keys Community College and earned credits from a previous institution will be included in the calculation.

Effective July 1, 2005, all first year students must complete his/her degree program in a period no longer than 120% of the school's published program length. If not, student will be required to pay 75% over the in-state tuition rate for any credit hours taken in excess of 120% of the number of credit hours required to earn an Associate Degree.

## **SPECIAL NOTICE FOR FINANCIAL AID APPLICANTS**

### **Return of the Title IV Funds**

If you are a recipient of Title IV Federal Financial Aid funds (excluding Federal College Work Study) and are considering withdrawing from **ALL** classes prior to **completing more than 60%** 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%** 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 calculated based on **50%** of the term completed, unless documentation of an academic related activity (defined by the instructor) is provided to the financial aid office, in which case your financial aid eligibility will be calculated using this later date or earlier.

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 Florida Keys Community College:**

- Federal Unsubsidized Stafford Loans**
- Federal Subsidized Stafford Loans**
- Federal PLUS Loans**
- Federal Pell Grants**
- Federal SEOG Grants**
- Federal Academic Competitiveness Grant**

### **Reasons for Scholarships or Grant Repayment**

The following actions will require repayment of any grants or scholarships you have received including money that has been used for tuition/fees, books and supplies and living expenses.

1. You register for classes and you do not attend one or all of your class(es), and you do not drop your class(es) during add/drop. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.
2. You register for a class and change from credit to audit. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.
3. You register for classes and drop all of your classes during drop/add, but you purchased books and/or supplies using a scholarship or grant and you did not return them to the bookstore. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.
4. You received a grant or scholarship that required full-time attendance and you have a class cancelled, you never attend a class, or you change from credit to audit and your credit hours are less than 12. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.
5. You completely withdraw prior to completing 60 percent of a term and you received federal aid.

### **FINANCIAL AID PROBATION/SUSPENSION**

Realizing that a student's academic career may experience occasional hardships, a one-term leeway is provided to those whose cumulative GPA drops below a 2.0. In order to be removed from Financial Aid Probation, the student must register for a minimum of six (6) credits and receive a cumulative GPA of 2.0 or better. Should the student register for less than 6 credits, he/she will remain on probation until such time that they do so.

In addition, should the student register for 6 credits and fail to achieve the required 2.0 GPA, he/she will be placed in Financial Aid Suspension (see below).

## **Financial Aid Suspension**

Should the student fail to meet the requirements for reinstatement under Financial Aid Probation or earn a 0.0 term GPA, they will immediately enter into Financial Aid Suspension. At this point, all Federal, State, and institutional funding will cease for the succeeding term of enrollment, including all student loan programs. In order to be removed from Financial Aid Suspension, the student must register for a minimum of 6 credits at their own expense and receive a 2.0 or better GPA. Should the student register for less than 6 credits, he/she will remain in suspension until such time that they complete a total of 6 credits with at least a 2.0 GPA. Reinstatement will not be retroactive.

## **Financial Aid Suspension Appeal Process**

Should the student feel that there are unusual circumstances related to their failure to meet the above satisfactory progress standards they may appeal to the Director of Financial Aid for possible reinstatement. The Satisfactory Academic Appeal Process Form and guidelines are available in the Financial Aid Office.

A student wishing to appeal the decision of the Director of Financial Aid may do so in writing to the Director of Student Services.

## **OTHER IMPORTANT INFORMATION**

A student may repeat a course previously attempted under financial aid if they received a grade of F, or W. Additionally, if the student received a grade of C or better on the first attempt, financial aid will not recognize the enrollment in the award calculation (unless the college catalogue specifically permits repeating the course for additional credit).

All audited course-work (a grade of an "X") will not be used in the determination of financial aid awards. In addition, enrolled students may not change their registration status to an audit once the financial aid has been determined.

With the exception of student loans, students holding an earned bachelor's degree are not eligible to receive a Pell grant.

## **MILITARY ASSISTANCE**

### **Veterans Education**

Florida Keys Community College is approved for the training of enlisted veterans who can qualify for such training under current federal laws. Persons with military service are urged to investigate their educational rights. Contact the Senior Registration Specialist in the Office of Enrollment Services for more information.

### **Military Tuition Assistance**

Active duty military personnel may be eligible to receive tuition assistance subsidized by the military. For full details students should contact their Education Office.

## **ACADEMIC REGULATIONS**

### **ASSOCIATE OF ARTS STUDENT BILL OF RIGHTS**

Florida Community College Associate in Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024).

1. Admission to one of eleven (11) universities, except to limited access programs.
2. Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, PEP, Dual Enrollment, Early Admission, and International Baccalaureate).
6. No additional General Education Core Requirements.

7. Advance knowledge of selection criteria for limited access programs,
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers.

### **STUDENT LOAD**

The normal semester credit load for full-time students is 12 to 16 hours.

### **CLASSIFICATION OF STUDENTS**

A degree student is one admitted to a planned program leading to a degree or certificate. An unclassified student is one admitted to credit courses, but not to a planned program leading to a degree or certificate. An audit student enrolls for informational instruction only and receives no credit.

A full-time student is registered for at least 12 semester hours for credit in either of Terms I or II or III. A part-time student is registered for less than 12 semester hours for credit in either of Terms I or II or III.

A freshman student is a degree student who has earned less than 24 semester hours of credit. A sophomore student is a degree student who has earned 24 or more semester hours of credit.

### **COMPLETING MORE THAN ONE DEGREE OR CERTIFICATE PROGRAM WHILE ATTENDING FKCC**

It is possible to complete program requirements for two different programs within a degree category or to complete two separate degree requirements. In order to receive dual degrees or certificates, you must complete the course requirements for both programs and earn 15 semester hours of credit beyond the requirements of the first degree.

### **WITHDRAWAL GRADE PROCEDURE**

1. The student may withdraw without academic penalty from any course by the 70% point in the semester. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester. (Withdrawals after that date will be granted only through approved college procedures).
2. The student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.
3. Students who drop a class before the last day to receive a refund will receive a 100% refund. (Refer to the college calendar for appropriate date).
4. Students who do not officially withdraw will be assigned a letter grade by the instructor. The last day to officially withdraw is listed on the college calendar as well as the printed term schedule.
5. Students are reminded that instructors are not permitted to change the academic status of a student, i.e., award a grade of "W (withdraw)" or "X (audit)" on the final roster. It is the student's responsibility to withdraw or change his/her registration status by the published deadlines.

Requests for refund of matriculation, tuition, and laboratory fees not allowed under college policy will be referred to the Vice President for Student Affairs. See Exception to Established Refund Policy for more information.

### **HOW YOU RECEIVE YOUR FINAL GRADES**

Final grades are available at our website [www.fkcc.edu](http://www.fkcc.edu) click on "Online Services" and enter your user name & password. Grades cannot be issued over the telephone. You will not be able to review your grades if you have an obligation to the Business Office.

### **HOW TO FIGURE YOUR GRADE POINT AVERAGE**

Your Grade Point Average (GPA) is determined by computing the ratio of grade points to semester hours attempted. Audit courses, college preparatory courses, and courses in which a "W(withdraw)" and "I (Incomplete) " was awarded are not included

in your GPA. However, courses in which an "F" was awarded are included in your GPA. Your GPA is found by adding the total grade point values for all courses and dividing the total by the number of credit hours attempted during that term.

Each letter grade has a grade point value as follows:

<b>Grade</b>	<b>Interpretation</b>	<b>Quality Points</b>
A	Excellent	4 grade points per semester hour
B	Good	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Poor	1 grade point per semester hour
F	Failure	0 grade points per semester hour
FN	Failure for Nonattendance	0 grade points per semester hour
I	Incomplete	
W	Withdrawn from course	
X	Audit	
N	No Grade (Applicable to college preparatory courses.)	
NR	Not Reported (Grade not reported by instructor)	

\*To receive a grade of "W," students must withdraw officially through the Enrollment Services Office by executing the appropriate form prior to the announced deadline (see academic calendar). Students who do not officially withdraw will be assigned a grade by the instructor.

### **PREREQUISITE AND COURSE SEQUENCE**

Students should observe the planned prerequisites stated in the Catalog when scheduling courses. Program advisors are available to assist the student in course planning to insure they meet degree or certificate program requirements. Students are urged to plan their schedule with an advisor each term to avoid unnecessary courses or scheduling errors.

### **REPEATING A COURSE**

The Grade Forgiveness Policy permits students two attempts at improving a failing grade (D or F). Only the last grade earned in a repeated course will be computed into the grade point average, provided the last assigned grade is not a "W" (withdrawal) or an "X" (audit). However, all courses attempted will appear on the transcript. Upon the third attempt, the student will be assessed full cost of instruction (Non-Florida Resident Fees) for the course.

Students should be aware that some private or out-of-state colleges and universities may not accept a repeated course and may compute the initial grade in the grade point average. Students may not repeat a course to improve grade point average after the awarding of a degree.

Students receiving Federal Financial Aid cannot repeat a course where a grade of "C" or better has been earned unless the catalog permits repeating a specific course for credit. A course in which a grade of "D" or "F" is received may be repeated one time.

Students receiving VA benefits should be aware that the Veterans Administration will not pay for a repeated course in which a grade of "D" or better has been earned, except where state rules require a minimum of "C."

### **APPEAL OF FULL COST OF INSTRUCTION**

Students who fail or withdraw from a course two times due to extenuating circumstances and wish to re-enroll in the course may appeal the full cost of instruction (Non-Florida Resident Fees) through the Office of the Vice President for Student Affairs. If merited, an exception may be granted only once for each course. Extenuating circumstances are those determined by the College to be exceptional and beyond the control of the student.

### **REGULATION WAIVER**

If a student needs to request a waiver of academic regulation, the Student Affairs division is available to assist in this step. Normally, when there is a need to waive an academic regulation, the Admissions and Standards Committee will examine the reason. If such a need occurs, students are urged to consult an advisor or Center Director.

## **CLASS ATTENDANCE**

Students are expected to attend all of their scheduled classes. The college reserves the right to deal anytime with individual cases of non-attendance. Each instructor determines the effect of absences upon grades. Instructors will formulate an attendance policy and insure that they distribute this policy in writing during the first week of classes. Arranging to make-up work missed because of legitimate class absence is the responsibility of the student. In general, reasons that may be accepted for absence from class include; illness, serious family emergency, special curricular requirements (e.g., field trips, professional conferences), military obligations, severe weather conditions, religious holidays, and participation in official college-sponsored activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. The student may offer other sound reasons for consideration.

### **HOW TO OBTAIN A COPY OF YOUR ACADEMIC RECORD (TRANSCRIPT)**

An official copy of your academic record will be given to you or sent to another institution only upon your written request. Your request must be submitted to the Enrollment Services Office, which is responsible for student records. There is a charge of \$5 for an official copy. If you need a copy of your transcript from another institution, you must contact that institution directly. FKCC cannot send out transcripts acquired from other institutions. An unofficial copy of your FKCC transcript may be obtained through FKCC's online services at [www.fkcc.edu](http://www.fkcc.edu)

### **HOW TO APPLY FOR GRADUATION**

If you plan to graduate from FKCC, you must formally apply for graduation with the Enrollment Services Office prior to the deadline date as listed on the academic calendar. Prior to the deadline to apply to graduate, students must make an appointment with their academic advisor for a graduation check down and complete a graduate exit survey. Following that the Director of Enrollment Services will check your academic record and notify you of your graduation status. She will also notify you if you must meet additional course requirements.

You must meet all of your financial obligations to the college, including a non-refundable \$10.00 graduation fee. Additionally, all admission requirements must be met.

A formal graduation ceremony is held once a year. Students who graduate at anytime during the year are eligible to participate in this impressive and memorable occasion. If you plan to graduate at the end of Term III and wish to participate in the May ceremony, you must apply for graduation before the Term II deadline.

### **ACADEMIC PROBATION AND SUSPENSION**

To maintain satisfactory academic progress at Florida Keys Community College, students must achieve a minimum grade point average (GPA) of 2.0. Students who have attempted seven (7) or more college credits with less than a 2.0 cumulative GPA (not including college preparatory courses) will be placed on academic probation. Students who remain on academic probation for more than two consecutive terms will be placed on suspension.

The purpose of probation and suspension is to identify students who have had academic difficulties in order to provide them with additional assistance toward achieving success in their college work. Students on probation or suspension will be required to obtain an advisor's or program advisor's approval before registering for courses for the following semester due to an academic hold placed on probation/suspension students. This hold will be removed once students meet with an advisor. Individual problems will be identified and solutions will be sought in an attempt to help students improve their academic status.

Students will be removed from academic probation or suspension when their cumulative grade point average becomes 2.0 or greater.

### **VA BENEFIT RECIPIENTS AND HOW THE SATISFACTORY PROGRESS AVERAGE APPLIES TO YOU**

The Satisfactory Progress Average (SPA) is computed the same as the GPA -- (A = 4, B = 3, C = 2, D = 1, F = 0), I's, W's, N's, and X's are not computed in the SPA. Using the Quality Point System, the SPA is computed by adding the total quality points of all courses and dividing by the number of credit hours attempted during a given term. The SPA is cumulative. It is computed at the end of each term. A SPA of 2.0 is satisfactory progress; less than 2.0 is unsatisfactory progress. Any veteran with a SPA of less than 2.0 will be placed on probation. Any veteran will not be permitted more than two (2) consecutive terms on probation. If during the term on probation the student does not earn a 2.0 or higher cumulative GPA his benefits will be suspended. Once the veteran has been terminated from receiving VA benefits due to unsatisfactory progress, the College will not recertify the

veteran. He/she may be permitted to attend classes, but will not receive benefits. A student may re-establish eligibility for VA benefits in accordance with regulation promulgated by the Veterans Administration.

### **HOW TO QUALIFY FOR THE PRESIDENT'S OR DEANS' LIST**

An honors list will be prepared at the end of each full term. Students who earn a 3.8 or higher grade point average qualify for the President's Honors List. Students who earn a 3.5 or higher grade point average qualify for the Deans' Honors List. Only full-time, degree-seeking students will be considered for Deans' List and President's List.

### **COURSE SUBSTITUTIONS**

The student may request a program substitution through the Academic Program Advisor when:

1. Courses better meet the need of the student's educational objectives;
2. A required course is not scheduled during the student's last term before graduation.
3. The student has a documented disability which precludes them from successfully completing required coursework.

In the first two instances above, course substitutions require a written request by the student's advisor. The advisor will forward the request to the appropriate Director, Dean, or Supervisor for approval and concurrence by the Director of Enrollment Services. Application must be submitted no later than two (2) days prior to the first day of classes of the appropriate term. In the case of disability, a written request by the student is submitted to the Office for Students with Disabilities, which is reviewed by the Substitution Committee.

### **COPYRIGHT**

Copyright laws are in effect to protect the rights of creators of original materials. These laws cover photocopying, copying of computer software, audio and video cassette dubbing. FKCC strictly observes all copyright laws. Willful infringement of the law may result in disciplinary action.

### **ANIMAL CONTROL ON CAMPUS**

The Florida Keys Community College acknowledges the right of students, staff, and visitors to a safe and healthy environment while on college property or participating in college sponsored functions. In the interest of maintaining such an environment, animals are not permitted on college property or at college sponsored functions.

In accordance with Monroe County Code, Sec. 3-7, it is unlawful for animal owners to permit, either willfully or negligently, the following:

1. Any animal to be a nuisance to other persons.
2. To have dogs on school grounds.
3. To allow any animal to defecate on public property or school grounds.
4. To enclose any animal in a vehicle without provision for adequate ventilation for the animal.
5. To abandon any domestic animal.

It is the intent of Florida Keys Community College to adhere to the County Code and report any and all violations to Monroe County Animal Control at (305) 294-4857.

The college acknowledges the right of persons with disabilities to utilize service animals as appropriate. Dogs certified to assist persons with disabilities are exempt from the college's animal prohibition. Service dog owners are responsible for the grooming, sanitation, and control of their animal. When the use of a certified service animal poses a documented danger or health hazard to others, the service animal will not be used and the college's equity coordinator and/or coordinator of disabled student services will mediate. Provisions will be made, as necessary, to insure the needs previously met by the use of a certified service animal are accommodated.

In the event that an animal is deemed necessary for instructional purposes, the responsible instructor must have prior written approval from his/her appropriate dean, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals which are needed for

documented instructional purposes shall be kept in a healthy condition in appropriate cages and tanks, which are kept clean. [SREF Sec. 5.5(1) (g) 6.(h)] June 1999.

### **DRESS CODE**

Students are expected to dress appropriately for attendance at college classes. For your safety, shoes must be worn at all times.

### **THE GORDON RULE**

The "Gordon Rule" is the popular term given to the State Board Rule in the Florida Administrative Code (FAC) 6A-10.030. The name comes from the Florida State Senator Gordon who proposed the Florida Statute upon which the rule is based. Below is a copy of the text of the rule.

6A-10.030 Other Assessment Procedures for College-Level Communication and Computation Skills.

1. In addition to tests that may be adopted by the State Board to measure student achievement in college-level communication and computation skills, pursuant to section 1008.30, Florida Statutes, other assessment procedures shall be measured by completion of coursework in English and mathematics.
2. Prior to receipt of an Associate of Arts Degree from a public community college or university or prior to entry into the upper division of a public university, a student shall complete successfully the following:
  - (a) Twelve (12) semester hours of English coursework in which the student is required to demonstrate writing skills. For the purposes of this rule, an English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least six thousand (6,000) words.
  - (b) Six (6) semester hours of mathematics coursework at the level of College Algebra or higher. For the purposes of this rule, Applied Logic, Statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section. For the purposes of this rule, a grade of C or higher shall be considered successful completion.
  - (c) Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction pursuant to Rule 6A-10.024, FAC, and students awarded college credit based on their demonstration of mathematics skills at the level of College Algebra or higher through one (1) or more of the acceleration mechanism, in rule 6A-10.024, FAC, shall be considered to have satisfied the requirements in rule 6A-10.030 (2), FAC, to the extent of the college credit awarded.
3. Exemptions and waivers.(A) Any student who completes the first six (6) hours of the English coursework required by this rule with a grade point average of 4.0 ay waive completion of the remaining six (6) hours until after entry into the upper division of a university and shall be considered eligible for an Associate of Arts Degree, notwithstanding the provisions of rule 6A-10.030(2) (a), FAC.

## **SCHOOL POLICIES**

### **ACADEMIC AMNESTY**

Academic Amnesty allows you to request that all your college coursework (FKCC and transfer) that is at least ten (10) calendar years old be excluded from your FKCC GPA calculations.

#### **Procedure**

Academic Amnesty is a one-time, non-reversible option so you should carefully consider your decision to implement it. Before you apply for Academic Amnesty you should first discuss the program with an Academic Advisor/Program Advisor. The Petition for Academic Amnesty is available only through your advisor.

Your petition for Academic Amnesty will apply only at FKCC. If you plan to transfer to another college or university you are strongly cautioned that the receiving institution may use grades for all courses you've attempted when computing your GPA for admissions eligibility or for other purposes.

Academic Amnesty has no effect on your student financial aid. It also has no effect on the calculation of course attempts related to the multiple course attempt surcharge.

It is important to note that individual courses may not be retained when you apply for Academic Amnesty. ALL your coursework is excluded.

In order to be considered for Academic Amnesty you must submit a completed Academic Amnesty Petition to the Office of Enrollment Services during the first term of enrollment. The Admissions and Standards Committee evaluates all Academic Amnesty petitions and recommends those who demonstrate potential for success.

To be eligible for Academic Amnesty you must complete a minimum of 12 earned credits at FKCC while maintaining a GPA of 2.0 or higher. College preparatory courses are not included in these 12 earned credits.

When Academic Amnesty is granted, all college coursework (FKCC and transfer) that is at least 10 years old is excluded from calculation of your FKCC GPA and use in meeting FKCC graduation requirements. All coursework taken, whether old or new will remain on your permanent record (transcript) and the following statement is added to your transcript: "Academic Amnesty Applied Terms XXXXXX – XXXXXX."

### **SMOKE FREE POLICY**

This policy enables Florida Keys Community College to fulfill its responsibility in providing a comfortable and healthy work environment for faculty, staff, students, and visitors by reducing exposure to toxins in tobacco smoke. This Policy is intended to comply with the Florida Clean Indoor Air Act, Chapter 92-185, Laws of Florida.

Smoking is prohibited inside all facilities owned, leased or operated by Florida Keys Community College including (but not limited to) classrooms, laboratories, shops, studios, offices, water fountain areas, stairwells, conference rooms, theater, bookstore, library, dining areas, elevators, entryways, restrooms, hallways, corridors and common areas. Smoking is also prohibited in all vehicles owned, leased, or operated by the College. There is no smoking allowed at the Middle Keys or Upper Keys Centers. Rule 4.420

### **HAZING**

The following policy is in accordance with State Law. No hazing activities will be permitted in conjunction with any FKCC organization.

The College shall not tolerate hazing, as described below, at or on any College property or at any College-sponsored or College-affiliated event, on or off any campus or center.

1. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College, hereinafter referred to as a "College Organization." Such term shall include, but not be 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 any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which 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 any other forced activity as described above upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a "forced" activity with the willingness of an individual to participate in such activity notwithstanding.
2. This rule shall apply to students and to college organizations, including action through other persons associated with a college organization who are not students.
3. Violations of this rule by individual students shall be enforced in accordance with the Student Grievance Rule 7.520.
4. Violations of this rule may subject an individual student to the following penalties:
  - (a) minor violations – disciplinary probation; and
  - (b) major or repeated minor violations—dismissal.
5. Any college organization, as an organization or through any person associated with a college organization, which authorizes or participates in hazing in blatant disregard of this rule shall be penalized as follows:
  - (a) minor violations – probation from operating as a college organization; and
  - (b) major or repeated violations – decisions of the authority for such organization to operate on college property or operate under the sanction of the College.

All violations shall be handled by the Vice President for Student Affairs. In addition, hazing may subject an individual or organization to criminal penalties under Florida law.

6. In determining whether a hazing violation is “minor” or “major” in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing.
7. All college organizations are required to include the above anti-hazing rule and penalties by publication in the Student Handbook. Rule 7.240.

### **RELIGIOUS OBSERVANCES**

It is the policy of Florida Keys Community College District Board of Trustees to reasonably accommodate the religious observances, practices, and beliefs of individual students in regard to admissions, class attendance, and scheduling of examinations and work assignments. Students will give reasonable notice to their instructors prior to a religious observance, if they wish to be accommodated.

If a student feels that he/she has been unreasonably denied an educational benefit due to his/her religious belief, or practice, that student should follow the grievance procedure set forth in Rule No. 7.520.

### **SOLICITATION**

This policy shall apply to any solicitation of, or any activity designed to obtain or secure: signatures on a petition; contributions of money, goods, or services; memberships or applications for membership in any group, club, or organization; sales of, or orders for, goods or services; employment or personal services; and similar activities. No such activity shall be conducted on College property unless it is part of or sanctioned by an officially recognized College student club, or is part of a College program. No such activity shall be conducted either on or off College property by any individual, group or organization in such a fashion as to imply or state that he activity is sanctioned by or represents the College, without specific written permission of the Vice President or the President. Rule 7.210.

### **HIV/AIDS POLICY**

It is the position of Florida Keys Community College that a balance be maintained between the rights of persons infected with the Human Immune Deficiency Virus (HIV) to obtain education and employment and the rights of students and community college employees to an environment which provides reasonable protection from infection with HIV.

Florida Keys Community College establishes this Policy respond appropriately to the needs and right of students and employees who are HIV-positive. This policy defines an HIV-positive student or employee as an individual who:

- (a) is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS)
- (b) is determined to be HIV Antibody Positive but has not yet developed the symptoms of AIDS or
- (c) is determined to have HIV positive (HIV positive) Spectrum diseases.

The College provides HIV positive students and employees with reasonable accommodations and support services, while protecting rights to privacy and confidentiality. This Policy prohibits mandatory HIV testing of employees and students. All decisions regarding treatment of students or employees are made on an individual basis. The College will continue to monitor and amend this policy as needed.

Rule 4.410.

### **LEGAL BACKGROUND**

This policy complies with all State and Federal laws protecting persons with disabilities. The Americans with Disabilities Act and the Federal Vocational Rehabilitation Act of 1973 prohibit discrimination against qualified disabled individuals by institutions contracted with the federal government. The College receives federal funds; therefore, the College must comply with the provisions of the Rehabilitation Act. Under the Rehabilitation Act a college may not discriminate against any employee or student who has a physical or mental impairment which substantially limits one or more major life activities, who has a record of such impairment, or who is regarded as having such impairment. These disability discrimination laws are intended to eliminate situations in which an individual who is qualified to perform the essential functions of a job would be denied an opportunity to fill the job or is treated adversely simply because the individual has a disability.

The Individuals with Disabilities Education Act (IDEA) assures that the rights of children and youth with disabilities and their parents/guardians are protected in terms of fairness, appropriateness, and due process in decision making about the provision of special education and related services.

The Florida Educational Equity Act also prohibits discrimination on the basis of disability against any student or employee in the state system of public education.

Section 504 of the Rehabilitation Act protects the civil rights of individuals with disabilities. In a Florida case, Arline v. School Board of Nassau County, the Eleventh Circuit of the United States affirmed, that the language of the Rehabilitation Act in every respect supports a conclusion that persons with contagious diseases are within the coverage of the Rehabilitation Act. Although the plaintiff in Arline had tuberculosis, the decision may apply to any contagious disease which “substantially limits major life activity.”

The court in Arline also stated that an employer may not arbitrarily determine that an individual’s disability prevents the individual from performing required duties. The employer must make a well informed judgment grounded in careful and open-minded weighing of the risks and alternatives. (Arline, 772 F.23 765 and 107 s. Ct. 1123)

The limitations on “reasonable accommodation” for an “otherwise qualified” disabled person in accordance with Section 504 of the Rehabilitation Act is a central issue in these cases. Citing its earlier opinion in Southeastern Community College v. Davis, 442 U.S. 397 (1979), the Court said:

An otherwise qualified person is one who is able to meet all of a program’s requirements in spite of his handicap. In the employment context, an otherwise qualified person is one who can perform “the essential functions” of the job in question. When a handicapped person is not able to perform the essential functions of the job, the court must also consider whether any “reasonable accommodation” by the employer would enable the handicapped person to perform those functions. Accommodation is not reasonable if it either imposes “undue financial and administrative burdens” on a grantee, or requires a “fundamental alteration in the nature of (the) program.

**Arline, 107 S. Ct. at 1131 n.17 (Citations omitted).**

HIV constitutes a disability under State Law; Chapter 760 of the Florida Statutes prohibits employment discrimination against disabled individuals by employers with more than fifteen employees. Colleges should not “discharge or fail to hire or otherwise discriminate with respect to compensation, conditions, or privileges of employment” because the individual is disabled, (760.10(1)(a), Florida Statutes). In addition, colleges should not segregate or classify a disabled individual in any way which would deprive or tend to deprive any individual of employment opportunities. Furthermore, it is unlawful to adversely affect any individual’s status as an employee because of a handicap. (760.10(1)(b), Florida Statutes). A disabled person should not be isolated by the college unless the individual poses a scientifically proven risk to co-workers or students. The language of Chapter 760 protects disabled employees and, therefore, HIV positive individuals from arbitrary dismissal, discrimination in hiring, promotion, and compensation decisions, and any other actions as employer may take that adversely affects the employee’s status.

#### **HIV/AIDS COMMITTEE ROLE**

The President shall appoint a College-wide committee comprised of at least one member from each of these areas: student body, academic counseling, instructional faculty, administration, career employees, Director of Allied Health, and the Coordinator of Students with Disabilities. The legal representative of the College and the Equity Coordinator will be consulting members of this committee. The committee may include other members as appointed by the President. The College HIV/AIDS Committee is an oversight body that monitors and recommends to the Board revisions to the Florida Keys Community College HIV/AIDS policy.

This committee is responsible for reviewing cases on an individual basis and making recommendations to administration. The employee or student may appeal the committee’s decision to the President within ten (10) working days of receipt of the Committee’s decision.

#### **PRIVACY AND CONFIDENTIALITY**

Florida Keys Community College recognizes and respects that any HIV positive student or employee has a right to privacy and confidentiality.

When College employees or students have knowledge (or are informed) that an employee or student may or may not be HIV positive, that employee or student is not to share the information with a third party. Information about cases that come before the

HIV/AIDS Committee is only to be shared with those determined to have a legitimate need to know, and only with the expressed written consent of the involved individual. No information regarding the medical status of any student will be released without the expressed written consent of the student unless such disclosure of information in health and safety emergencies is mandated by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g and Florida Statute Section 1006.68. No information regarding the medical status of any employee will be released without the expressed written consent of the employee unless such disclosure of information in health and safety emergencies is mandated by a court of competent jurisdiction.

### **GUIDELINES FOR STUDENTS**

This Policy allows for an HIV positive student who poses no threat to others or self, to remain in the regular classroom. HIV positive students with mental, emotional, or physical disabling conditions will be provided with reasonable accommodations.

### **DISABLED AND MENTAL HEALTH SUPPORT SERVICES AND REFERRAL**

The Coordinator of Students with Disabilities and the Equity Coordinator shall provide support services to HIV positive students and employees.

Referral to the local health care network is available. The local health care network includes:

- |   |          |
|---|----------|
| a. AIDS Help, Inc.:                               | 296-6196 |
| b. AIDS Middle Keys                               | 289-0055 |
| c. Helpline Crisis Line Inc.:                     | 296-4357 |
| d. Care Center for Mental Health:                 | 292-6843 |
| e. Guidance Clinic of the Middle Keys: (24 hours) | 434-9000 |
| f. Guidance Clinic of the Upper Keys:             | 853-3284 |
| g. Health Care Center:                            | 292-6885 |

### **EDUCATION AND INFORMATION**

Florida Keys Community College recognizes the need for a strong and aggressive HIV/AIDS Education Program. Current information on HIV spectrum diseases and AIDS, and the Florida Keys Community College HIV/AIDS Policy, will be made available to all students through publication in the Student Handbook, which is available in the Administrative Offices of the Key West Campus and Upper and Middle Keys Centers.

Student and employee education/information events will include, but not be limited to: employee in-service training conferences, student orientation meetings, HIV/AIDS presentations, and inclusion of the Florida Keys Community College HIV/AIDS Policy in the employee handbook.

### **HEPATITIS B/ MENINGITIS AWARENESS**

Florida law (1006-69 FS) requires that a postsecondary educational institutional shall provide information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and known contradictions of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission.

MENINGITIS is a serious disease that affects the brain and spinal cord. Because bacterial meningitis is a grave illness and can rapidly progress to death, it requires early diagnosis and treatment. This is often difficult because the symptoms closely resemble those of the flu and the highest incidence of meningitis occurs during late winter and early spring (flu season). When not fatal, bacterial meningitis can lead to permanent disabilities such as hearing loss, brain damage, or loss of limbs. For more information call the Centers for Disease Control and Prevention (1-800-232-2522), or visit the website at: [www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal\\_g.htm](http://www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm)

HEPATITIS B is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause life-long infection that leads to cirrhosis (scarring) of the liver, liver cancer, or liver failure. There is no cure for hepatitis B, but the infection can be prevented by vaccination. Each year about 200,000 people are infected with the virus and 5,000 die. For more information call 1-888-4HEP-CDC, or visit the website at: [www.cdc.gov/hepatitis](http://www.cdc.gov/hepatitis).

## SEXUAL ASSAULT POLICY

It is the policy of Florida Keys Community College to create and maintain a climate where students may pursue personal, social, cultural, and interpersonal growth without fear of sexual exploitation, assault, or discrimination. Cases involving violation of this policy will be handled in a confidential manner by the Vice President for Student Affairs.  
Rule 4.310.

### I. DEFINITION

Behavior that is prohibited by Florida Keys Community College shall include, but is not limited to, Sexual Battery, Sexual Harassment, Public Indecency, and Voyeurism.

#### A. **SEXUAL BATTERY: (Sexual Assault)**

Under Florida Law, sexual battery is defined as follows: "Oral, and or vaginal penetration by union with a sexual organ of another or the anal or vaginal penetration by another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose." Section 794.011 Florida Statutes.

#### B. **SEXUAL HARASSMENT:**

Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature which prevents or impairs that person's full enjoyment of educational benefits, climate, or opportunities. Florida Keys Community College maintains a separate administrative procedure on sexual harassment.

#### C. **PUBLIC INDECENCY:**

Exposing one's body in such a manner that another party reasonably could be offended or sexual conduct where another party reasonably could be offended.

#### D. **VOYEURISM**

To trespass, to spy or eavesdrop for sexual arousal.

### II. PENALTIES - SEXUAL ASSAULT

#### A. **STATE OF FLORIDA**

The commission of sexual battery is considered a felony under most circumstances in the State of Florida. Felonies are classified, for the purpose of sentence and for any other purpose specifically provided by statute, into the following categories with the prescribed penalties:

##### **Capital Felony - Penalty**

Life imprisonment and must serve no less than 25 years before becoming eligible for parole unless the proceeding held to determine sentence results in finding that such person shall be punished by death.

##### **Life Felony - Penalty**

For a life felony committed on or after October 1, 1983, by a term of imprisonment for life or by a term of imprisonment not exceeding 40 years;

##### **Felony of the First Degree - Penalty**

A term of imprisonment not exceeding 30 years or, when specifically provided by statute, by imprisonment for a term of years not exceeding life imprisonment.

##### **Felony of the Second Degree - Penalty**

A term of imprisonment not exceeding 15 years.

##### **Felony of the Third Degree - Penalty**

A term of imprisonment not exceeding 5 (five) years.

Whether a person is charged and/or convicted of a particular felony in the State of Florida will depend on certain acts or circumstances existing during the commission of the sexual assault, e.g. the age of the victim; the use of threat of a deadly weapon or the use of actual physical force likely to cause serious personal injury; use of drugs or intoxicating substances to incapacitate the victim, mentally or physically; the number of perpetrators involved in the crime; if the offender is an habitual felony offender, etc.

## **B. FLORIDA KEYS COMMUNITY COLLEGE**

Violation of this policy, or conviction for the violation of any statute occurring on FKCC owned or leased premises, shall, in addition to any criminal penalties; result in the following penalties imposed by FKCC.

### **1. STUDENTS**

The right of due process is assured all students by College Rules and Procedures.

At Florida Keys Community College the Student Disciplinary/ Grievance Committee is responsible for hearing student cases involving disciplinary actions or student grievances. The committee provides due process for students charged with engaging in misconduct of a serious nature, where such cases may involve violation of Board rules or state laws likely to result in suspension or expulsion of the student from the academic community.

In disciplinary matters, the following procedures will be used:

Disciplinary cases shall be referred to the Vice President for Student Affairs.

The Vice President for Student Affairs may carry out lesser disciplinary actions on the basis of evidence presented. If the violation has been in relation to an act which could lead to expulsion, or the student indicates a preference for a hearing, the Vice President for Student Affairs will call a meeting of the Student Disciplinary/Grievance Committee. Any convictions for a felony involving sexual battery will result in expulsion from FKCC.

### **2. EMPLOYEES**

The College seeks to resolve conduct and performance problems in the most positive manner possible. Under those circumstances when disciplinary action, including termination, becomes a necessary means of modifying undesirable situations, the College has established disciplinary policies and procedures.

### **3. VISITORS**

For a violation of the College policy, or conviction of any criminal statute as above, a visitor, whether invited or uninvited, shall be subject to disciplinary action, up to and including being permanently banned from college premises and activities and may be reported to law enforcement authorities, as determined by the Vice President for Student Affairs. Florida Keys Community College reserves the right to discipline students for acts of sexual misconduct committed off campus.

## **III. VICTIM RIGHTS**

The following victim rights have been established:

1. The right of a victim to have a person of their choice accompany her/him throughout the disciplinary hearing. This person will act as a support person or counsel but will not represent the victim while he/she appears as a witness.
2. The right of the victim to submit a list of questions related to the alleged incident, prior to the hearing, that she/he feels the accused should be asked during the hearing process.
3. The right not to have her/his irrelevant past conduct, including sexual history, discussed during the hearing process.
4. Additionally, no person will print, publish or broadcast or cause or allow to be printed published or broadcast, in any instrument of mass communication, the name, address or other identifying fact or information of the victim of any sexual offense.
5. The Vice President for Student Affairs will coordinate victim assistance for victims and their families. Such assistance may include services provided by external sources that may be more qualified to assist victims.

## **IV. AWARENESS EDUCATION**

The Director of Advising Services will be responsible for developing and implementing an educational program to assure campus awareness of the problems and the needs and rights of victims.

This sexual assault policy and procedure will be included in the Student Handbook (Code of Student Conduct) which will be discussed at orientation and disseminated during registration. Additionally, the student newsletter "VOICES" will periodically publish this rule.

## V. **RESPONSES TO REPORTS OF SEXUAL BATTERY**

Generally, the Vice President for Student Affairs will be the first department contacted after an incident occurs at a campus or site. A local law enforcement agency will be notified and the incident will be referred to the agency.

The following reporting guidelines are developed for members of the campus community:

1. If an incident is reported, recognize that the individual might be struggling with painful feelings -- denial, fear, embarrassment, or rage-- when seeking assistance. To build trust and to assist the individual in getting further help, validate the courage she/he has shown in talking to you and assure her that she/he need not be alone in her/his struggle with this issue. Keep in mind that while no one invites sexual assault, many people may feel that it was the victim's fault. Be careful not to suggest that the individual is at fault (by asking, for example, "What were you doing out so late?"). This may contribute to feelings of guilt and impede the healing process.
2. Urge the individual to seek assistance from campus support services, Vice President for Student Affairs or Advising Services. Offer to accompany the individual to the Vice President's Office.
3. If the individual is considering reporting the assault to the police, let her/him know that it is crucial that medical evidence be collected as soon as possible.
4. Report the incident to the Vice President for Student Affairs. Inform the individual that you must do this. If the individual wishes to remain anonymous, you can report the incident to the Vice President for Student Affairs without identifying her/him.
5. To protect the individual's privacy, discuss the incident only with the Vice President for Student Affairs.

## VI. **SECURITY**

Campus security and safety will be reviewed by the Safety and Security Committee on an annual basis with the following points in mind:

1. Adequate security lighting in problem areas with regular monitoring and maintenance.
2. Landscape patterns, avoiding hiding places near parking lots, and remote locations.
3. Class scheduling avoiding scattered evening classes in remote buildings.
4. Having escort services available provided by campus organizations.

## **SEXUAL PREDATOR OR SEXUAL OFFENDER ON CAMPUS**

Federal and State law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning. Rule 4.320.

Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus or by calling FDLE hotline (1-888-FL-PREDATOR), or (1-888-357-7332), or by visiting the FDLE website at: [www.fdle.state.fl.us/sexual\\_predators](http://www.fdle.state.fl.us/sexual_predators).

## HARASSMENT POLICY

### I. Introduction

Florida Keys Community College is committed to providing an educational and work environment in which employees and students are treated fairly and with dignity, free from harassment in any form. Consistent with applicable federal and state laws, the College will not tolerate opposite or same sex harassment of its employees or students by co-workers, fellow students, or third parties engaged in College activities. Harassment is prohibited while on campus and during business travel, off-campus meetings or events held under the auspices of the College. Rule 5.540.

### II. Definition

The three types of harassment are defined below with the three conditions essential to the definition of each type.

- A. Protected Class Harassment is defined as any unwelcome remarks, behaviors or communications based on race, religion, gender, age, sexual orientation, marital status, national origin, or disability which causes offense and humiliation to any person.
- B. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature.
- C. Authoritarian Harassment is defined as unwelcome remarks, behaviors or communications which misuse authority, or abuse the power an individual has over another and has the effect of purpose of seriously abusing, threatening, demeaning, or intimidating an individual.
  - \* submission to such conduct becomes explicitly or implicitly a term or condition of employment or participation in the educational environment, or
  - \* submission or rejection of such conduct is used as a basis for employment or education decisions, or
  - \* such conduct has the purpose or effect of interfering with work or educational performance, or creates an intimidating, hostile, or offensive work or educational environment.

### III. Informal and Formal Complaint Procedures

- A. Anyone who is subjected to harassment is encouraged to report the offensive behavior before it becomes severe or pervasive. However, the College recognizes that the sensitivity involved may cause individuals to delay taking action. The College will investigate all complaints.

If appropriate, an individual may advise the harasser directly that their behavior is objectionable and request that the behavior immediately cease.

Florida Keys Community College emphasizes that employees and students are not required to complain to a supervisor, faculty member, or administrator if that person is the individual allegedly harassing the employee or student.

- B. College employees or students who receive complaints or observe harassing behavior should immediately contact the Director of Human Resources/Equity Coordinator. As an alternate point of contact, the Vice President for Student Affairs will be contacted.
- C. Informal complaint procedures allow for complaints to be resolved by mutual agreement between the complaint and the person accused of the harassment. Informal complaints, whether oral or in writing, should be directed to the Director of Human Resources/Equity Coordinator or the Vice President for Student Affairs, as an alternate point of contact. The accused will be informed about the nature of the informal complaint and will have an opportunity to respond.
- D. If informal resolution fails to resolve the matter to the complainant's satisfaction, the complainant may file a formal complaint, with the Director of Human Resources/Equity Coordinator, Joanne Dinkel, Human Resources Office 152, Student Center, 5901 College Road, Key West, Florida 33040, (305)809-3248 with the Vice President for Student Affairs as an alternate point of contact. Formal complaint must be documented in writing.
- E. The Director of Human Resources/Equity Coordinator will conduct a prompt, thorough, and impartial investigation. Accounts from witnesses and other parties, as well as other relevant information, may be investigated. The Director of

Human Resources/Equity Coordinator has the discretion to determine whether the situation warrants a meeting, either with the complainant and the alleged offender both present or with the parties separately.

F. An investigation results in three possible scenarios: 1) the allegations are substantiated, 2) the allegations are not substantiated or 3) the investigation was inconclusive. Every claim of harassment will be considered on an individual basis. If the allegations are substantiated, the College will take immediate and corrective action and appropriate to the severity of the offense.

Disciplinary measures applied include the full range of the College's disciplinary measures, up to the including termination.

G. The Investigator will make every effort to maintain confidentiality of the accuser, accused and witnesses. However, the Investigator recognizes the need to balance the complainant's right of privacy and the need to conduct a thorough and impartial investigation in fairness to the alleged offender.

H. The Investigator will make a final report of findings to both the accuser and the accused within 15 business days of the formal complaint. If the process requires further investigation, a written notice will be sent to the accuser and accused.

#### IV. **Confidentiality**

The College will protect the confidentiality of information as it pertains to the complainant, respondent and potential witnesses to the fullest extent possible and appropriate under the circumstances. Only those individuals necessary for the investigation and resolution of the complaint will be privy to information.

The College, however, cannot guarantee that the identity of the complainant will be concealed from the accused harasser, and therefore, will consider separation of the primary parties during the investigation.

#### V. **Retaliation/Frivolous Claims**

Retaliation against an individual for reporting harassment or for participating in an investigation is prohibited. Retaliation is a serious violation, which can subject the offender to discipline independent of the merits of the harassment allegation.

Any retaliation committed by the accused harasser by way of irresponsible, malicious or unfounded complaints will be investigated.

It is a violation of this Policy for anyone to knowingly make false accusations of harassment. Failure to prove a claim of harassment is not equivalent to a false allegation. Discipline will be imposed for making false accusations of harassment.

### **DRUG-FREE WORKPLACE**

It is the policy of Florida Keys Community College to maintain a drug-free educational institution for its students, and a drug-free workplace for its employees. The provisions of this Rule are intended to insure that this policy shall be fully implement and maintained. Rule 5.643.

I. The policy of FKCC is to prohibit the manufacture, distribution, dispensing, possession, or use of controlled substances, as defined by U.S. or Florida Statutes, by students, employees, or visitors of FKCC.

II. Violations of this Rule may result in the violator being referred to public authorities for possible prosecution. Further, violations of this policy, or conviction for the violation of any criminal drug statute occurring on FKCC owned or leased premises, shall, in addition to any criminal penalties result in the following penalties to be imposed by FKCC:

A. Employees - For repeated violations of the College policy or conviction of any criminal drug statute constituting a felony, an employee may be terminated with loss of Terminal Leave pay, or any lesser penalty as determined by the President. For a single violation of the College policy, or conviction of a criminal drug statute, constituting a misdemeanor, an employee shall be subject to disciplinary action, including possible termination of employment, as determined by the President.

B. Students - For a violation of the College policy or conviction of any criminal drug statute as above, the student shall be subject to dismissal, or any lesser penalty, as determined by the President.

C. Visitors - For a violation of the College policy, or conviction of any criminal drug statute as above, a visitor, whether invited or uninvited, shall be subject to disciplinary action, up to and including being permanently

banned from college premises and activities and may be reported to law enforcement authorities, as determined by the President.

- D. As an alternative action for violations, employees and students may be required to satisfactorily participate in a drug abuse assistance or rehabilitative program approved by an appropriate agency.
  - E. The President may appoint a committee composed of college employees and others to advise him as to appropriate disciplinary actions.
- III. The College shall publish statements of the above policy in a manner designed to advise employees, students and visitors of the policy and the possible action which may be taken in case of violation of the policy. Employees and students shall be provided with a copy of the policy.
  - IV. As a condition of employment, employees funded all or in part by a federal grant, shall agree in writing to abide by the above policy, and to notify the College, in writing, if they are convicted of a criminal drug statute violation occurring on College premises, no later than five (5) days after the conviction.
  - V. Within ten (10) days of receiving notice of a conviction from an employee under paragraph IV above, or otherwise receiving actual notice, the College shall notify the federal funding agency which funds any portion of the employee's salary, of the conviction.
  - VI. The actions specified in Paragraphs II A & D above, shall be taken within thirty (30) days of receiving notice under Paragraph IV above, or otherwise receiving actual notice.
  - VII. Health risks associated with the use of illicit drugs and the abuse of alcohol include development of a wide range of physiological, psychological, behavioral and psycho-social impairments, frequently resulting in disability or death.
  - VIII. Drug and alcohol counseling, treatment, or rehabilitation re-entry programs available to employees and students in the community include: Alcoholics Anonymous, Narcotics Anonymous and Ala-non; individual and group programs offered through the mental health care centers; Delphos, providing inpatient and outpatient programs; mental health counselors, psychologists, and psychiatrists in private practice; and Helpline, which provides referral services to these and other programs.
  - IX. The selling, purchasing, manufacturing, delivering, or possession of controlled substances is a misdemeanor of the first degree or felony in the second or third degree. The possession of controlled substances in excess to 10 grams is a felony of the first degree. Delivery by person(s) 18 or older or person(s) under 18, or hiring person(s) under 18 to deliver controlled substance is a felony of the first degree or second degree. The selling, purchasing, manufacturing or delivering, or possession of controlled substances within 1000 feet of a school is a felony in the first or second degree. 440.101, 440.102, 1101.64 (8) F.S.

### **SUBSTANCE ABUSE POLICY**

Florida Keys Community College has, since its inception, specifically prohibited, on campus or at college functions, the possession, sale, exchange, consumption, or giving away of any stimulant, depressant, narcotic, or hallucinogenic drug having a potential for physical or mental abuse, except on prescription by a physician or dentist. This policy is in accordance with the Federal Drug Abuse Act. Students who are found to be in violation of this policy will be subject to immediate and possibly severe disciplinary action, including probation or suspension.

Florida Keys Community College shares the increasing national concern regarding new evidence of the danger of substance abuse. This policy has been updated and adopted as a result of true concern for our students, employees and the community as a whole.

In order to discourage substance abuse by college students or employees and provide community education, the following activities will be carried out on a routine basis:

1. Periodically articles will be placed in the Student Newsletter VOICES concerning information on substance abuse. This information will be timely according to current concerns and will include scientific reports of effects to the user and ways to identify abusers.
2. In-service training for college employees will be held periodically and will include information on substance abuse, its identification, and referral recommendations.

3. Seminars and presentations will be held periodically for both the student body and the community addressing substance abuse, its effects, and sources of assistance.
4. A college credit course on substance abuse will be offered to the community periodically. The course will be updated annually to include timely information of current abuse problems.
5. College employees will make every attempt to participate in community activities or committees dealing with substance abuse.
6. A Substance Abuse Committee will meet regularly to coordinate activities and include the Director of Allied Health, Director of Continuing Education, Director of Criminal Justice, and the Director of Advising Services.

### **REASONABLE SUBSTITUTIONS FOR ADMISSION AND GRADUATION REQUIREMENTS**

This rule establishes mechanisms to initiate evaluate and facilitate reasonable substitutions for eligible students in the areas of admission to the College, admission to a program of study and graduation. Rule 7.430.

#### **I. Eligibility**

Students who are hearing impaired, visually impaired, dyslexic or who have another specific learning disability are eligible for reason-able substitution for any requirement. These disabilities are defined as follows:

##### **A. Hearing Impairment**

A hearing loss of thirty (30) decibels or greater, pure tone average of 500, 1000, 2000 Hz, ANSI, unaided, in the better ear. Examples include, but are not limited to, conductive hearing impairment or deafness, sensor neural hearing impairment or deafness, high or low tone hearing loss or deafness, acoustic trauma hearing loss or deafness.

##### **B. Visual Impairment**

Disorders in the structure and function of the eye as manifested by at least one of the following: visual acuity of 20/70 or less in the better eye after the best possible correction, a peripheral field so constricted that it affects one's ability to function in an educational setting, or a progressive loss of vision which may affect one's ability to function in an educational setting. Examples include, but are not limited to, cataracts, glaucoma, retinal detachment, retinitis, and strabismus.

##### **C. Dyslexia**

A reading disability resulting from a defect in the ability to process graphic symbols.

##### **D. Other Specific Learning Disability**

A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling or performing arithmetic calculations. Examples include dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological processes. Such disorders do not include learning problems which are due primarily to visual, hearing, or motor handicaps, to mental retardation, to emotional disturbance or to an environmental deprivation.

#### **II. Student Notification**

Students are notified of course substitution and other services via an informational pamphlet for Students with Disabilities in the Admissions and Registration areas and notices in the Student Handbook and College Catalog. The Coordinator for Students with Disabilities will advise students concerning the guidelines and requirements necessary for course substitution.

#### **III. Substitution Requests and Documentation**

Students may request a substitution in writing to the Coordinator for Students with Disabilities. Written requests must include a Request for Services Form, disability documentation, substitution requested and future educational/career plans. Students must provide documentation to substantiate that their failure to meet academic requirements is related to an eligible disability.

Documentation must be on letterhead signed and dated by a professional diagnostician. The diagnostician must provide a clearly explained, definitive diagnosis of the disability with current functional limitations and the degree of effect on academic pursuits.

**IV. Identification of Reasonable Substitutions**

- A. Decisions on reasonable substitutions will be made on an individual basis in order to protect students' rights.
- B. After the Coordinator of Students for Disabilities receives the student's request, he/she will convene a substitution review committee, consisting of the Coordinator of the Office for Students with Disabilities, the Testing Coordinator, the Director of Enrollment Services, the Equity Coordinator and a Faculty member instructing in the area of the requested substitution. This Committee will meet within fifteen (15) working days of receipt of the student's request in the Office for Students with Disabilities.
- C. The student will be notified of the Committee's decision in writing within five (5) working days of the Committee's decision. This notification will include information regarding the availability of an appeal process.
- D. The student may appeal the Committee's denial of substitution or negative determination of eligibility by submission of a written appeal to the Dean of Student Affairs within fifteen (15) working days of receipt of the Committee's decision.

**V. Recognition by Other Institutions of Substitutions**

The Coordinator of the Office for Students with Disabilities will review the student's educational and career plans and contact the receiving institutions' articulation officer/program advisor in the students' chosen area of concentration. The Coordinator will determine whether substitutions provided will be accepted by the receiving institution and will facilitate the acceptance of substitutions by the receiving institution. The Coordinator will notify the student in writing accordingly.

**VI. Substitutions Provided by Other Institutions**

The College will accept all substitutions previously granted by a state post secondary institution following receipt of an official transcript from the granting institution.

**VII. Record keeping**

The Coordinator of the Office for Students with Disabilities will maintain records on the number of students granted substitutions by type of disability, the substitutions provided including course title and numbers, the substitutions available for each documented disability and the number of request for substitutions which were denied.

**LIBRARY/LEARNING RESOURCE CENTER**

The library offers students, faculty, staff and the general public not only nearly 30,000 books, periodicals and reference sources on its shelves, but a whole world of information via the library computer network and the Cybrary website at [www.fkcc.edu/links/library](http://www.fkcc.edu/links/library).

Our relaxed, friendly atmosphere and trained professional staff, allows users to feel comfortable and competent at meeting their information needs. Library cards are free of charge to students, faculty, and staff and are also available to Monroe County residents with proof of residence. A user fee allows non-students to access the library computers.

The library is at the heart of academic activities for the campus community. We support the educational and cultural needs of the college community. We are committed to fulfilling our patrons' diverse and changing information needs. We provide on-campus and remote access to multiple-format resources on a broad range of topics and interests. Our accessible and free-to-user resources, innovative services and instruction, help meet the scholarly, workforce preparation, and personal growth needs of all our patrons.

**The Library's webpage** at FKCC's website on the Internet makes it easy to use the library from home. By going to [www.fkcc.edu/links/library](http://www.fkcc.edu/links/library), patrons can access Internet resources, such as search engines, government documents, reference sites, and more. Distance and busy patrons can use online forms to access services such as reference, item requests, and book renewal.

**Electronic Resources**, which are subscription-based, high-quality full-text databases, such as Custom Newspapers Online, Academic Search Premier, and Literary Resource Center, as well as FirstSearch with over 60 databases, are all available online

to students, faculty, and staff with a current library card number. These allow easy and valuable access to magazine, newspaper and reference materials.

**LINCCSearch** is available through our webpage to enable retrieval of physical materials such as books and videos located at the Florida Keys Community College library. This system searches the Library Information Network for Community Colleges (LINCC), which is a computer system that replaces the old card catalog. Also, this system enables patrons to locate library items at any of Florida's 28 community colleges.

**Interlibrary loan** is available to retrieve desired items not available in our library. We participate in the Florida Library Information Network (FLIN) and the Florida Distance Learning Library Initiative (DLLI) to facilitate these practices. Materials are delivered via daily courier to FKCC for loan to our borrowers. Items for Upper and Middle Keys Center students, faculty, and staff are then delivered to the appropriate center via FKCC daily courier.

The library is the official **Federal Government Document Depository of Monroe County**. We house and give access to a variety of core federal resources and documents, such as the latest bills pending in congress. Excellent reference services are available to help you locate any needed government document/information.

**A variety of audio-visual equipment** is available for student and faculty use. Over a dozen computers are available for reference work, Internet access, and word processing. Projectors of various sorts are available for check out.

**FKCC Distance Learning programs** include video-courses for home study. All video-course programs can be viewed in the library on the William A. Seeker Key West campus and at the Middle and Upper Keys FKCC offices. A complete set of video-course programs is available for a rental fee plus shipping from RMI at 1-800-745-5480 or at [www.rmimedia.com](http://www.rmimedia.com).

**Our FKCC Art Gallery** is centrally located in the library, allowing many Monroe County and student artists to have their work displayed. The ever-changing displays add character to our library and give just one more reason to stop in the library often.

**Library Instruction** is available in a variety of formats. Two credit classes are offered by library faculty: LIS 2004 Introduction to Internet Research is a one credit online course; and CGS 1367 Electronic Access to Information is a two credit classroom course. Orientation sessions are included as part of all ENC1101 classes and other subject classes. Individual sessions are available upon request. Workshops are also periodically offered to hone up on your information retrieval skills.

**The Library hours** are 8:30 a.m. - 8:30 p.m., Monday through Thursday, until 4:00 p.m. Fridays, and 9:00 a.m. - 3:00 p.m. on Saturdays. Summer and holiday hours vary, so please watch for postings. Middle and Upper Keys students have access to library staff during open hours through the e-mail, fax, and phone. Web-based resources, or course, are available twenty-four hours a day, seven days a week to all our patrons.

## **THEFT, TAMPERING AND MUTILATION OF LIBRARY MATERIALS**

According to Florida Statutes, mutilation of college property is a crime (FS 806.13). Both mutilation and theft (FS 812.04 1a & 1b -- value less than \$200) are misdemeanors punishable by up to sixty days imprisonment (FS 775.082 (4b) and/or up to \$500 fine (FS 775.083(1e)). Tampering with library computer equipment and/or programs is a crime under the Florida Computer Crimes Act (FS 815.1).

Theft or damage of college property is also a violation of the code of conduct. Violators will be referred to the Vice President for Student Affairs and subject to student judicial procedures. Students will lose library privileges when caught destroying or tampering with library materials.

Theft, tampering, and mutilation of library materials are serious crimes. Destruction of research materials is detrimental to study and scholarship. A reasonably priced copy machine is located in the library. Copies made are subject to provisions of the copyright law. Library staff is willing to assist with the copy machine or to make other arrangements.

The library uses a security system which detects the removal of materials which have not been or cannot be checked out. Unauthorized removal of library materials is viewed as attempted theft and can result in disciplinary action. The library reserves the right to search items that activate the security alarm.

Community patrons are also subject to these regulations and sign their acknowledgment when registering for a library card. Community patrons will lose library privileges when caught destroying or tampering with library materials. They will not be permitted to register for courses on campus until proper restitution has been made.

## **FKCC LIBRARY ACCEPTABLE INTERNET USE POLICY**

### **1. Internet Uses**

Library Internet access is intended primarily as an information resource to support the educational and research needs of our community college students, faculty, and staff. Access is granted to support cultural, social and community services programs of the College. We extend the privilege of access to the community when they become a library user according to our community borrower policy; however, FKCC students, faculty, and staff retain first priority. FKCC Library Internet use is NOT allowed for commercial or illegal purposes.

### **2. Internet Content Responsibilities**

The Internet is a global network of multimedia information with no central authority or governing body. The library can and does recommend interesting and useful Internet sites and resources for our patrons to explore. The primary gateway to recommended sites is through the FKCC library website. However, providing a link in no way means we are responsible for the content of those sites.

Because the Internet has no governing body, there may be material that is offensive to some patrons. It is the patron's responsibility to monitor use. Sites containing nudity, obscenity, or graphic violence are not considered appropriate due to public terminal display. Accessing such sites may result in the revocation of computer privileges.

### **3. Time Limits**

Time limits can and will be set to assure the greatest access for the greatest number of patrons. Time limits will be posted, and will be enforced when demand exceeds the supply of work stations available. We have the right to change these time limits to allow the greatest access to the greatest number of patrons, but again time limits will be posted.

### **4. Printing**

Printing everything you see can be tempting in the library environment, where there is no direct cost to the user. However, FKCC must pay for paper, toner, and printer upkeep. By limiting your printing to only the information needed, patrons enable us to keep this "free to the user" service available. If too many resources are consumed, the library reserves the right to charge for printing. Downloading a page to a disk is possible for later retrieval and printing on your personal computers.

### **5. Chat Rooms**

Chat rooms for pleasure use will not be given priority in our library. We discourage lengthy discussions, unless of an academic nature, relating to course work or research.

### **6. E-Mail**

FKCC Library does not provide e-mail accounts for its students or community patrons. Free e-mail accounts are available from various Internet sources.

E-mail access is considered a low priority.

### **7. Downloading/Changing Configuration**

Patrons are **NOT** permitted to download to the hard drive on any library computer. This includes downloading streaming audio or video files. Patrons are NOT allowed to make permanent changes to browser configuration, such as default e-mail address. If a patron does any of the above without permission from a library staff member, we have the right to deny further access.

## **COMPUTER LAB USAGE**

### **1. Acceptance of Terms of Use**

Florida Keys Community College (FKCC) provides computer usage free of charge to FKCC faculty and staff, and currently enrolled FKCC students (referred to as "User") under these Terms of Use. By utilizing FKCC computing facilities and services, User is indicating agreement to be bound by these Terms of Use.

### **2. Modification of these Terms of Use**

FKCC may modify these Terms of Use at any time at its sole discretion. FKCC will provide Users with reasonable notice of any such changes and continued use of the FKCC computer facilities will be conditioned upon each User's affirmative acceptance of any such changes.

### **3. Modification of FKCC Computing Services**

FKCC may modify or discontinue computing services with or without notice to any User, with liability to any User or any third party.

### **4. General Guidelines**

- (a) Only students enrolled in classes at FKCC for the current term are permitted to use the computer facilities.
- (b) A current student identification card or class schedule is required to use the computer facility.
- (c) Students are required to provide a data diskette while using the computer services. Permission will be denied to use the facility without the use of a diskette.
- (d) No student work is to be saved or stored on the computer hard disk even temporarily. Any work left on the hard disk can and will be deleted.
- (e) No food, candy, or drinks will be allowed in any computer facility or classroom. Absolutely NO exceptions will be permitted.
- (f) The computer should not be turned on or off. Ask for assistance if needed.

## 5. Privacy

Although it is FKCC's policy to respect the privacy of Users, use of FKCC computing facilities is not private, and may be reviewed by system administrators as part of normal operations. FKCC implies no privacy or secrecy for those using FKCC computing services.

## 6. Illegal Use

The FKCC computer facility and network may be used only for lawful purposes. Transmission, distribution, or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitations, material protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat or violates export control law.

## 7. Time

Time limits of computer use can and will be set to accommodate the greatest number of students. Time limits will be posted and will be enforced when demand exceeds the available number of computers.

## 8. Printing

- (a) Use Print View to view your output and make changes prior to printing your work.
- (b) Multiple copies cannot be printed. If needed, please use a copier.
- (c) Do not print materials from the Internet. If a copy is needed, download to a disk.

## 9. Hardware and Software

- (a) Downloading of any software program from these systems will be in violation of copyright laws.
- (b) Installing any software onto these systems is not permitted.
- (c) Please do not bang, hit, move, connect, or disconnect any hardware items. For assistance, ask the person on duty.
- (d) Computers are to be used for school work only.
- (e) Please use only the software needed for your class and on which you have had training. Do not explore other software on these systems or on the Local Area Network.

## 10. DO NOT:

- (a) Delete any software programs, files, or directories/folders on these systems.
- (b) Reconfigure any software programs installed on these systems.
- (c) Create your own directories or folders.
- (d) Change any Windows desktop settings.
- (e) Attempt to fix problems on your own. Ask for help from the lab assistant on duty.

## 11. Virus Detection and Removal

All FKCC computing facility computers have virus checking software. Please scan your disks before and after using any FKCC computer. This will help detect and remove viruses before they can spread.

## INTERNET USE

### 1. E-Mail

- (a) FKCC does not provide e-mail accounts for its students. Students can get free e-mail accounts from various sources.
- (b) E-mail accounts accessed from FKCC computer facilities must be downloaded to your diskette. Any e-mail downloaded to an FKCC computer can and will be deleted.
- (c) Never consider electronic communications and transactions to be completely private.

### 2. Acceptable Content of E-Mail Messages

FKCC does not edit or censor the contents of User's e-mail messages. Users alone are responsible for the contents of their messages and the consequences of any such messages. Users agree that it will not use FKCC computing facilities for chain letters, junk mail, "spamming", solicitations (commercial or non-commercial), or any use of distribution lists to any person who

has not given specific permission to be included in such a process. User further agrees not to use FKCC computing facilities to send any messages or materials that are unlawful, harassing, libelous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material of any kind or nature or that encourages conduct that could constitute a criminal offense, give rise to civil liabilities or otherwise violate any applicable local, state, national or international law or regulation.

### **3. Chat Rooms**

Chat room use is not permitted unless specifically indicated by an Instructor for classroom assignments.

### **4. Game Playing**

Game playing from any Internet site, including MOOs, MUDs, etc., is not permitted.

### **5. Downloading**

Users are not permitted to download, for any reason, to the hard disk of any FKCC computer.

### **6. Internet Browser Configurations**

Users are not permitted to change or alter any Internet browser configuration settings.

## **COMPUTER POLICY**

### **1. Indemnification**

User agrees to indemnify and hold each of FKCC, their parents, subsidiaries, affiliates, officers, and employees, harmless from any claim or demand, including reasonable attorney's fees, made by any third party due to or arising out of User's use of FKCC computing facility, the violation of these Terms of Use by User, or the infringement by User or any other user of User's account, of any intellectual property or other right of any persons or entity.

### **2. Violation of Policies**

Violation of these Terms of Use may result in temporary or permanent loss of access to any or all FKCC computing facilities and other disciplinary actions as appropriate.

### **3. Disclaimer of Warranties**

(a) User expressly agrees that use of FKCC computing facilities are provided on an "as is" and "as available" basis. FKCC makes no warranty that FKCC computing facilities will meet User's requirements or that FKCC computing facilities services will be uninterrupted, timely, secure, or error free.

(b) User understands and agrees that any material and/or data downloaded or otherwise obtained through the use of FKCC computing facilities is at

User's own discretion and risk and that User will be solely responsible for any damage to User's computer system or loss of data that results from the download of such materials and/or data.

(c) FKCC makes no warranty regarding any goods or services purchased or obtained through FKCC computing facilities or any transaction entered into through the Internet.

(d) No advice or information, whether oral or written, obtained by User from FKCC or through FKCC computing facility shall create any warranty not expressly made herein.

### **4. Limitations of Liabilities**

FKCC shall not be liable for any direct, indirect, incidental, special or consequential damages, resulting from the use or the inability to use FKCC computing facilities.

### **5. Applicable Law**

These Terms of use shall be governed by and construed in accordance with the laws of the State of Florida, without giving effect to its conflict of laws provisions.

## **STUDENTS RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT**

Attendance of a student at Florida Keys Community College is a voluntary entrance into the academic community. By becoming a member of the college community, all students have agreed to respect the rights of the college and other members of the community, including faculty, staff, other students, and guests of the college. Students have also agreed to abide by the provisions of the Code of Conduct and rules and regulations of the college and are subject to any sanctions that may be imposed for their violation.

Student status confers no immunity from federal and state laws, as well as respective county and municipal ordinances.

Violations of published laws, ordinances, or rules and regulations may subject the violator to appropriate disciplinary action by

college authorities. Disciplinary action, unless otherwise provided by law, may include fines, the withholding of diplomas or transcripts, loss of privileges, restitution, academic penalty, warning, probation, suspension, or dismissal from the college.

It is the responsibility of each student to:

- Respect the rights of other members of the college community
- Respect the property of the college and other members of the college community
- Respect the facilities, equipment, and programs of the college
- Refrain from actions that endanger the health, welfare, or safety of other members of the college community
- Comply with all college, federal, state, and local laws, rules, and regulations
- Maintain academic integrity
- Meet all financial obligations to the college

Violations of the Code of Conduct include, but are not limited to the following:

- Plagiarism, cheating, misrepresenting or falsifying data
- Possession or consumption of alcoholic beverages, illegal use or possession of illegal drugs or narcotics
- Use of indecent or abusive language
- Illegal gambling
- Hazing as defined in Chapter 1006.63 F.S.
- Vandalism or destruction of property
- Falsification of records
- Unauthorized use of the college name
- Lewd or indecent conduct or attire
- Violence against any member or guest of the college community
- Theft or willful destruction of college property or of the property of members of the college
- Interference with the freedom of movement of any member or guest of the college
- Obstruction of the normal processes and activities of the college community
- Deliberate interference with the rights of others
- Sexual harassment or assault
- Violation of computer use policies and rules
- Possession of firearms, weapons, fireworks, explosives or any other materials or items that may cause bodily injury or damage to property
- Any other offense reasonably deemed to be contrary to the best interest of the college

While the above list includes the types of behaviors and activities deemed to be violations of the Code of Conduct, the list is not intended to be all-inclusive.

#### **PARTICIPATION BY STUDENT IN DISRUPTIVE ACTIVITIES AT PUBLIC POSTSECONDARY EDUCATIONAL INSTITUTION; PENALTIES (FS 1006.61)**

Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the Board of Governors regarding the State University System, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions. After it has been determined that a student of a state institution of higher learning has participated in disruptive activities, such student may be immediately expelled from the institution for a minimum of 2 years.

#### **CLASSROOM ETIQUETTE**

Florida Keys Community College is committed to promoting a level of classroom etiquette conducive to teaching and learning. Students are expected to act in a mature, respectful manner and refrain from behaviors that interfere with the teaching and learning process. Each instructor has the authority to establish guidelines for his/her classroom. Behaviors that, in the judgment of the instructor, interfere with the learning process will be considered disruptive. Students who do not cooperate with the college's efforts to maintain an appropriate learning and teaching environment will be subject to disciplinary action.

## **CLASSROOM ACTIVITY AND GRADES**

The college recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere free from intimidation and coercion. Students are expected to respect the rights and welfare of all members of the college and to exercise common sense, good taste, and applied reason when testing their knowledge.

Students are free to take reasonable exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for satisfying the requirements of any course in which they are enrolled. The student is entitled to protection against improper disclosure of information concerning grades, beliefs, or character that an instructor acquires in professional association with the student. Judgments of ability and character may be provided under appropriate circumstances, normally with the consent of the student.

The instructor has final authority in all matters relating to attendance, course content, grading practices, and classroom procedures, consistent with the mission and established policies of the college. A course grade is the final responsibility of the instructor. In the matter of grading, it is therefore essential that the student be kept informed of his/her progress in the course.

## **ACADEMIC INTEGRITY**

Florida Keys Community College is committed to academic integrity. As an institution of higher education we affirm the core values of diligence, civility, and honesty in the pursuit of truth. To this end academic integrity is reinforced by standards of conduct that uphold honesty and personal responsibility. All academic work submitted by students is assumed to be the result of the student's own thoughts, research and self expression. Any suspicion of dishonesty in academic activities is taken very seriously because it undermines the atmosphere of respect essential to learning. Faculty will not tolerate academic dishonesty in any form, including but not limited to plagiarism, cheating, violation of copyright laws and misuse of college and personal computers.

Some examples of cheating and/or plagiarism include but are not limited to, the following:

- Asking or giving another student information during a test
- Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test
- Using materials prohibited by the instructor during a test
- Impersonating another student or having another person assume one's identity
- Copying material exactly, paraphrasing or using an idea without proper citations
- Stealing an exam or possessing a stolen copy of an exam
- Submitting the same assignment to another class without permission of the instructor
- Inappropriately or unethically acquiring material via the internet to be turned in for an assignment

A range of actions may be taken by a faculty member if a student is caught cheating. The specific action occurs at the faculty member's discretion and each faculty member should state their policy on cheating in the syllabus for the class.

## **STUDENT DISCIPLINARY and GRIEVANCE PROCEDURE**

Florida Keys Community College assumes that students are mature, responsible individuals who have voluntarily entered the institution for educational advancement. While helping students reach their goals, the College attempts to develop responsible student conduct. Upon occasion, however, there is need for disciplinary action or a student finds cause to grieve against the College. All students are assured safeguard to their rights through the elements of due process.

At Florida Keys Community College the Student Disciplinary/Grievance Committee is responsible for hearing student cases involving disciplinary actions or student grievances. This committee is composed of an administrator appointed by the President; two faculty members, appointed by the Provost; and two student representatives, appointed by the Vice President for Student Affairs. The Vice President for Student Affairs serves as an ex-official, non-voting member for organizational and informational purposes.

The committee provides due process for students charged with engaging in misconduct of a serious nature, where such cases may involve violation of Board rules, College procedures, or state laws likely to result in suspension or expulsion of the student from the academic community. The committee also provides due process for differences and disputes between students and faculty or staff members about college policies and learning activities. This may include grading; instructional procedures; discrimination on the basis of race, sexual orientation, religion, gender, age, marital status, national origin, or disability; the award or

administration of financial aid; lesser disciplinary actions; and other situations where the student believes he/she is being treated unfairly or arbitrarily.

## STUDENT DISCIPLINARY PROCEDURES

In disciplinary matters, the following procedures will be used:

1. Disciplinary cases shall be referred to the Vice President for Student Affairs. The Vice President for Student Affairs may carry out lesser disciplinary actions on the basis of evidence presented. If the violation has been in relation to an act which could lead to expulsion, or the student indicates a preference for hearing, the Vice President for Student Affairs will call a meeting of the Student Disciplinary/Grievance Committee. The Vice President for Student Affairs shall collect evidence in the case, contact any witnesses, and ascertain the following steps are carried out.
2. The student shall be notified in writing of the alleged act or violation for which he/she is to be disciplined. The Vice President for Student Affairs shall serve notice of the act and the related hearing upon the student by one of the following means:
  - a. Handing a copy to the student in person if he/she can be found on the College campus; or
  - b. Mailing, via certified mail, a copy to the student's last known residence as noted in his/her official records at the institution.

The College will make every effort to serve notice of the hearing or duly note if the student has made an effort to hide him or herself, refuse or fail to notify the institution of a current address.

The student may continue to attend classes and College activities until the hearing is held and pending appeal at the discretion of the President.

3. The notice to the student being disciplined will include at least the following:
  - a. A statement of the policy, rule, or regulation which he/ she is alleged to have violated;
  - b. A statement of the facts and evidence to be presented in support of the charges made, including the time and place of the occurrence of the actions or behavior complained of;
  - c. A statement that the hearing would be held approximately one week after the delivery of the notice giving the date, time and place of the hearing;
  - d. Advance inspection of the College's affidavits or exhibits against him/her and names of the witnesses against him/her.

The Student Disciplinary/Grievance Committee may provide further amplification of the above requirements.

4. The hearing shall be held at the date, time and place specified in the notice, approximately one week from mailing of the notice, and provide the student with a reasonable amount of time to rebut the charges, present his/her own defense, produce testimony or written affidavits of witnesses to testify for him /her and question any witnesses testifying against him/her. Neither the college nor the student shall be represented by a lawyer during any grievance meeting or hearing involving the college or the student.
5. The student will receive both a complete and accurate written record of the hearing and a written report on the results and findings of the hearing within two weeks of the date of his hearing.
6. No recommendation by the Student Disciplinary/Grievance Committee to the President of Florida Keys Community College for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or appear at the hearing. In such cases, the evidence and support of the charges shall be presented, and shall be based upon proof of violation of policies, rules, and regulations by the student as charged by a preponderance of the evidence in the case as a whole.
7. After the hearing, the Student Disciplinary/Grievance Committee shall make findings of facts and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward them to the President. The President shall take such action in relation to the disciplinary matters as he/she finds appropriate under the circumstances. His/her final decision to accept or reject the committee's recommendation will be forwarded to the student within two weeks of the hearing.

8. The student may appeal the decision of the President to the Chairman of the Florida Keys Community College Board of Trustees.

### **STUDENT GRIEVANCE PROCEDURES**

The term “student” refers to an individual involved in the admissions process as well as to an individual enrolled in coursework at the College. The College will protect the confidentiality of information as it pertains to the issues, the grievant and other individuals involved in the grievance procedure to the fullest extent possible and appropriate under the circumstances. Retaliation against a student bringing forth a grievance or against an individual participating in the grievance procedure is prohibited. Retaliation is a serious violation, which will subject the offender to appropriate disciplinary action.

### **STUDENT GRIEVANCE OTHER THAN DISCIPLINARY**

The student with a grievance must first discuss the grievance with the administrator, staff or faculty member involved. Should this initial point of contact be inappropriate or unacceptable to the student, the Vice President for Student Affairs may be approached. Every reasonable effort should be made by both parties to resolve the matter at this informal level. The initial conference must occur within sixty (60) calendar days of the action in question, or, if a grade is appealed, within ten (10) calendar days of receipt of grade being appealed. If the student continues to be dissatisfied with the results of the initial contact, the Student Disciplinary/Grievance Committee may be called upon to hear the grievance.

### **FORMAL ACTION**

If the student continues to be dissatisfied with the results of informal action, he/she may within five (5) calendar days after the conference with the administrator or staff member file a written appeal to the Vice President for Student Affairs. The written grievance must include specific charges or allegations and the student’s proposed remedy or remedies, and the Student Disciplinary/Grievance Committee shall limit the hearing to said charges, allegations and remedies. Both the student and the faculty and staff who attend the Student Disciplinary/Grievance Committee hearing are encouraged to present corroborating evidence to support their position regarding the stated issues.

For purposes of preparation, the student will be allowed access to public documents and the student’s relevant records which are in the possession of the faculty/staff member(s) grieved against, and/or other faculty /staff members.

When the grievance involves an administrative policy of college procedure and not an individual, the administrator directly responsible for the policy or procedure may represent the college. All faculty/staff mentioned by the student in the grievance letter, the chairperson to whom those faculty/staff report, and any additional faculty/staff that the dean or above mentioned administrator may identify as having a relevant interest in the grievance, will be given a copy of the written student grievance at least five (5) calendar days prior to the hearing and will be invited to attend the hearing. The Vice President for Student Affairs will set a date for a meeting of all the parties and the Student Disciplinary/Grievance Committee within ten (10) calendar days of the date of submission of the appeal. The make-up of the Student Disciplinary/Grievance Committee is described in the previous section.

The Student Disciplinary/Grievance Committee shall meet under the following guidelines:

1. The meeting shall proceed as follows: The student will present his/her grievance followed by the staff or faculty member's response. Each party will then have the opportunity for rebuttal. Members of the Committee may question both parties, but neither of the parties may "cross-examine" the other.
2. Both the student and the staff or faculty member may present witnesses or relevant materials. Neither the college nor the student shall be represented by an attorney during any grievance meeting or hearing involving the college or the student.
3. All involved parties may remain present for the evidentiary portion of the meeting.
4. The meeting shall be tape recorded or recorded by a stenographer; and,
5. The Committee shall be closed.

The Committee shall form its recommendation within five (5) days of its final session. The recommendation of the Committee shall be forwarded to the Vice President for Student Affairs or, when the grievance involves a Student Affairs issue, to the Vice President for Financial and Administrative Services.

The Vice President shall, within seven (7) days after the meeting, prepare a statement of decision on the matter with copies to the student, the faculty or staff member(s), the chairperson to whom the faculty/staff member(s) report and the President.

Finally, if any of these parties is not satisfied with the decision of the Vice President, the party may, within a period of ten (10) days, appeal the case to the President. The President will notify all the parties of his/her decision, in writing, within ten (10) days after receiving the petitioning party's appeal. Rule 7.520.

Specific Authority: 1001.60, 1001.61, 1001.62 FS, 6A-19.010 FAC  
Law Implemented: 1001.64(8)-Approved: 05/27/97, 06/22/99, 03/27/01, 05/27/02, 03/25/03

## **FEDERAL LAWS THAT RELATE TO STUDENTS**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - PL 92 - 380**

In accordance with Public Law 93-380, Family Educational Rights, and Privacy Act, student records at Florida Keys Community College, with the exception of directory information, are confidential and cannot be released except with the written permission of the student. All student records are open for inspection and review by the student unless he/she waives this right.

Directory information, which may be made public, includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students not wishing the dissemination of "directory information" without prior consent must sign a statement in the Enrollment Services Office within one week after the close of registration each term.

#### **1. RECORDS MAINTAINED**

The College maintains records on students as listed. However, not all of these records may be kept on each student: admissions records, course registrations, grades and transcripts, directory information, text data, correspondence, academic records, financial aid records, and Veterans Administration records. The Director of Enrollment Services is the official record keeper for the institution with the following exception: Financial Aid records are maintained by the Financial Aid Officer; placement, follow-up and disciplinary records are maintained by the Vice President for Student Affairs. Individuals employed by the College, who can demonstrate a "need to know," may be granted access to student records by the Director of Enrollment Services, the Vice President for Student Affairs or the President.

#### **2. STUDENT RIGHTS OF ACCESS**

A student or former student has these rights of access to the individual records:

- The right to be provided a list of the types of education records which are maintained by the institution.
- The right to inspect and review the content of these records.
- The right to obtain copies of these records at own expense
- The right to receive explanation on and challenge the content of these records and to have errors corrected
- The right to obtain copies of educational records and to make them available to third parties.

#### **3. LIMITATIONS ON ACCESS**

The Federal Law and Regulations permit the College to deny access to these records:

- Any financial records of parents which have been furnished the college.
- Confidential letters and statements of recommendation placed in student files prior to January 1, 1975, if not used for purposes other than those for which they were specifically intended.
- Records made by supervisory, administrative and educational and personnel employed by the College, which are in the sole possession of the maker thereof, and which are not accessible or revealed to any other person except a substitute.
- Data or information relating to another student.

- Student employment records within and without the College, to include follow-up evaluations by employers.

#### **4. PROCEDURES FOR OBTAINING ACCESS**

Requests to examine the student's educational file maintained at the College will be submitted by the student, in writing, to the individual responsible for maintaining the record. On receipt of the request, the responsible official of the College will arrange to comply at as early a date as possible, but not to exceed 30 days of the request.

The record will be examined by the student in the presence of the person responsible for maintaining the records, or a designated representative. This college official will not permit removal of material from the file. Student requests for copies of the material will, however, be honored subject to the provisions of Section 7 below.

#### **5. STUDENT RIGHTS OF CHALLENGE**

A student has the right to challenge the content of education records to insure that the record is not inaccurate, misleading, or otherwise in violation of privacy or other rights and to be given an opportunity for the correction or deletion of any such data or to insert into the records a written explanation concerning the content of the records.

#### MAKE INTERNAL DISTRIBUTION OF SELECTED RECORDS

The College reserves the right for College officials and instructors to use information from student records internally for legitimate educational purposes.

#### PERMIT ACCESS BY THIRD PARTIES

The College may provide information to other educational institutions upon the written request/consent of the student, and subject to the opportunity for a hearing by the student to challenge the content of records being transferred. A copy of this material will be furnished the student upon written request and at student expense for the reproduction. By law, educational records are open for legitimate use to specified officials of the federal government and of the State Government where the desired information is specifically required to be reported or disclosed pursuant to State Statute. Student information may also be available on proper identification and authorization to organizations conducting studies for educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, providing the information will be destroyed when no longer needed. Student data will be made available to accrediting organizations in carrying out their accrediting functions. The College is also required to make information available in compliance with judicial order or pursuant to any lawfully issued subpoenas in advance of compliance by the College.

#### RETIRE UNNEEDED RECORDS

The College reserves the right for its officials to consolidate student records and to destroy records in conformance with the Florida Public Records Act when no longer needed for educational purposes or when retention is not required by law or regulation of State or Federal Agencies. In this connection, the College is obliged to maintain a permanent record of transcript information. No record will be destroyed during any pending request for explanation or for challenging or hearing, or for 60 days after completion of such action.

#### RIGHT OF HEARING

Every effort will be made to resolve disagreements on content through informal meetings and discussions. In the event informal methods do not resolve a problem, a student is entitled to an opportunity for a formal hearing. This hearing will be scheduled within ten days of written request by either the College or the student and shall be conducted by an impartial committee appointed by the President in each instance. The Student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised. A written summary of the issue and appropriate recommendation shall be forwarded to the President within five days following the termination of the hearing. The President shall render a written decision within ten days after receiving the recommendation of the committee. Records will then be corrected or expunged as the President directs and the student informed accordingly. A copy of the committee report and of action by the President will be placed in the student's file.

## LIMITATION ON CHALLENGE

All materials contained in the student educational record, with the limitation of #3 above, are subject to challenge except the basis in which instructor grades were awarded. However, improper recording of grades is subject to challenge.

## **6. STUDENT RIGHTS TO RELEASE INFORMATION**

A student may request release of all or any part of his education records to specific persons, agencies, or institutions. Request will be in writing, be signed and dated by the student, and shall include specific identification of the records to be released, and the names of the parties to whom such records will be released. A copy of the records released, in accordance with such a request, shall be provided the student if desired. All reproduction and mailing expenses involved in this provision will be met by the student

## **7. RIGHTS RESERVED TO THE COLLEGE**

The Act provides that the College may retain certain rights. The College thus retains the right to:

### RELEASE DIRECTORY INFORMATION

Directory information is defined as the name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational institution attended by the student. In the absence of written notice, each term, by a student to withhold any or all information included in the definition of "directory information," the College reserves the right to release any of this information as it may consider desirable. (See Section 8)

### RELEASE OF STUDENT INFORMATION IN EMERGENCY

The College reserves the right to release information from educational records if knowledge of such information by other parties is necessary to protect the health or safety of a student or other persons. This information will be released only in emergency and after consideration by College officials of the seriousness of the emergency, the need of the information by third parties to deal with the emergency and the extent to which time is of the essence.

### CHARGE FOR THE COST OF REPRODUCTION

Copies of records requested by a student in compliance with his/her right to such records will be charged at the rate prevailing at the time of the student requests.

## **8. RELEASE OF STATISTICAL INFORMATION**

The College will continue to use and release statistical data where individual students are not personally identifiable. The College shall not permit access to or release of personally identifiable information on students except in response to the specific written request by the student, or as reserved to College discretion as indicated in the sections above. In accordance with law, any information released to the student or to a party other than the student -- with the exception of Section 7 -- will be accompanied by a written statement that the party receiving the material is prohibited from further release to any other party without the written consent of the student. In accordance with Section 7, a student may request, in writing, that any or all directory information be withheld from release. This request will be submitted on the registration form available in the Enrollment Services Office.

## **9. RIGHTS RESERVED TO STATE AND FEDERAL AGENCIES**

The law specifically states that certain Federal officials and State educational authorities may have access to student and other college records which are necessary in connection with audit and evaluation of federally-supported education programs in connection with the enforcement of federal legal requirements relating to such programs.

## **10. RIGHT TO FILE A COMPLAINT**

Complaints regarding alleged institution violation of rights accorded parents and eligible students by Section 438 of the Act may be submitted in writing to the Department of Health, Education and Welfare.

## **11. LOCAL AUTHORITY**

The information contained in this section has its basis in Public Law 93.380. This further enhanced however, by Florida State Board of Education Administrative Rule 6A-14.51 and Florida Keys Community College Board of Trustees Rule 7.600. Copies of these rules are maintained in the College Library.

### **NONDISCRIMINATION TOWARD STUDENTS AND APPLICANTS FOR ADMISSION**

Florida Keys Community College is dedicated to facilitating equal access/equal opportunity in its educational policies and practices. The College is committed to providing a learning environment where the individual differences of all students are valued and respected. All students and applicants for admission are entitled to be treated fairly, and with dignity, free from discrimination.

The College will not tolerate any form of discrimination toward students and applicants in its educational services and activities on the basis of race, religion, gender, age, sexual orientation, marital status, national origin, or disability.

All educational services and activities will promote equal access/equal opportunity. Any student or applicant for admission that has concerns about equitable treatment has access to the College Equity Coordinator and the Student Disciplinary/Grievance Procedures.

The College continually notifies students and applicants for admission of this Rule and the Rule on Student Disciplinary/Grievance Procedures. Notice of this Rule and the Rule on Student Disciplinary/Grievance Procedures is posted in conspicuous locations on all campuses, including student common areas and the student admission/registration area. Notice is also regularly published in College publications including, but not limited to, the College Newsletter, the College Catalog, Course Schedule, and this Student Handbook.

The Equity Coordinator is designated to coordinate compliance with all applicable State and Federal regulations. Students, applicants and the general public are regularly notified of the name, title, address and telephone number of the Equity Coordinator. Notice of the Equity Coordinator is posted in conspicuous locations on all campuses and is published in College publications, including, but not limited to the following: College Newsletter, College Catalog, Course Schedule, and Student Handbook.

Florida Keys Community College incorporates the provisions of this rule in all educational services and activities, and is in voluntary compliance with any and all State and Federal statutes, regulations and executive orders pertaining to equal access/equal opportunity and nondiscrimination. Rule 7.440.

Specific Authority: 1007.263 and 35.130 F.S.; Rule 6A - 19.010 FAC  
Law Implemented: 1007.263 F.S.  
.Approved: 10/24/94, 04/25/00

### **FKCC EMPLOYEE AND STUDENT SAFETY PROTOCOL**

In the event that an employee or student notices anyone acting in an inappropriate manner (in word or action) or in the event that an employee or student feels threatened, he/she should maintain a calm demeanor and should contact the following people in the order listed below:

1. Provost 809-3145
2. Vice President Toppino's Office 809-3218

Please see Vice President for Student Affairs for additional information, policies, and procedures concerning security at FKCC.

### **STUDENT RIGHT-TO-KNOW ACT OF 1990**

The Student Right-to-Know Act of 1990 requires colleges to disclose graduation or completion rates for the student body. The State Board of Community Colleges (SBCC) has assumed responsibility for the compilation and dissemination of this data. Individuals interested in this data should contact the SBCC, 1314 Florida Education Center, 325 W. Gaines Street, Tallahassee, Florida, 32399-0440, (904)488-9763 July 1997

## GLOSSARY OF TERMS

**A.A. Associate in Arts Degree** - A degree designed to prepare a community college student for transfer to an upper-division college or university.

**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. However, transfer to upper division is available for select programs. Contact an advisor for specific information on which programs.

**A.A.S. Associate in Applied Science** - A degree which focuses on technical skills and is designed for students who want to enter a specific employment field. The A.A.S. degree is not designed to transfer to 4-year institutions.

**Accreditation** - Certification that the College has met established standards and is nationally recognized by appropriate accrediting agencies. FKCC's major accrediting agency is the Southern Association of Colleges and Schools (SACS).

**Articulation Agreement** - Agreement between Florida's public junior/community colleges and universities assuring junior-level status to students who complete the community college general education and graduation requirements in university parallel programs.

**Audit** - To attend a course without working for or expecting to receive college credit.

**Certificate programs** - Programs usually lasting one year or less directed toward training individuals for employment.

**CLAST (College-Level Academic Skills Test)** - Required by the state, this test measures student achievement in reading, writing and computation. In order to receive an A.A., students must earn passing scores or satisfy one of the CLAST exemption alternatives approved by the state.

**CLEP (College-Level Examination Program)** - Credit by exam by College Entrance Examination Board test in specified subjects, with credit applicable toward a degree.

**Co-requisite** - A course required to be taken at the same time as another course.

**Credit Hour** - A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

**Degree-seeking student** - A student admitted to a planned program leading to a degree or certificate.

**Freshman** - A degree seeking student who has earned fewer than 24 semester hours of credit.

**Full-time Student** - A student registered for 12 semester hours or more for credit.

**Gordon Rule** - State Board of Education rule requires that A.A. students successfully complete 12 credit hours of course work in which they are required to demonstrate written skills and six credit hours of mathematics course work at college algebra level or higher

**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 attempted. GPA's range from 4.0 downward.

**Independent Study** - Capable students may acquire course credits at their own pace through non-classroom student-faculty interaction.

**International Student** - A student who entered the United States on a non-immigrant 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 FKCC.

**LOEP (Levels of English Proficiency)** - Assessment used to determine placement for students whose native language is not English.

**Non-Credit** – A continuing professional education course for which college credit is not granted.

**Part-time student** - A student registered for fewer than 12 semester hours.

**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.

**Quality Points** - The value, ranging from 4 to 0, for grades from A to F for all courses completed, used in determining academic average. See also GPA.

**Sophomore** - A degree seeking student who has earned 24 or more semester hours of credit.

**Student Load** - Number of credit hours carried by a student in any term.

**Suspension** - Student status after remaining on probation for more than two consecutive terms.

**Syllabus** - A course outline typically distributed the first day of class detailing course expectations, instructor information, and instructor's policies on grading and attendance.

**T.B.A.** - to be arranged or announced.

**Telecourses** - College credit courses televised weekly on local television/cable outlets.

**Term** - Time period, roughly equivalent to a semester, in which classes meet. Fall, Spring, or Summer full terms are usually 15 weeks each.

**Transcript** - Official record of college courses taken by a particular student.

**Transfer Student** - Student who attended a college or university before coming to FKCC.

**Tuition** - Financial charge for each credit hour of instruction.

**Unclassified student** - A student admitted to a credit course, but not to a planned program leading to a degree or certificate.

**Withdrawal** - Removal from course or courses by completion of proper forms in the Office of Enrollment Services or Centers.



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|-----------------------------|------------------------------|----------------------------------|------------------|
| ● 1. Entrance               | ■ 9. Public Safety Annex     | ● 17. Student Lounge             | ★ 23. Building B |
| ● 2. Security               | ■ 10. Dive Building          | ● 18. Campus Cafe                | ★ 24. Building C |
| ● 3. Maintenance            | ■ 11. Pool                   | ● 19. Bookstore                  | ● 25. Building A |
| ● 4. Marine Propulsion Lab  | ■ 12. Tennis Courts          | ● 20. Outdoor Amphitheater       |                  |
| ● 5. Welding Lab            | ■ 13. Public Safety Building | ● 21. Ceramics                   |                  |
| ● 6. Building D             | ■ 14. Boat Dock              | ● 22. Tennessee Williams Theater |                  |
| ● 7. Clark Maxwell Pavilion | ■ 15. Dive Lagoon            |                                  |                  |
| ● 8. Chiller Plant          | ■ 16. Human Resources        |                                  |                  |



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