

FLORIDA A&M UNIVERSITY STUDENT HANDBOOK



“THE FANG”

[2012-2014]

**PROVISIONS OF THE FLORIDA A&M UNIVERSITY
STUDENT HANDBOOK
“THE FANG”
2012-2014**

The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant, student, or employee and Florida A&M University (FAMU) or the FAMU Board of Trustees. FAMU and the FAMU Board of Trustees reserve the right at any time, to change fees, calendars, procedures, services, programs, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to prospective students and to those already enrolled, as well as to organizations and/or entities.

While every effort is made to assure accurate and up-to-date information, Florida A&M University does not assume responsibility for any misrepresentation which might arise through error in the preparation of this student handbook, or through failure to give notice of changes in its requirements, policies, procedures, fees, services, programs and other matters affecting students or others, including but not limited to, organizations, entities, off-campus vendors, and other suppliers and/or contractors (commercial or non-commercial).

This handbook was compiled and updated, as appropriate, by the Office of Student Life in consultation with the University departments and areas noted herein. For further information, please call (850) 599-3098 or visit the Office of Student Life located in Suite 100 of the H. Manning Efferson Union on Martin Luther King Boulevard. Copies of the Student Handbook may be obtained online at www.famu.edu.

This student handbook supersedes all prior Florida A&M University student handbooks and remains in effect until superseded by a subsequent handbook. This handbook becomes effective on the date of release on the Florida A&M University website.

Florida Agricultural and Mechanical University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4501, (404) 679-4501) to award the baccalaureate, masters', professional and doctoral degrees. Inquiries to the Commission should relate only to the accreditation status of the institution and not to general admission information. In addition, many programs are accredited by agencies in the field in which they are affiliated. For example, the College of Education is also accredited by the National Council for the Accreditation of Teacher Education (NCATE) and approved by the Florida Department of Education; and the College of Law is accredited by the American Bar Association.

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GENERAL INFORMATION

A Historical Overview

Florida Agricultural and Mechanical University (FAMU), founded on October 3, 1887, as the State Normal College for Colored Students, began classes with 15 students and two instructors. FAMU's destiny -- to become an institution of higher learning, striving toward even greater heights of academic excellence. Today, Florida A&M University is one of 11 institutions in Florida's State University System, and excellence - "Excellence with Caring" - remains its goal.

Leading the State Normal College through its infancy were two distinguished citizens and educators. They were **Thomas DeSaille Tucker**, an outstanding attorney from Pensacola who was selected as the college's first president, and **Thomas Van Rennasaler Gibbs**, a state representative from Duval County who was Tucker's top assistant. In 1891, the college received \$7,500 under the Second Morrill Act for agricultural and mechanical arts education; thus, it became Florida's land grant institution for blacks. The college was moved from Copeland Street (now the site of Florida State University) to its present location, and its name was changed to the State Normal and Industrial College for Colored Students. It was at this new site that President Tucker initiated his plans for institutional growth and development.

In the **1900s**, this young institution flourished under the leadership of **Nathan B. Young**. In 1905, management of the college was transferred from the Board of Education to the Board of Control. This event was significant because it officially designated the college as an institution of higher education. The name was changed in 1909 to Florida Agricultural and Mechanical College for Negroes (FAMC). The following year, with an enrollment of 317 students, the college awarded its first degrees. In spite of a setback caused by a tragic fire which destroyed Duval Hall (the main building which housed the library, administrative offices, cafeteria and other college agencies), progress was made when a gift of \$10,000 was presented to the University by Andrew Carnegie for the erection of a new library facility. This facility held the distinction of being the only Carnegie Library located on a black land-grant college. President Young directed the growth of the college, with limited resources and expectations, to a four-year degree-granting institution, offering the Bachelor of Science degree in education, science, home economics, agriculture, and mechanical arts.

Under the administration of **John Robert Edward Lee, Sr.**, Florida A&M College acquired much of the physical and academic image it has today. Buildings were constructed; more land was purchased; more faculty was hired; courses were upgraded, and accreditation was received from several state agencies. By 1944, Florida A&M College had constructed 48 buildings, accumulated 396 acres of land, and had 812 students and 122 staff members. In 1949, under the guidance of William H. Gray, Jr., expansion, along with reorganization, continued; the college obtained an Army ROTC unit, and student enrollment had grown to more than 2,000.

Perhaps the greatest achievement under the presidency of **Dr. George W. Gore, Jr.**, was the elevation of the school to university status. In 1953, the college's name was changed by legislative action from Florida Agricultural and Mechanical College to Florida Agricultural and Mechanical University (FAMU). Obtaining university status meant restructuring existing programs and designing new academic offerings to meet the demands of producing quality

students at the professional and graduate levels. Between 1953 and 1968, the Schools of Pharmacy, Law, Graduate Studies, and Nursing were created.

During the years 1950-68, the university experienced its most rapid growth. Twenty-three buildings were erected, with construction and renovation costs totaling more than \$14 million. These facilities included: the Dairy Barn, Faculty Duplexes, Law Wing of Coleman Library; Gibbs, Tucker, and Truth Halls; Agriculture and Home Economics Building (Perry Paige), Student Union Building, Demonstration School Building and Cafeteria; Health and Physical Education Building, Music and Fine Arts Complex, High School Gymnasium and Stadium. The hospital was completed and operative. The university's staff was increased by more than 500. At this time, the four-quarter plan was implemented, and the school became the first Negro institution to become a member of the Southern Association of Colleges and Schools. Enrollment increased to more than 3,500.

With *Dr. Benjamin L. Perry, Jr.*, at the helm, the *1970s* brought further growth to Florida A&M University. FAMU experienced a decade of rapid transition during a time when federal laws were demanding a desegregated unitary system. His administration is credited with the preservation of FAMU's autonomy. In 1971, FAMU was recognized as a full partner in the nine-university, public higher education system of Florida. The program and academic areas within the institution were extended to include the Black Archives Research Center and Museum, established as a state repository for black history and culture; the Division of Sponsored Research; the program in medical sciences, in conjunction with FSU and the University of Florida; the development of the School of Architecture; a Naval ROTC unit; establishment of the cooperative programs in agriculture; and a degree-granting program in Afro-American Studies. Enrollment at FAMU increased from 3,944 (1969) to 5,024 (1970). The university was reorganized into academic areas instead of departments. The physical plants were improved by the construction of the Women's Complex (apartment type dormitory), Clifton Dyson Pharmacy Building, new poultry building and dairy cattle resting shed and renovation of University Commons, Coleman Library, Tucker Hall and the FAMU Hospital into the presently named, Foote-Hilyer Administration Center (FHAC).

The *1980s* served as a model for productive development at Florida A&M University. Under the administration of *Dr. Walter L. Smith*, the university grew to eleven schools and colleges, and a division of graduate studies, research, and continuing education. In 1984, the university was granted the authority to offer its first Doctor of Philosophy degree, the Ph.D. in Pharmacology. The '80s also saw the expansion of the Gaither Athletic Center, which includes the construction of a new Women's Athletic Complex equipped with a track, an Olympic pool, men's and women's weight training rooms, and softball and baseball fields. Bragg Memorial Stadium was renovated and expanded to provide seating for some 25,500 spectators, and a modern field house was erected. The old laundry was converted into the Industrial Education Classroom-Laboratory. New facilities were constructed to house the Schools of Allied Health Sciences, Architecture, Business and Industry, and Nursing. Construction and renovation projects amounted to more than \$34 million. Under the leadership of Dr. Smith, the university launched the Centennial Celebration Fund for establishment of a university endowment.

In *1985*, construction of a new corridor of history was begun as *Dr. Frederick S. Humphries* became the eighth president of Florida A&M University. Under his leadership, FAMU experienced significant growth and unsurpassed accomplishments. President Humphries

had the distinction of presiding over the University's Centennial Celebration: October 2, 1986-December 31, 1987. This commemorative event, which centered upon the theme, "A Legacy to Preserve-A Future to Design," was initiated with the president's inauguration, highlighted with many activities (lectures, concerts, convocations, etc.) and honors, and culminated with the burial of a time capsule.

Dr. Humphries' unique administrative initiatives heightened the appeal for FAMU to high school students, parents, and other members of the public. Some of the achievements made during President Humphries' administration include the following: Florida A&M University received national recognition for record-breaking enrollment. In 1985, enrollment was 5,100. By 1992 these statistics showed total enrollment had nearly doubled with at 9,551. The enrollment for the 1998/99 academic year reached approximately 12,000.

In addition to increased enrollment, the University consistently ranked nationally among the top five colleges and universities for enrolling National Achievement finalists. Due to an aggressive and competitive campaign to attract more talented students, FAMU climbed steadily from fourth place in 1989 to first place (1992, 1995, and 1997), and second place (1993 and 1994), surpassing institutions such as Harvard, Yale, and Stanford. Black Issues in Higher Education also cited FAMU, in 1999, for awarding more baccalaureates to African Americans than any institution in the nation.

FAMU successfully completed requirements for establishing eight Eminent Scholars Chairs through the State Major Gifts Program: the Warner-Lambert Chair in the College of Pharmacy and Pharmaceutical Sciences; the Garth Reeves and the Knight Foundation Chairs in the School of Journalism and Graphic Communication; the Anheuser-Busch, Centennial and Financial Services Chairs in the School of Business and Industry; the Carrie Meek Chair in the College of Education and the Foster Edmonds Chair in the College of Arts and Sciences.

At the 1989 Spring Commencement Exercises, the University awarded its first Ph.D. degree to Hyacinth Chi Akunne in the College of Pharmacy and Pharmaceutical Sciences. The University presented its second doctor of philosophy degree to Fred Foreman (FAMU-FSU College of Engineering) during the 1995 Spring Commencement Exercises. Presently, the University has 11 programs that offer the doctoral degree. They are: pharmaceutical sciences; physics; biomedical, chemical, mechanical, civil, industrial and electrical engineering; educational leadership; environmental science; and entomology - a cooperative program with the University of Florida.

The FAMU Marching "100" Band, under the direction of Dr. William P. Foster, Director of Bands, was invited by the French government to participate in the Bastille Day Parade as the official representative from the United States. This event was held in celebration of the Bicentennial of the French Revolution. The Marching "100" continues to perfect its legacy of excellence, which has resulted in it being labeled as the "Best Marching Band in the Nation" by Sports Illustrated (August, 1992). The band received national recognition, in January 1993, when it performed in the 52nd Inauguration Parade in Washington, D.C., by invitation of President-Elect William "Bill" Clinton.

Tremendous efforts have been made to upgrade facilities and construct new buildings during the past decade. Completed projects include construction of the Benjamin L. Perry

General Classroom and Science Research Building; expansion of the School of Business and Industry's east and west wings; the FAMU/FSU College of Engineering; the new College of Pharmacy and Pharmaceutical Sciences building; expansion of the School of Allied Health Sciences; a new Student Services Center; a 400-car parking garage; a 360-bed expansion at Palmetto Housing; remodeling and expansion of the Foster-Tanner Complex; and construction of the Frederick S. Humphries Science Research Center. Recently completed projects include the new School of Journalism and Graphic Communication's building and the Campus Recreation Center. Projects currently under construction include the FAMU Developmental Research School (FAMU-DRS), the Multipurpose Gymnasium and the renovation of the Commons Building.

Most significantly, during the celebration of its 110th Anniversary, Florida A&M University was selected as the 1997-98 College of the Year by TIME Magazine-Princeton Review. FAMU was selected as the winner from among six finalist including: DePaul University, Chicago; DePauw University, Greencastle, Indiana; the University of Iowa, Iowa, City, Iowa; University of California, Los Angeles; Trinity College, Hartford, Connecticut; and the University of California State System. FAMU was the first institution in the country to receive this honor from this magazine.

In *January 2002*, **Henry Lewis III, Pharm. D.**, Dean of the College of Pharmacy and Pharmaceutical Sciences, was appointed interim president by the Board of Trustees.

May 17, 2002, the Board of Trustees named **Fred Gainous, Ed. D.**, an alumnus, the ninth president of FAMU. Prior to his presidency, Dr. Gainous was the chancellor of the State Community College System in Alabama.

On *December 14, 2004*, the Florida A&M University Board of Trustees named **Castell Vaughn Bryant, Ed. D.**, interim president.

In *February 2007*, **Dr. James Ammons**, chancellor of North Carolina Central University in Durham, N.C., was named the 10th president of Florida A&M University. Dr. Ammons served as provost and vice president for Academic Affairs for Florida A&M University from October, 1995 until becoming chancellor of North Carolina Central University in 2001. Dr. Ammons commenced his presidency at Florida A&M University on July 2, 2007.

*In July 2012, Larry Robinson, Ph.D., was appointed interim president by the University Board of Trustees. Dr. Robinson served as provost and vice president for academic affairs from 2003 to 2005. In 2007, he served briefly as chief operating officer for the University and subsequently as vice president for Research from 2007-2010. Dr. Robinson took a leave of absence from the University to serve as assistant secretary for Commerce for Conservation and Management at the National Oceanic and Atmospheric Administration, where he supported and managed NOAA's coastal and marine programs, including marine sanctuaries for preserving areas of special national significance, fisheries management to sustain economic prosperity, and nautical charts for safe navigation. He returned to FAMU in November 2011.

*This section of the handbook was added on 7/18/13

FAMU can credit much of its present academic stature to the leadership of its **distinguished presidents**: *Thomas DeSaille Tucker (1887-1901); Nathan B. Young (1901-1923); John Robert Edward Lee, Sr. (1924-1944); William H. Gray, Jr. (1944-1949); George W. Gore, Jr. (1950-1968); Benjamin L. Perry, Jr. (1968-1977); Walter L. Smith (1977-1985); Frederick S. Humphries (1985-2001); Fred Gainous (2002-2004); and Dr. James H. Ammons (2007-2012); and acting presidents*: *W.H.A. Howard (1923-24); J.B. Bragg (1944); and H. Manning Efferson (1949-50); Henry Lewis III, interim president (2002); Castell Vaughn Bryant, interim president (2004); and Larry Robinson, Chief Executive Officer (May 2007 – July 2007) and interim president (2012-present).*

For more than 120 years, Florida A&M University has served the citizens of the State of Florida and the nation through its provision of preeminent educational programs...programs which were the building blocks of a legacy of academic excellence with caring. FAMU, “Florida’s Opportunity University,” is committed to meeting the challenges and needs of future generations.

Governance*

Florida A&M University, a member of the State University System (SUS), is under the supervision of the FAMU Board of Trustees. The FAMU Board of Trustees is comprised of twelve citizens and one student representative.

The president of the university is appointed by the Board of Trustees and administers the affairs of the university with the assistance of administrative officers, faculty, and staff.

*This section of the handbook was revised on 7/18/13

Other General University Information*

Other general information concerning the University may be found in the University catalog under the heading, **General Information**. Go to **Students** link on the FAMU main webpage and click on Catalog.

*This section of the handbook was revised on 7/18/13

Vision Statement

Florida Agricultural and Mechanical University will provide the citizens of Florida, the nation, and the world with inspirational teaching, relevant research, and meaningful service by offering opportunities to enhance humankind.

Mission Statement*

Florida Agricultural and Mechanical University (FAMU) is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins and nationalities as life-long members of the university community.

*This section of the handbook was revised on 7/18/13

Core Values

Florida Agricultural and Mechanical University holds the following values essential to the achievement of the University's mission:

- | | |
|-------------------------|---------------------|
| * Scholarship | * Service |
| * Excellence | * Fairness |
| * Openness | * Courage |
| * Fiscal Responsibility | * Integrity/Ethics |
| * Accountability | * Respect |
| * Collaboration | * Collegiality |
| * Diversity | * Freedom |
| | * Shared Governance |

ALMA MATER

*College of love and charity
We gather 'round thy noble shrine;
We lift our voice in praise to thee,
And ask a blessing all divine.*

CHORUS

*FAM-U! FAM-U! I love thee!
I'll fight and win whatever the battle be,
The orange and the Green thy sons shall e'er defend
And Loyal to thy voice of love attend
FAM-U! FAM-U! FAM-U! I love Thee!*

*On gridiron, diamond, track and field,
Thy sons thy victory never yield,
And while they tread a broader life
Thy love shall keep them in the strife.*

(Repeat Chorus)

*God ever keep us true to thee;
Thy faith that truth shall make men free,
Shall guide thy loyal sons aright
And fend them thru' the skeptic night.*

(Repeat Chorus)

THE FLORIDA SONG

*Dear old Florida we are yearning
We will fight for you
While our loyal hearts are burning
We'll be ever true.*

REFRAIN

*Florida, Florida, bless her name
Orange and Green we'll proudly wave;
We will honor and protect you,
Sons and daughters brave.*

RATTLER FIGHT SONG

*We came to have some fun;
The party has just begun
(Ladies: Just Begun)
And you know we're number one;
Gotta get up now.
This is the Rattler Show, Around & Around we go
(Ladies: 'Round We Go)
And we 'bout to strike you know, Gotta Get Up Now.
Gotta Get Up,
Get Up,
For the Rattlers!*

“RATTLER OATH”

*“My Head shall always be held high, not to boast or brag, but of knowledge of my ancestry
(full of Kings and Queens residing on the highest hill that is FAMU).
My Hand shall never cease to work to preserve the blood, sweat and tears my forefathers shed.
My Heart shall never cease to love and care for my fellow man, my family and my community.
I am the Head, I am the Hand, I am the Heart, I am a Millennial FAMUan and in the Field I
Shall be Great!*

***I REPRESENT FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY ESTABLISHED
OCTOBER 3, 1987!***

University Motto

“Excellence With Caring”

University Seal



University Mascot



The Rattler(s)

University Colors

Orange and Green

DIVISION OF ACADEMIC AFFAIRS

The Office of the Provost and Vice President for Academic Affairs has the overall responsibility for the growth, development and expansion of the various academic programs, teaching and research activities, educational support agencies and the effective and efficient administration of public service.

Office Location:

301 Foote-Hilyer Administration Center

1700 Lee Hall Drive

Tallahassee, Florida 32307-3200

Telephone and Fax numbers:

Tel: (850) 599-3276 **Fax:** (850) 561-2551

Official Academic Calendars

All University official academic calendars may be viewed on-line. Go to the FAMU Home Page at www.famu.edu and click on the link for Academics and choose the link for Registrar.

Academic Advising

Seeking academic advising is crucial to a student's success in selecting an appropriate academic major, making timely progress through the required curriculum, and graduating. Every student is provided advisement assistance by an academic advisor. Students who have not declared a major will be advised through the School of General Studies.

Academic Grievances

The purpose of an academic grievance is to give students a fair review and an opportunity to be heard. Students are normally expected to follow the procedures established by the college, school and/or academic unit in which they are pursuing a course of study; however, academic grievances regarding a course grade must be filed with the college, school and/or academic unit in which the course is offered.

Each college, school and/or academic unit within the University has internal procedures for addressing student grievances pertaining to academic matters. Academic grievance procedures are available in the Office of the Dean of the respective college or school, and in the office of the appropriate officer in charge of an academic unit.

Office Of University Assessment

The Office of University Assessment (OUA) is dedicated to supporting continuous improvement at Florida A&M University. The mission of the office is "to promote a culture of evidence-gathering at FAMU through the implementation of a manageable and sustainable assessment process that leads to quality improvement." This means gathering information about what the

University does to promote the educational success of students, analyzing that information, and looking for ways to continually improve. There are four main goals for the OUA:

1. Academic Improvement – To assess the provision of a distinctive quality undergraduate and graduate educational experience.
2. Service and Support Improvement - To assess the effectiveness of administrative processes and support services.
3. Accountability - To facilitate the implementation of assessment activities in compliance with the accountability goals and measures established by the Board of Trustees and accreditation bodies.
4. Enhanced Communication on Assessment - To promote communication including training, related to student learning outcomes among administrators, faculty, staff and students.

The University recognizes the importance of university-wide assessment activities in continuous improvement and institutional effectiveness. Thus, on June 12, 2008, the Board of Trustees adopted the “FAMU Assessment Policy”. This policy applies to all academic programs, including the general education program and to all administrative and educational support services and operations that support the academic programs. A major goal of assessment at FAMU is to support the University’s mission of “Excellence with Caring” and accountability to internal and external stakeholders by emphasizing the importance of systematic assessment planning, implementation , data collection and analysis, documentation, and reflection on the results to improve student outcomes and support services effectiveness.

FAMU is committed to providing students with a caring and supportive environment as well as the resources necessary to ensure their success and competitiveness in the world of work and further education. To this end, students may be required to participate in a number of university-wide assessment activities. Such activities may include standardized tests (e.g. MAPP), surveys (e.g. NSSE, Exit, Leavers and Alumni), focus groups and interviews, and portfolio reviews. Each of these assessment activities enables us to determine the extent to which FAMU’s programs and services meet the needs of students while maintaining high levels of quality support services.

Additionally, the OUA is the repository for all Academic Learning Compacts (ALCs) and assessment plans/reports in the University. Academic Learning Compacts are structured plans to account for student achievement in specified domains in baccalaureate degree programs in the State University System. Since fall 2005, FAMU has continued to make these ALCs available to the entering freshman class and prospective students.

Each academic program within the University is responsible for providing all of its prospective and current students with clearly defined ALCs, which are written in a user-friendly format. Academic programs distribute their ALCs to students through the University website and course syllabi.

Contact Information:

Office of University Assessment
Division of Academic Affairs
Florida A & M University
SBI Modular Unit #96
PO Box 70600
Tallahassee, FL 32307
Phone: (850) 412-5265
Fax: (850) 412-5267
E-mail: assessment@famu.edu

University Catalog

The FAMU Catalog provides information about the programs of study, course descriptions, degree requirements, admissions and related matters, registration and general regulations, financial information, academic affairs, student services, and much more. The catalog is the primary source of information crucial to your academic success. The catalog can be found on the FAMU main webpage under the STUDENTS link. Click the link, then click catalog under Current Students.

University Honors Program

The mission of the University Honors Program is to provide a series of challenging courses and academic enrichment experiences for undergraduate students who excel. The Honors Programs endeavors to enhance critical thinking skills through academic experiences that will lead students to seek opportunities for intellectual engagement and to develop a strong research orientation as a launch to both graduate and professional schools, as well as career paths. The Honors Program stresses academic achievement, development of leadership potential, community service, and cultural enrichment in all of its participants.

Benefits

- Smaller, more challenging classes
- Priority registration
- First-hand academic advisement and counseling
- Access to Honor House for study, social interaction, and relaxation
- More interaction with administrators and professors
- An enhanced degree that will impress graduate and professional schools and prospective employers
- Honors status noted on transcript

Honors Courses

Special sections of required courses from the University's General Education Sequence are offered as honors courses each semester. These courses also allow students to fulfill the requirements in their areas of interest. Students may also earn honors credits through honors contract courses. It is recommended that students complete honors courses during their first and second year of enrollment.

Other Curricular Opportunities

Monthly Honors Seminars
Research Projects and Theses
Exclusive Computer Lab and Study Areas
Publications

Co-curricular Opportunities

Honors Conference Participation
Community Service Initiatives
Social and Cultural Events
Recognition Programs and Events
Honor Student Association Membership

Admissions Criteria

All high school graduates with a minimum GPA of 3.50 and/or 1700 on the SAT or 27 on the ACT are invited to complete the application for admissions to the University Honors Program. Continuing and transfer students and community college AA degree transfers with a strong academic background and/or a minimum GPA of 3.00 may also apply for admission to the program. The latest point at which students may apply for admission to the program is the first semester of their junior year. In order to remain in the program, students must maintain a 3.0 GPA. Qualified applicants are accepted from all disciplines.

Office Location

1523 South Martin Luther King Jr. Blvd.
Tallahassee, Florida 32307
Telephone and Fax numbers:
(850) 599-3540 - Fax: (850) 561-2125

Web and Email Addresses:

<http://www.famu.edu/honorsprogram>

E-mail: honorsprogram@famu.edu

The Office of International Education and Development

The Office of International Education and Development (OIED), a component of Academic Affairs, coordinates the University's international service functions in three areas: Education Abroad & Exchange Programs; International Student & Scholar Services; and International Research & Development. It serves as the official liaison between FAMU international students and scholars with the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, and the U.S. Department of State to insure institutional and individual compliance with established immigration policies related to non-U.S. citizen enrollment and employment.

In its role to increase awareness about world affairs and the importance of learning about other countries, OIED sponsors two major events each year. Held in November, **International Education Week** was established by the U.S. Department of State and Department of Education to promote education abroad for Americans and exchange program that attract future leaders

from abroad to learn about the United States. In the spring semester, OIED's **International Awareness Week** celebrates the benefits of international education and appreciation for campus cultural diversity in preparing students for a global environment.

OIED staff members provide advising to the FAMU Chapter of the Model United Nations Association. In collaboration with designated professors in the Department of Political Science, History, Geography and African-American Studies, MUNA provides global leadership training and insight into the workings of the United Nations. Members engage in local and national MUNA competitions.

OIED goals and objectives, supporting the university's Strategic Plan international initiatives, are met through the following units:

International Students and Scholars Services

This unit has official responsibility for advising international students and preparing employment documents of scholars hired in academic departments through the following support services:

- Academic advisement
- Referrals to university and community services
- Issuing and providing extensions of immigration forms I-20 (Certificate of Eligibility for Nonimmigrant Student, known as *F-1*) and DS-2019 (Certificate of Eligibility for Exchange Visitor Status, known as the *J-1*)
- Advising on practical training experiences, employment policies and filing of U.S. taxes
- Issues related to obtaining social security numbers
- Advising on compliance related to obtaining and maintaining required insurance coverage
- Processing changes related to immigration status and reinstatement

OIED also provides advising services to the International Student Union (ISU), an organization allowing non-U.S. FAMU students to have a collective voice in student government activities and campus life. It sponsors cultural events that not only introduce international students to the diversity of American communities and social activities in Tallahassee, but to the diverse cultures represented within the organization. Members can participate in the annual Florida International Leadership Conference with student delegations from other Florida public institutions in Altoona, FL. To focus on team building skills and increasing international student participation in home campus activities. ISU members also participate in community activities, such as the annual Tallahassee Reception for International Students, with international student organizations from other area campuses. Its annual Cultural Fusion is held during International Awareness Week.

Education Abroad and Exchanges

Education abroad coordinators advise students on enrollment and participation in meaningful international education experiences designed for learning foreign languages and acquiring

knowledge about other countries and their diverse cultures. Education abroad consists of semester or year-long study abroad, short-term faculty-led service-learning and cultural excursion programs, and international internships. The staff also advises faculty on best practices to internationalize curricula that prepares FAMU students to meet the needs of multicultural communities and for careers requiring foreign language and regional or country specific expertise.

Information on international education programs, study abroad scholarships and fellowships, and U.S. Department of State internships is disseminated through campus media: the *FAMUAN*, campus newspaper; FAMU INFO, famu.edu announcements; the TV station, Cable TV-20; 90.5 radio station; and OIED's newsletter, *Global Networks*). One of the most popular and affordable short-term programs is the annual **Spring Break Abroad**, a cultural immersion experience for students and a curriculum development project for faculty.

International Research and Development

This unit has the primary responsibility for assisting the colleges, schools, and institutes in the development, funding and implementation of international research projects and the expansion of education abroad programs through linkages with international universities and governments. It promotes the development of interdisciplinary projects that increase the international involvement of faculty in research, teaching exchanges, professional development, and capacity building in developing countries. OIED's assistant vice president works with the General Counsel's office to facilitate the development of international initiatives through the formation of official university *Memoranda of Agreements* or **Memoranda of Understanding** proposed by the college, school, or institute administrators. OIED serves as the designated university custodian of all international agreements.

This unit has responsibility for screening and processing all non-immigrant employment petitions for foreign nationals on the **H-1B** temporary specialty employment visa or the **J-1** exchange visa to promote educational and cultural exchanges. This unit facilitates and promotes compliance of foreign employment policies for non-immigrant and immigrant visa holders.

Diplomat-In-Residence Program

OIED hosts the Diplomat-In-Residence (DIR), a senior Foreign Service Officer who is appointed and funded by the U. S. Department of State. This person is responsible for increasing awareness of employment opportunities related to the U.S. Department of State; recruiting students for internships, fellowships and foreign service careers; and for serving as a resource person on foreign affairs in classrooms throughout North and Central Florida and Southern Georgia.

Traditionally, the DIR has collaborated with the OIED staff in coordinating U.S. Department of State facilitated videoconferences on relevant world issues; providing technical assistance to students and professionals preparing for the Department's Foreign Service Officer Test or applying for lucrative Department fellowships or summer internships; serving as a resource person to the Model United Nations Association chapter and Education Abroad Pre-Departure Orientations; and supporting academic departments and organizations as a guest lecturer.

Office Location:

1740 South Martin Luther King Boulevard
Room 302-305 North Perry Paige Building
Tallahassee, Florida 32307
Phone: (850) 599-3562/3295
Fax: (850) 561-2587/2520

Library Services

The mission of the Florida A&M University Libraries is to provide information, technology, resources and services to our users whether on campus or across the globe. These services and resources will be provided in such a way that we positively meet and exceed all expectations.

The University Libraries consist of the main Samuel H. Coleman Memorial Library and four branch libraries; the School of Architecture Library, the FAMU/FSU College of Engineering Reading Room, the Journalism and Graphic Communication Resources Center, and the Science Research Center Library. The libraries hold over 850,000 cataloged volumes, 2,700 serial subscriptions, nearly 227,000 microforms, and 76,932 non-print items, and are a depository for select United States government publications. The libraries provide access to over 63,000 full text electronic journal titles and to nearly 63,000 electronic books. Library personnel are available in each library to assist users with library materials, databases and equipment, the Internet, and document delivery. The on-line catalog, Aleph, provides convenient access to the library catalog, databases and many electronic information resources. Virtual *Ask-A-Librarian* library assistance and further information about library services are available through the library website: <http://www.famu.edu/library>.

There is also a Law Library (http://www.famu.edu/law/law_library.php) located at the College of Law in Orlando, FL. The Law Library has 109,654 volumes and 246,812 microforms. Contact the library staff in any of the libraries and make FAMU Libraries the first choice for all of your information needs.

Testing and Evaluation

The general purpose of the Test Service Bureau is to facilitate service, and student support in relation to testing and evaluation activities.

FAMU is a leading institution for administering national tests through National Testing Programs: such as, the Allied Health Professions Admission Test (AHPAT), the American College Test (ACT), the Graduate Record Examinations (GRE), the Pharmacy College Admission Test (PCAT), the Scholastic Assessment Test (SAT), and various academic skills assessments of the PRAXIS Series. These tests are used for admission at either the undergraduate or graduate levels. The ACT and SAT National Tests are used for general admission purposes. The cut scores for the ACT are English-17, Mathematics-19, and Reading-18. The cut scores for the SAT are Math (Quantitative)-440 and Reading (Verbal)-440. The Bureau serves the tri-state area of Florida, Georgia and Alabama for professional and licensure testing.

Among the many integrated services of the Bureau, there are five opportunities to reduce the length of time it takes to complete a degree program by obtaining credit via examination, through programs such as:

- **The Advanced Placement Programs (AP)** - sponsored by the College Board, provides students with the opportunity to complete college-level studies during secondary school.
- **The College-Level Examination Program (CLEP)** - an exam where students can receive college credit for learning outside the college classroom.
- **International Baccalaureate Program (IB)** - from the General Certificate of Education Advanced Level (A-level G.C.E.), awards credits for student's prior academic course work from a recognized institution in their parent country.
- **DANTES (Military Exam)** - published by the American Council on Education (the use of college level credits based on military experience). DANTES exams are not given on campus.
- **Dual Enrollment** - this program allows high school students to earn college level credits at the university.

Another responsibility of the Test Service Bureau is the Course and Teacher Evaluation of Faculty by students. These evaluations are conducted annually during the Fall and Spring semesters. The basic purpose of the evaluations is to reflect the relationship between faculty and students in a formal teaching environment. However, testing for student placement, student advancement and scoring examinations given by professors in the classroom remain the overriding function of the Test Service Bureau. Test Service Bureau is located at Florida A&M University, 110 Sunshine Manor Building, Tallahassee, Florida 32307, (850) 599-3333.

University Registrar

The University Registrar is the official custodian of academic records and the keeper of the university seal at Florida A&M University. The general functions of the University Registrar are to assist in the following areas:

- planning and executing academic policies and programs
- providing for administration of policies and regulations pertaining to the academic status of students providing for planning and executing orderly registration and graduation of students
- developing the academic calendar, schedule of classes and final examination schedule for each term
- maintaining and securing student records
- providing counseling and certification to students and dependents of veterans receiving veteran benefits

The office is located in Room 112, Foote-Hilyer Administration Center (FHAC), (850) 599-3115, Registrar@famuedu.

DIVISION OF STUDENT AFFAIRS

The Office of the Vice President for Student Affairs has the overall responsibility of supporting the mission of the University by recruiting, admitting, and enrolling quality undergraduate students; providing exemplary out-of-classroom activities, programs, and services to improve student life; and developing outstanding and productive citizens who will provide public service and responsible leadership.

Office Location:

308 Foote-Hilyer Administration Center

1700 Lee Hall Drive

Tallahassee, Florida 32307-3200

Telephone: (850) 599-3183 **Fax:** (850) 561-2674

Office of Admissions

The functions of this department include:

- Recommending students for scholarship awards
- Processing undergraduate freshman, transfer, and returning students applications
- Counseling students, parents, and high school counselors regarding academic requirements for admission and the application process
- Follow-up with prospects

The office is located at G-9 Foote-Hilyer Administration Center, contact 1-(866)642-1198 (Toll Free) or (850) 599-3796.

Office of Counseling Services

The mission of the Office of Counseling Services is to increase students' academic success, self-awareness, and knowledge of potential growth and challenges of collegiate experiences through outreach, counseling, consultation, and crisis intervention. The Office of Counseling Services exemplifies, and seeks to foster within those whom they serve the following values: courage, diversity, ethics, excellence, respect, scholarship, and service.

List of Services

- Counseling (individual, group, and career exploration)
- Academic support
- Workshops and presentations
- Self-help information
- Community outreach

- Psychiatric consultation
- Graduate Internship

All services offered by the Office of Counseling Services are free, and students may have up to twelve counseling sessions per semester. The office is located in Sunshine Manor and services are available Monday-Friday from 8:00 a.m.-5:00 p.m. with extended hours on Thursdays from 8:00-7:00 p.m. by appointment. Students may also access our online services at www.famu.edu/counseling. For more information, contact the office at (850) 599-3145.

Student Health Services

FAMU Student Health Services (SHS) is an outpatient primary care clinic that provides services to currently enrolled FAMU students. Students are assessed a health fee that is included with tuition each semester that allows unlimited office visits and reduced costs for procedures, specialty services, lab tests and pharmaceuticals. SHS is staffed with Florida licensed physicians, advance registered nurse practitioners and other health care professionals to provide high quality, convenient, and affordable services.

Available services include:

- Treatment of minor illness or injuries
- Immunizations
- Chronic disease management (diabetes, asthma, sickle cell disease)
- Gynecological and physical examinations
- Laboratory tests
- Family planning services
- Allergy shots
- Pharmacy
- HIV testing
- Health education and outreach services

FAMU recommends that all students have health insurance and offers an affordable university sponsored health insurance plan that is available to students taking 6 or more credits a semester. Students do not have to have insurance to use the clinic. SHS does not accept any insurance other than the university sponsored plan in payment for services. However, students may have charges placed on their financial account for payment prior to the next class registration period. Upon request, SHS will complete and submit insurance forms for reimbursement.

Student Health Services
 Florida A&M University
 Foote-Hilyer Administration Center, North Wing
 Tallahassee, Florida 32307
 Monday – Friday, 8:00 a.m. – 4:30 p.m.
 Closed Saturday, Sunday and university holidays
 850-599-3777

University Housing*

Mission

The mission of the Office of Housing and Residence Life is to promote a safe, clean, service-oriented, efficiently managed, nurturing living learning environment that is conducive to students' academic pursuits and personal growth while fostering a sense of community, civic responsibility, and an appreciation of diversity

On-Campus Residency Requirement

All First Time In College (FTIC) students whose permanent home mailing address indicated in the Student's University record is more than 35 miles from campus must reside in a University owned or leased housing facility, based on space availability, for the first academic year of enrollment. A FTIC student is defined as a student under the age of 21 prior to the first day of classes with fewer than 30 semester hours recognized by Florida A&M University and has resided in University housing for less than two semesters. All student athletes and full University scholarship recipients that receive the Life Get Better Scholarship, Distinguished Scholars Award, and Adopted High School Scholarship must reside on campus during the first two academic years of enrollment. Freshman Studies Program (profile admits) participants must live in on-campus housing for the first two academic years of enrollment. **At the end of the first summer semester**, Freshmen Study Program (profile admits) students whose permanent home address is within 35 miles of the University may reside with their parents or legal guardians starting in the fall semester of the first academic year. A student that cannot document eligibility for an exemption from the On-Campus Residency Requirement and resides off campus without an approved exemption will be billed rent for two semesters at the lowest facility rate during the fall and spring semesters of the current academic year.

Location

The University Housing Office is located at 1596 Gibbs Hall Trail (lower level of Gibbs Hall), Tallahassee, Florida, 32307. The phone number is: (850) 599-3651.

*This section of the handbook was revised 7-18-13.

Judicial Affairs

It is the mission and desire of the Office of Student Judicial Affairs to work collaboratively with the Florida A&M University community to create a safe and secure atmosphere that fosters student learning, development and success by enforcing the University's code of conduct and community expectations with proactive student programming, individual student conversations, and educational sanctions. It is important to have policies, rules and procedures established to afford students certain protected rights as well as uphold and protect the educational mission of the University.

The Judicial Affairs office is located at 101 H. Manning Efferson Student Union Building, (850) 599-3541.

Center for Disability Access and Resources (CEDAR)

The Center for Disability Access and Resources (CEDAR) at Florida A&M University provides unique and comprehensive services and accommodations for students with learning, physical and mental disabilities who desire to pursue college level studies. The Center identifies participants' level of abilities and provides services that include assessment, prescriptive plans of study, academic advisement, and individualized counseling. The office is located at 667 Ardelia Court, Tallahassee, FL 32307, (850) 599-3180.

New Beginning Child Development Center

New Beginnings Child Development Center's objective is to provide quality childcare services for the FAMU community, to enhance academic programs, support research projects, and to enhance exemplary support programs that facilitate students' adjustment to college life, improve quality of life, and promote cultural pride. The center provides childcare services for pre-school children between the ages of two and a half (2½) and five (5). There is also an after school program and summer camp for children ages five (5) to twelve (12). The center's operating hours are 7:30 a.m. to 5:30 p.m. Monday through Friday. The office is located at 459 FAMU Way, (850) 599-3267.

New Student Orientation

The Office of New Student Orientation's mission is to provide programs and activities that aid in the successful transition of high school and community college students into the University setting. The Office of New Student Orientation facilitates programs to address every aspect of the new student's experience, through programs that promote awareness of university policies and procedures, the availability of student services, student life activities, organizations and University traditions. The overall purpose is to minimize the anxiety of incoming students and their parents as well as maximize the student's adjustment to college life. The office is located at H. Manning Efferson Bldg., Rm. 105, (850) 599-3869.

The Ombuds

The University Ombuds provides confidential, impartial, independent and informal assistance to students, staff and faculty in addressing both academic and non-academic concerns at the University that established processes and procedures have not resolved. The Ombuds is located at 308 FHAC, (850) 599-3183.

Public Safety Department*

The Florida A&M University Department of Public Safety (FAMU DPS), as its name implies, is at the forefront in providing a safe and secure environment to proactively enhance the spirit and ambiance of the campus community. The support services provided by the Department of Public Safety are an inclusive endeavor designed to assist in promoting the goals and objectives of the University. FAMU DPS services/programs include, but are not limited to:

- 24/7 patrols of the campus reporting life, safety, and security issues
- Traffic and parking enforcement
- Parking decals/permits issuance
- Safety awareness programs, workshops/seminars, etc.

FAMU DPS Headquarters is located in the Plant Operations Building at 2400 Wahnish Way, and is operational 24 hours a day, 365 days a year. The full-service law enforcement agency is comprised of the police and parking services to more efficiently serve the university community. To place a call for service, or to report criminal activity, individuals should call (850) 599-3256 where a police communications operator will provide assistance.

A satellite DPS unit operates out of the FAMU College of Law located at 201 Beggs Avenue in Orlando, Florida, to provide services to students, staff and visitors to the college.

*This section of the handbook was revised on 07/18/13.

Office of Enrollment Management

The functions of this department include:

- Recruiting prospective applicants and following-up with prospects
- Attending college and transfer fairs
- Recommending students for scholarship awards
- Distributing recruitment and application materials
- Maintaining Call Center to follow-up with incomplete and admitted applicants
- Collaborating with other university offices on events such as preview, and counselor workshops
- Collaborating with other areas of Student Affairs to coordinate involvement of campus organizations in recruitment and prospect development

The office of Enrollment Management is located in Room 206 C.C. Cunningham Building, contact 1(800) 627-5341 (Toll Free) or (850) 599-3512.

STUDENT SUPPORT SERVICES

Student Support Services encompasses those areas with direct contact with the students, and its purpose is to provide quality services in a caring and nurturing atmosphere.

Athletics

Florida A&M University is a National Collegiate Athletic Association (NCAA) Division I Intercollegiate Athletics Program and offers a broad and comprehensive array of sports. Fifteen (15) of its eighteen (18) teams participate in the Mid-Eastern Athletic Conference (MEAC) and share in the benefit of having automatic berths to the NCAA Championship Competition. The three (3) remaining sports: golf, men and women's swimming compete in affiliate conferences as associate members.

The FAMU Rattlers Athletic Program awards grants-in-aid in each sport and is highly recognized nationally for its competitive nature.

For additional information pertaining to the sports program, please contact the Athletics Department online at www.thefamurattlers.cstv.com or telephone the office at (850) 599-3868.

Bookstore

The University Bookstore is operated by an independent contractor (Barnes & Noble). Textbooks are available in new, used, digital and rental formats. We have study aids, general reading books; gift items, clothing and a complete line of school supplies are available to students, faculty, staff, alumni and visitors. **We have a full line of convenience items including hotdogs, nachos and sandwiches.**

The operating hours of the bookstore are as follows:

Monday – Friday - 8:00 a.m. – 6:00 p.m.

The bookstore is located in the Student Service Center, 601 Gamble Street, #753. The telephone number is (850) 599-3070.

Campus Ministry Board

The Campus Ministry Board of Florida A&M University exists for the purpose of challenging persons of the academic community to appreciate and integrate intellectual and spiritual formation. Services are open to all persons without regard to race or religious orientation. The following is contact information for the Campus Ministry Board:

c/o: Office of Student Activities

H. Manning Efferson Student Union Complex
Tallahassee, Florida 32307
(850) 599-3400 (Telephone)
(850) 599-2515 (Fax)

Career Development Center

The Career Center provide services to students, alumni, administrators, faculty, and staff, who are seeking career related opportunities and/or exploring other job options and opportunities. The Career Center is an integral part of the total education process at Florida A&M University.

List of Services offered by the Career Center:

- Resume/Cover Letter writing
- Improving Interview Skills
- Developing Job Search Strategies
- On-Campus Interviews
- Exploring Academic Majors
- Seeking Admission to Graduate and Professional School Programs

VenomTrak, the Career Center’s online job database system, provides access to part-time and full-time employment opportunities, as well as information on upcoming on-campus interview dates, career fairs, and professional development workshops. The operating hours for the Career Center are **Monday - Friday, 8:00 a.m. to 5:00 p.m.** The telephone number is **(850)599-3700**.

Computer Laboratories

School/College	Location	Users	Hours of Operation
Allied Health	Room 303, Ware-Rhaney	Restricted to Allied Health students.	<u>Monday – Friday</u> 9 am - 4 pm
Architecture	Room 235, Architecture Building	Architecture students with Rattler Card access. Users without card access use lab with limitations.	<u>Monday – Thursday</u> 7 am - 10 pm <u>Friday</u> 7:30 am - 9 pm <u>Saturday</u> 10 am - 7 pm <u>Sunday</u> 2 pm - 11 pm
Education	201 GEC-C 202 GEC-B 101 GEC-C 102 GEC-C	General student population (unless classes are in session.) Workforce Education Students only.	<u>Monday – Friday</u> 9 am - 4 pm Open for scheduled lab hours when classes are not in session.
Engineering (FAMU/FSU)	Room 205-A Room 144-A Room 114-B	Restricted to Engineering students only. Computer classroom-25-PC’s running Microsoft Windows (Plus instructor’s console) Computer classroom-60-	Open lab use. Open for scheduled classes and special events (Not available for open lab use) Open for scheduled classes and special events Available for open lab

	<p>Room 412-P (portable building near bldg., B)</p> <p>Note: A college of Engineering computer account is required to use the computers; a general FAMU/FSU Computer account, regardless of majors, will not allow access to these computers.</p>	<p>PC's running Microsoft Windows (Plus instructor's console)</p> <p>Computer classroom-50-PC's running Microsoft Windows (Plus instructor's console)</p> <p>*There are 11pcs in the common areas of the first floor, bldg. A&B</p>	<p>(Unless classes are in sessions) 8 am & 8 pm (fall & spring), 8 am & 5 pm (summer)</p> <p>Open for scheduled classes and special events Available for open lab (Unless classes are in session) 8 am & 6 pm (fall & spring), 8 am & 5 pm (summer)</p>
Engineering Sciences, Technology & Agriculture (CESTA)	*Room 300 Perry-Paige **Banneker Bldg., Rm. 17 (basement level)	CESTA students only .	*TBA **Monday - Friday 8 am - 8 pm
Environmental Sciences Institute (ESI)	Room 307, FSH Research Center	ESI students only .	Monday – Friday 8 am - 5 pm
General Studies	200 GEC-A	Freshmen/Sophomore Year Experience Program only .	Monday – Friday 9 am - 4 pm
Journalism and Graphic Communication	Room 3012, Journalism Resource Center	Journalism/Graphic Arts Students	Monday – Friday 8 am - 5 pm
Nursing	Room 302, Ware-Rhaney	Nursing Students only .	Monday – Thursday 8 am - 8 pm Friday 8 am - 5 pm
Pharmacy & Pharmaceutical Sciences	Room 207, New Pharmacy Building	Restricted to Pharmacy students only .	Monday – Friday 8 am - 5 pm

University Copy Center

The organizational goal of the FAMU Copy Center is to provide exceptional services to the FAMU faculty, staff, students and community with competitive pricing. The Copy Center is in the New Student Services Center Building located at 601 Gamble Street.

Copy Center revenue services are as follows:

- High Speed Black & White and Color Copying
- Black & White and Color Transparencies
- Booklet Making
- Course packs and notes packets from Instructors/Professors
- Paper cutting, drilling, folding and collating
- Shrink Wrapping
- Comb, Coil, Unibind and Velo Binding
- Pouch and roll Laminating
- Padding
- Scanning
- Fax service
- Shredding
- Shrink wrapping
- Self serve copying
- Vinyl Sign/banner creation
- Print from CD, USB, Disk, internet and e-mail
- ***Large Format Color Printing (up to 40" wide)***

Fall and Spring Semesters Service hours are
7:30 a.m. to 6 p.m. Monday thru Thursday
7:30 a.m. to 5 p.m. on Fridays.

Summer semester hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Telephone Contact Numbers

850-599-3824

850-599-8487

850-412-7167

Fax: 850-599-8142

E-mail – famucopycenter@famuedu

All faculty, staff, students and walk-up customers welcome!

Dining Services

Dining Services are available to all members of the Florida A&M University community. Students residing in Cropper, Diamond, Gibbs, McGuinn, Paddyfoote, Sampson, Truth, Wheatley and Young Halls are required to purchase the meal plan. The Meal Plan Agreement is a Legal Binding Document for one year Fall/Spring on the Meal Plan.

The plans offered are: (19) w/ \$ 50.00 Flex Bucks

(15) w/ \$150.00 Flex Bucks

(12) w/ \$250.00 Flex Bucks

(9) w/ \$350.00 Flex Bucks

Each student requesting housing in one of the above residential halls must select one of the plans listed. If no plan is selected, a Default 15 Meal Plan will post to the student's account. Each plan listed above provides unlimited seconds for all meals eaten in the Dining Hall.

Meal Plan Description:

All meal plans are a combination of meals and flex bucks. The meals can be accessed in the Main Dining Hall only, the flex bucks can be used at any restaurant on campus, except for the Presidents Dining room.

The number **19, 15, 12, or 9** represents the number of meals the student will receive each **week** until the end of the semester. Flex Bucks are a one-time allotment for the **entire semester** they **do not** start over each week. Please use wisely.

Additional plans are available for on Campus Apartment Students and Commuters who would like to participate in the Meal Plan Program.

Meal plan changes must be done within the first week of class for each semester. However, students are allowed to upgrade only after the first two weeks of each semester. Changes can be made at the Rattler Card Office and the Meal Plan window located in the Student Services Center.

A student may make a request to the Director of Auxiliary Services to be removed or released from the Meal Plan for the following reasons only:

1. Medical reasons verified by a physician.
2. Officially released from the housing agreement.
3. Intern or co-ops (letter from Department required).
4. Officially withdrawn from the University.
5. Religious reasons (e.g., Islamic, Jewish, Hindu, etc.)
6. Seeks a release from the Director of Auxiliary Services for compelling reasons not covered above.

Meal plan participation with health-related dietary problems should request a special diet through their physician. A letter from a qualified physician must accompany the request. Participants whose diets are restricted for reasons other than health, i.e., religion, etc. must get special permission through the Office of Auxiliary Services.

Meals covered by the above mentioned plan will not begin until the first day of classes for each semester and will end with the last day of examinations for each term. All meal plan participants will be required to pay cash for meals taken prior to the week before classes and after the last day of examinations.

The Rattler Card (Official University ID) is used to access the Dining Hall for meals. If your Rattler Card is lost or stolen, report it immediately to the Rattler Card Office. A replacement fee of \$15.00 will be charged for a new Rattler Card. Only the person whose name and photo appears on the Rattler Card is authorized to use the card.

The University Dining Services Committee - The University Dining Services Committee is open to all students, especially Meal Plan participants. The primary aims of the Dining Services Committee are:

1. To improve the dining service through increased communication between the student participants, Auxiliary Services and Dining Services personnel.
2. To foster cultural enrichment through dining.
3. To become a member of the Dining Services Committee, contact the Residence Hall Coordinator in your area or the General Manager of Dining Services at (850) 599-3245.

Dining Services Locations and Hours of Operations

NAME/LOCATION	HOURS OF OPERATION		
<p style="text-align: center;"><u>Dining Hall (Café)</u> Located at the Student Services Center. It offers an array of options in an all-you-can-eat format.</p>	<p><u>Monday-Friday</u> Breakfast 6:30 - 9:30 am</p> <p>Lunch 11 a.m. – 2 p.m.</p> <p>Dinner 5 - 8:30 p.m.</p>	<p><u>Saturday</u> Brunch 11 a.m. – 2 p.m.</p> <p>Dinner 4:30 - 6:30 p.m.</p>	<p><u>Sunday</u> Brunch 11 – 2 p.m.</p> <p>Dinner 4:30 – 6:30 p.m.</p>
<p style="text-align: center;"><u>Food Court</u> Located in the Student Services Center, the Food Court features Pizza Hut, World of Wings & Tropical Smoothie.</p>	<p><u>Monday – Thursday</u> 11 a.m. - 10 p.m.</p> <p><u>Friday</u> 11 a.m. - 4:00 p.m.</p>	<p><u>Saturday</u> CLOSED</p>	<p><u>Sunday</u> 6 p.m. – 10 p.m.</p>

<p><u>The Orange Room</u> The Orange Room is located in the heart of campus in the Commons Building. It features Grill 155 with unique style of Burgers and fries, and Sub Connection with warm, toasty subs, made just the way you like them.</p>	<p><u>Monday – Friday</u> 8:30 a.m. – 10 p.m.</p>	<p><u>Saturday</u> CLOSED</p>	<p><u>Sunday</u> CLOSED</p>
<p><u>Jazzman’s Café</u> Smoother than Ella and hotter than Miles! Jazzman’s features Seattle’s Best Coffee and Espresso drinks, gourmet sandwiches, salads and homemade muffins and pastries.</p>	<p><u>Monday – Thursday</u> 8:30 a.m. – 9 p.m.</p> <p><u>Friday</u> 8:30 a.m. – 2 p.m.</p>	<p><u>Saturday</u> CLOSED</p>	<p><u>Sunday</u> CLOSED</p>
<p><u>Rattler’s Nest</u> When you are looking for a fresh home cooked meal, the Rattler’s Nest located in the Foote Hilyer Administration Center is the place to go. With a menu that changes daily, you will never get tired of our selection. The Rattler’s Nest also offers juicy burgers, tasty salads and sandwiches.</p>	<p><u>Monday – Friday</u> 8 a.m. – 3 p.m.</p>	<p><u>Saturday</u> CLOSED</p>	<p><u>Sunday</u> CLOSED</p>
<p><u>College of Engineering</u> <u>Snack Bar</u> Located at 2525 Pottsdamer Road, the Snack Bar features hot off the grill favorites like burgers, sandwiches and fries as well as home-cooked meals and a variety of snacks.</p>	<p><u>Monday – Friday</u> 8 a.m. – 3 p.m.</p>	<p><u>Saturday</u> CLOSED</p>	<p><u>Sunday</u> CLOSED</p>

Note: The above hours of operation are subject to change.

Enterprise Information Technology (EIT)

The goal of the Enterprise Information Technology (EIT) Division is to provide innovative, reliable, cost-effective technological services to the University Community and stakeholders in support of the University Strategic Plan and University Operations. Through the use of such information technology resources, EIT supports the University's programs for instruction, research, student services, financial management and administration. The EIT Division manages the University's computer networks and accessibility to the Internet; FAMmail (FAMU E-Mail); Web services; iRattler Campus Solutions; Financial Management and Human Resource Systems; Video and Web Conferencing; and Telephony Services.

Services Provided by Enterprise Information Technology include:

- iRattler and/or FAMmail account activation, password support and problem resolution
- Connectivity to the University's Internet Network
- Wireless internet setup for personal laptops
- Personal Computer Recommendations
- Computer Anti-Virus Software Protection
- FamCast (FAMU Webcast System)

The Service Center staff is available to answer any questions regarding EIT supported software and services. They can be reached by phone at (850) 412-4357 (HELP), email at helpdesk@famu.edu or in person in the University Commons.

Student Rights & Responsibilities when Utilizing Computer Network Services

The Enterprise Information Technology Division adheres to the University's Rules and Regulations regarding the Student Code of Conduct, Acceptable Use of Technology and Usage of Computer related equipment while accessing University network services. There are many rules and laws governing how you, the student, must conduct yourself on the University Network provided services. Do not jeopardize your college career by breaking copyright laws (e.g., illegal downloads). It is the responsibility of the student to view all University Policies.

You must also ensure that you create strong and unique log-in passwords and change them often. Never share your log in credentials, never open unknown attachments or respond to unsolicited e-mail messages and always log out/sign off when you are finished using a browser. For more security tips please visit <http://www.famu.edu/EIT/SecurityNewsletter.pdf> to access the EIT Security Tips newsletter.

Contact Information:

Office of the Chief Information Officer/Enterprise Information Technology, Florida A&M University, Room 118, University Commons, 1610 S. Martin Luther King Boulevard, Tallahassee, FL 32307; (850) 599-3560; www.famu.edu/eit.

Service Center

The University Commons

(850) 412-HELP (4357)

Email: helpdesk@famu.edu

FAMU Home Page

At www.famu.edu you can find information on the latest campus news, registration information and procedures, class schedules, and links to much more. Just Click!

Lost and Found

From time-to-time, members of the university misplace and lose items such as keys, glasses, books, and other articles. The University expects found items to be taken to the Department of Public Safety (Police Department). The main telephone number for questions about lost and found at the FAMU Department of Public Safety is (850) 599-3256.

Minority Students

All activities, offices and programs at Florida A&M University are available to every student attending the University. Students, not of African-American descent, are particularly encouraged to become involved at the University by participation in student government; intramural activities; professional, social and service organizations; and other student programs and activities. Students who are interested in participating on University academic and administrative committees should contact their academic dean and/or the appropriate administrative offices.

Parking Services Department*

Florida A&M University Parking Services mission is to provide: (a) safe and accessible parking, (b) develop and enforce the parking and traffic regulation and (c) provide safe and reliable shuttle transportation services. The Parking Services Department shall provide its services in an effective and efficient manner characterized by dependability, professionalism, service excellence, innovation, proper planning and good communication with the campus community.

Traffic and parking regulations apply to all students, faculty, staff and visitors to the university. Parking Services is responsible for the regulations and enforcement of traffic and parking at the University. Vehicles operated on the campus must be properly registered and bear the appropriate decal/permit.

Students and staff may register for a parking decal online via the FAMU website. Visitors and vendors may register for a parking decal at the Parking Welcome and Information Center located at 1420 Wahnish Way.

The Online Registration Site may be accessed by:

Students

- Go to www.FAMU.edu
- Click on Students (upper left hand side)
- Click Parking Registration (under Current Students)

Staff

- Go to www.FAMU.edu
- Click on Quick Links
- Parking
- Faculty/Staff Parking Registration

Parking violators will be cited, immobilized and/or towed. Individuals having a vehicle immobilized or towed should report directly to the Parking Welcome and Information Center, open Monday-Friday from 8:00 am to 5:00 pm, (850) 561-2203.

*This section of the handbook was added on 07/18/13.

Post Office Hours

Monday-Friday

Window Service: 9 a.m. – 4:30 p.m.

Lobby: 9 a.m. – 5 p.m.

Saturday Hours

Lobby: 9 a.m. to 2 p.m.

- Purchase of stamps, envelopes, and postal supplies *between 9:00am- 4:30pm.*
- Mail service for letters, parcels and overnight mail.
- Oversized boxes and packages (unable to fit in the student's P.O. Box) are available (*between 12:00pm-4:00 p.m.*) for pick up at the service counter. All student mail is sorted *by 2:00 p.m.*

Shipping/Mailing

United States Post Office (USPS)

- In order to diminish delays, mail addressed to students (living in campus dormitories) should be addressed to their ***assigned P.O. Box.*** When shipping, the following format should be used:

Student's Name
Florida A&M University
P.O. Box # (assigned by post office)
Tallahassee, Florida 32307

FedEx or UPS(United Parcel Service)

- The Florida A&M post office can only receive packages from FedEx or UPS in the following format:

Student's Name
Florida A&M University
P.O. Box #, Dormitory Name, Room #
Tallahassee, Florida 32307

Questions - If you have any questions, regarding delivery status (of mail or parcels) please feel free to contact the campus post office at famupostoffice@famu.edu or we can be reached by phone at 850-599-3027.

Ricoh-USA (contracted vendor) is very excited about its partnership with Florida A&M University, we believe that our service excellence strategy begins and ends with you.... the students, faculty, and staff of FAMU.

The Rattler Card Office

The function of the Rattler Card Office is to provide our card users with an enhanced access method to the products and services being offered by the institution on and off campus. The **Rattler Card** is Florida A&M University's Official University Identification Card. Your **Rattler Card** is a vital part of your daily life. Students ***must*** have their **Rattler Card** in their possession at all times. The following services are available ***only*** when the **Rattler Card** is presented:

- | | |
|-------------------------------|-------------------------------|
| 1. Athletic Events | 6. Library Services |
| 2. Banking | 7. Off-Campus Transactions |
| 3. Bookstore | 8. Security |
| 4. University Dining Services | 9. Student Financial Services |
| 5. Fitness Center | 10. Student Health Services |

For Banking, link your Rattler Card to a Wells Fargo College Checking account and enjoy purchases with your PIN number and free ATM access to your cash nationwide.

The Rattler Card Office is in the Student Services Center located at 1510 Wahnish Way, Tallahassee, Florida 32307, (850) 599-8366 and fax (850) 599-8084.

Operating Hours: 8:00 am - 5:00 p.m. Monday thru Friday.

Student Financial Aid

The primary goal of the Office of Student Financial Aid is to provide financial assistance to students and parents in a timely, effective, and customer-friendly environment. Business hours are 8:30 a.m. – 4:30 p.m. The office is located in Room 101 FHAC, Tallahassee, FL 32307, (850) 599-3730.

Student Financial Services

The Student Financial Services Section is composed of four sub-sections: University Cashier's Office, Student Accounts, Loans & Collections, and Student Refunds (Net Checks). The Student Financial Services is responsible for all monies collected by the University. This includes student's tuition & fees, grant revenues, auxiliary sales, agency receipts, and departmental collections. The delivery and collection of loans (Perkins, Short-Term Loans, etc.) that are awarded to students by Student Financial Aid, is managed through the Student Financial Services Section.

Location: Room G-7, Foote-Hilyer Administration Center
Business Hours: 8:30 a.m. - 4 p.m.
Contact Information: Loans & Collections: (850) 412-5030
Student Refunds/Net Checks: (850) 561-2951
University Cashier: (850) 561-2953, 412-2954
Student Accounts: (850) 561-2949 Fax: (850) 599-8618

Tips for Students (Nine Steps to Getting Good Grades in College)

Step 1 – **Attend Every Class.** If you want to get good grades in college, you must attend every class—not almost every class—every class.

Step 2 – **Be Organized.** Save all computer files on disk or jump drive. Keep all returned papers, quizzes, and tests. Get phone numbers of fellow rattler classmates. *“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” – Aristotle*

Step 3 – **Manage Your Time Well.** Do not overextend yourself, plan ahead, be organized, make efficient use of your time, and do not become a professional extracurricular student.

Step 4 – **Be Successful in the Classroom.** Learn how to adapt to different instructors. Be prepared and on time for each class. **Sit in front of the class whenever possible.**

Step 5 – **Take good notes.** Be an active listener. Take notes that are easy to read. Go over notes as soon as possible.

Step 6 – **Know How to Read a Textbook.** Scan by reading subtitles, words in bold and italic print, summaries, charts, and review questions. Read with purpose and review by scanning the material to check your comprehension.

Step 7 – **Study Smart.** Find a good place to study. Organize your study time and know your learning style. Know how to memorize and remember information.

Step 8 – **Reduce Test Anxiety.** While a little anxiety before a test improves concentration and alertness, excessive worry, or test anxiety, can lower one’s test scores.

Step 9 – **Use Available Services.** Computer Labs, Academic Advisor, Career Center, Counseling Center, Disability Services, Honors Programs, Library, etc...

CAMPUS INVOLVEMENT

Campus Activities Board (CAB)

The electronic message board located at the intersection of Gamble and Wahnish Way, delivers information to students as well as the community about upcoming events on campus. If you would like to have a message displayed on the board, please contact the CAB manager at (850) 599-3624.

Campus Media*

The FAMUAN - “The FAMUAN” serves as the campus newspaper for Florida A&M University. The mission of “The FAMUAN” is to provide news and information to the campus community. Housed in the School of Journalism and Graphic Communication, “The FAMUAN” is published three times each week during the fall and spring semesters. Funding for the newspaper is derived from advertising sales and an annual allocation from A&S fees. For further information, please call (850) 599-3158.

FAMU-TV 20 - FAMU-TV 20 is a cable educational access channel that is available to Comcast cable subscribers. The station is housed in the School of Journalism and Graphic Communication. It provides an opportunity for students studying broadcast journalism to develop the skills sets needed to compete in the profession. FAMU-TV 20 is a Title III funded activity. FAMU-TV 20 provides information for the University community and the Tallahassee community at-large. For further information, please call (850) 412-5418.

JOURNEY Magazine - “JOURNEY” magazine provides information on campus life and issues of interest to students at the University. “JOURNEY” is published four times each year, twice in the fall and twice in the spring. Funding for the publication principally comes from A&S fees. Magazine journalism majors typically comprise the editorial staff. Graphic design majors are responsible for the design of the magazine. However, all students are eligible to apply for staff positions on the magazine. For further information, please call (850) 599-3562.

WANM-FM - WANM-FM is a noncommercial educational radio station at Florida A&M University. The station began as a 10-watt radio station in 1976. The station signed on as WAMF-FM; however, the call letters were changed to WANM-FM in the year 2000.

The station is an A&S agency and functions to fulfill three general responsibilities:

- To provide training and experiential learning situations for students studying broadcast journalism;
- To serve as a source of news, information and entertainment for the University community and community at-large; and
- To provide an opportunity to showcase talents and achievements of students and faculty.

WANM now broadcasts at 1,600 watts and programs 24 hours a day, seven days a week. Any student willing to complete the station's training program and abides by the station's policies and regulations, is eligible to compete for staff positions. For further information, please call (850) 599-3083.

*This section of the handbook was revised on 07/18/13. The paragraph on the University yearbook, the Rattler, was deleted because of cessation of yearbooks.

Campus Recreation Center

The Campus Recreation Center offers a wide variety of recreational activities designed with the University community in mind. The program has four basic areas: Intramural Sports, Fitness, Outdoor pursuits, and Club Sports. Participation in any of the four areas listed expose you to the ways that you can attain muscular strength, become proficient in specific physical skills, relieve stress, building friendships with people that share similar interests and, last, but not least, to have fun.

The Campus Recreation Center is located at the corner of Wahnish Way and Osceola Street, and the telephone number is (850) 599-3785 or visit the website at www.famu.edu/campusrec. The Campus Recreation Center is easily accessible from the student parking lot on Martin Luther King Boulevard.

Hours of Operation:

Monday - Thursday	6:30 a.m. - 9 p.m.
Friday	6:30 a.m. - 8 p.m.
Saturday	10 a.m. - 2 p.m.
Sunday (and public holidays)	Closed

Programs Offered: Intramural Activities, Fitness Activities, Nutrition Education, Outdoor Recreational Activities, and Club sports.

Intramural Sports is a component of the Campus Recreation Center and it provides extracurricular activities to the University community to minimize stress and to enhance student interaction outside the classroom.

Programs Offered: Flag Football, Basketball, Soccer, Volleyball, Bowling, Tennis/Racquetball, Kickball, Track Meets, Softball, Mini Golf, and others as posted.

Mentorship

Mentorship opportunities are available through several student organizations; these organizations strive to be role models and encourage personal growth and development. Leadership development seminars and workshops are not only conducted in the academic arena, but also

through peer group participation. For further information, please call (850) 599-3400 in the Office of Student Activities.

Volunteerism

Volunteerism is a fast growing opportunity to serve the community (university, local non-profit organizations, local school systems, parks/recreation, etc.) These services are encouraged by the University and the Office of Student Activities. In fulfilling the mission and vision of the University, several schools and colleges (majors) require their students to earn a required number of hours to fulfill their academic requirements. The University maintains a “Rattler Record” on all approved volunteer service as a part of their official transcript. For further information, please call (850) 599-3400.

Student Voter Registration

The University encourages all students 18 years and older to be registered voters and to exercise their civic responsibility by voting in local, state and federal elections. Students may register to vote during registration (voter registration table) and throughout the year in the following offices: Student Activities (850) 599-3400, Student Government Association (850) 599-3624 and Equal Opportunity Programs (EOP) for students with disabilities (850) 599-3076.

Office of Student Activities

The Office of Student Union and Activities (OSA) is located in the H. Manning Efferson University Union, “The Living Room” of the campus. OSA exists to provide students with leadership, service and co-curricular opportunities, and sponsors a continuous program of activities and events for the campus and community. OSA officially recognizes and supports over a 165 student organizations, including academic, departmental, professional, city/state, Greek Letter, honors, service, religious and fine arts groups. In addition to overseeing the registration and management of student organizations, the OSA staff members work closely with Campus Recreation, Greek Life, Homecoming, New Student Orientation, and the Student Government Association. Through a comprehensive co-curricular activities model, and student organization participation, the office combines its efforts to educate, entertain, as well as enrich campus life while students matriculate at Florida A&M University.

The Union is under the general oversight of the Director of Student Activities who is assisted by professional and support staff and the Campus Activities Board (CAB) which is comprised of appointed and elected student officials from all University classifications. For more information, you may visit our office by logging onto the web site at www.famu.edu, call (850) 599-3400, or e-mail at osua@famu.edu.

H. Manning Efferson Union -The Union is located in the center of the campus and houses the following services: Student Government Association Offices, U.S. Post Office, New Student Orientation Office, Rattler’s Edge Barber Shop and Beauty Salon, Rattlers Den Game Room, Galimore Lanes and Pool Room, Faculty and Staff Dining Room, Career Center, Judicial Affairs Office, Grand Ballroom, Annie L. Cooper Meeting Room, Embassy Meeting Room, and the administrative offices for the Office of Student Union and Activities and the Office of the Associate Vice President for Student Life/Dean of Students. For more information, please call (850) 599-3400.

William H. Gray Center and Plaza (Core) - The Gray Center, also known as the “CORE”, is located in the center of the Freshman Women’s Housing Complex and is considered an ideal place for students to relax, read and recharge. To reserve use of Meeting Practice Area and/or Patio Area(s) please call (850) 599-3400.

Galimore Lanes - The Galimore Bowling Lanes and Pool Room are open daily for individual student and community use during posted hours. Group rates are available. For reservations or more information, please call (850) 599-8081.

Student Government Association (SGA)

The Student Government Association of Florida A&M University is the overall student governing body which provides a wide variety of opportunities for students to gain experiences in self- government. It is comprised of three main branches: the Legislative Branch (Senate), the Executive Branch, and the Judicial Branch. The Student Government Association is located at 202 Old Student Union Building, 1628 S. Martin Luther King Boulevard, Tallahassee, Florida 32307, (850) 599-3624, (850) 561-2453 (Fax), Website: www.famusga.org.

The powers, duties and responsibilities of the Student Government Association are stated in specific terms in the SGA Constitution and Statutes.

Student Organizations*

Student organizations contribute greatly towards the educational, social and cultural enrichment of the University. They serve to enhance the University’s growth and establish rapport vital to morale and communication among faculty, staff and students. All student organizations must be registered through the Office of Student Activities. Additionally, student organizations must develop policies and procedures that are consistent with the rules, regulations and policies set forth by the University.

Each student is challenged to participate and become involved in student organizations. Only currently and officially registered students in good standing shall be eligible to apply for admission to any club or organization. Students must have completed his or her freshmen year with a minimum of 24 credit hours and a 2.0 grade point average (GPA).

Effective fall 2013, a student must have completed his or her freshman year with a minimum of 24 credit hours, a 2.5 GPA , 30 hours of community service, and the Personal Development “Freshmen Seminar Series Training Course” offered by the Office of Student Activities. To maintain membership in an organization, students must maintain an overall 2.0 GPA, be in good academic and judicial standing, and accrue 30 documented hours of community service annually. Further, beginning in fall 2013, executive board members of all clubs and organizations will be required to maintain a 2.5 GPA. ONLY full time, officially registered students shall be eligible to serve as appointed or elected officers in registered/certified student organizations. It is the responsibility of the advisor to the organization to ensure compliance with this requirement. Additional requirements for joining an organization may be obtained from the Office of Student Activities or the respective organization.

*Denotes this section of the handbook was amended on 9-3-12.

Student organizations provide mandatory leadership and training to assist with governance of their individual organizations. These sessions are provided during the fall and spring semesters. At least three (3) members of an organization must be in attendance, two of which must be officers. Additional sessions are provided for advisors. Agenda topics include but are not limited to Robert's Rules of Order (revised), Becoming a Leader, Risk Management, Security, Code of Conduct/Judicial Rules, Facility Request, Travel, Grant Writing, and other relevant topics.

The policies and procedures enumerated in this handbook are intended, in part, to clarify the University's relationship to registered student organizations and are also intended for promoting awareness, values and responsible behavior. It is important to note that when persons are functioning in the capacity of members of a registered student organization, they will be held accountable for their organizationally related conduct, individually and collectively.

Administrative clarification and interpretation of the policies and procedures can be obtained from the Associate Vice President for Student Life, the Director of the Office of Student Activities and designated staff members in the Office of Student Activities.

All registered organizations are held responsible for adhering to federal, state and local laws, as well as all University regulations. The University will not become involved in the off-campus conduct of registered organizations except when such conduct is determined to have a substantially adverse effect on the University or upon members of the University community. No organization with restrictive membership clauses discriminating on the basis of age, ancestry, marital status, veteran status, color, disability, handicap, national origin, race, religion, or sex shall obtain or maintain university registration.

The purpose and/or mission of student organizations must not conflict with the educational functions or established policies of the University. No organization will be granted registered status if the University determines that its purpose and/or functions duplicate those of an already existing organization. Further, no student organization will be permitted to retain registered status if the University determines that it is not fulfilling its constitutionally stated purposes and/or functions.

***Music ensembles within the Department of Music are not considered clubs & organizations; however, the requirements that they must meet are as stipulated by academic affairs.**

*This section of the handbook was amended on 07/18/13.

Registration for Organizations - The Office of Student Activities requires registration of all organizations **annually**. All applicable information procedures/regulations and deadlines are posted through the University's web site. All previously registered organizations are notified through e-mail and currently active campus mail boxes (flyer notice). All policies and regulations of the University and nationally and/or state affiliated organizations are applicable in the registration process (i.e. purpose, constitution/by-laws, advisors letter of intent, officers/membership rosters, student ID, e-mail address, etc.). All required information is noted

annually in a separate document available in the Office of Student Activities, and through the Coordinator for Student Organizations. Requirements for the National Pan-Hellenic Council and other Greek Organizations are governed and regulated by their national programs/policies, and the established policies of Florida A&M University, unless otherwise indicated. Please refer to the section on **Supremacy of University Policies, Procedures and Regulations of this handbook**.

Attendance at University Training Workshops for Clubs and Organizations/Advisors, Including Greek Letter Organizations - To assist advisors and their student organizations in having a successful year, the Office of Student Activities has instituted mandatory training workshops that are conducted during the fall and spring semesters. At least three (3) representatives of the organizations must attend these training workshops, two (2) of which, who must be officers. Agenda topics addressed include but are not limited to:

- a. Current issues/and rules governing organizations
- b. Robert's Rules of Order (revised)
- c. Leadership Training
- d. Facility Request/Approval
- e. Risk Management
- f. Security
- g. Travel
- h. Budgets (funding)
- i. Event/Activity Planning
- j. Other Relevant Topics

Advisor workshops are held separately from student workshops; however advisors are encouraged to attend all workshops.

Advisors - Advisors can be a valuable source of information. It is important to note that advisors devote a significant portion of their time to making the student's experience a rewarding one. A successful and effective organization has active advisors to assist students from time-to-time as may be required. Each organization must have at least one advisor, including Greek Letter organizations, and the advisor must be an employee in good standing of the faculty, staff and/or administration. Advisors must be full-time employees who have been employed for at least three years at the University. When there is more than one advisor of an organization, a primary advisor must be specifically designated.

Selecting an Advisor

The organization has the responsibility to select its advisor(s). While the role of an advisor varies based upon the organization's activities and purposes, it is important to keep in mind when approaching a potential advisor that the individual will have time to devote to the organization, will take the role willingly and seriously, and has knowledge and skills to assist the organization. The organization should make sure that potential advisors have a clear understanding of the organization's purpose, constitution and bylaws, what would be required of him or her, and the time commitment involved. The Office of Student Activities maintains a list of employees of the University who are interested in serving as student organization advisors. Advisors to

academically affiliated organizations may be selected by the dean and/or academic head of the school, college, department or institute.

General Responsibilities and/or Expectations of Advisors:

The organization and the advisor should devote time at the beginning of each year establishing a clear understanding of the roles each will play. Groups should set mutually agreeable expectations for the advisor, such as for meeting attendance and time commitment, and the advisor should similarly make clear his or her expectations for the officers and organization. After the organization's expectations have been laid out, it would be helpful to put them in writing and to distribute these to the group members. It is also important to update them and determine whether or not the expectations are being met throughout the year.

An advisor's actual commitment will vary depending on his or her style of leadership and the needs of the organization; however, advisors should follow these minimum guidelines:

- Provide counseling, leadership and direction regarding the interpretation of university policy.
- Ensure the membership eligibility of each student is in accordance with requirements of the club or organization and the university.
- Attend and remain present for the duration of all officer meetings, and for the majority of the organization's general meetings and activities.
- Attend and remain present for the duration of paid events, dances, and any other sponsored events and activities held in the evening.
- Ensure that members are made aware of and follow the regulations, policies, procedures, goals and objectives of the University.
- Report infractions of University procedures, policies and regulations.
- Review all programs/objectives of the organization to ensure compliance with applicable University rules, policies and regulations.
- Perform other duties and responsibilities that assist in the efficient and orderly operation of the organization.
- Discuss the financial status of the organization including identification of programs and potential solutions, and the identification of financial strengths and weaknesses.
- Discuss internal organizational difficulties (communications, delegation of responsibilities, etc.) and to assist the officers with resolution of the difficulties
- Be available to meet with the organization's officers and/or members when they request help.
- Be familiar with the organization's national structure and services, if applicable.
- Strongly encourage the organization to adhere to the policies and rules of the University as well as obeying local ordinances and the laws of the State of Florida and the nation.

- Provide constructive criticism when deemed necessary; likewise, positive organizational accomplishments should be appropriately acknowledged.
- Be aware of the fact that at times, he/she will be called upon to serve as a personal confidant in organizational-related matters. This includes providing assistance with problematic situations as it pertains to the organization.
- Have access to university maintained financial records of the respective organization. These records should be periodically reviewed.
- Assist organization with registration and reporting requirements required by the Office of Student Activities.
- Ensure familiarity with the rules and regulations for student organizations as found herein.
- Generate and/or foster genuine enthusiasm and interest in the organization and its activities.
- When leaving the advisor role, assist the organization in the transition by identifying possible new advisors and by meeting with the new advisor and passing on valuable information about the organization.

Removal of Advisor(s) of Organizations - Prior to requesting the removal of an advisor, the organization should endeavor to resolve any issues directly with the advisor. The Vice President for Student Affairs or Associate Vice President for Student Life may remove an advisor of an organization, including a Greek Letter organization, when it is in the best interest of the organization and/or University. Advisors to academically affiliated organizations may only be removed by the dean and/or academic head of the school, college, department or institute.

Supremacy of University Policies, Procedures and Regulations - All organizations, including Greek Letter organizations, must fully comply with the University policies, procedures and regulations, including the procedures and regulations of the department, school, college, or institute if the organization is affiliated with a department, school, college or institute of the University. Any provision of an organization's by-laws or constitution, whether locally or nationally, which is contrary or inconsistent with a University procedure, regulation or policy (including those of a department, school, college or institute), is superseded by said University procedure, regulation or policy.

Facility and Program Request Approval Requirements for Sponsoring Events and Activities On and Off-Campus - The Facility Request/Approval process allows for a unified collection, review and advertisement (posting) process which produces varied, safe approved events/activities held on and off-campus. The process requires, but is not limited to the following:

- a. Brief proposals/agendas (detail description)
- b. Building/venue clearance (location/capacity)
- c. Registration for student organizations (approval signature of advisor)

- d. University/or local telephone number
- e. FAMU e-mail address (off-campus information acceptable as applicable)
- f. Approval, Risk Manager or Designee (insurance policy or waiver as required)
- g. Approval, FAMU Security (Police or security guard coverage as required)
- h. Approval, Director of Student Activities or Designee (all events)
- i. Approval, V.P. Student Affairs or Associate V.P. for Student Life (paid events only)
- j. Approval, University Attorney or Designee (contractual events only)

Off-Campus Banking* - The following guidelines must be adhered to for off-campus bank accounts:

1. The club or organization **cannot** use the Florida Agricultural and Mechanical University (FAMU) name.
2. The club or organization **cannot** use FAMU's Federal Identification Number (FEIN).
3. The club or organization **cannot** transfer any university funds into an off-campus account.

For a more detailed reference on university funds, see Section 1011.42, Florida Statutes – University depositories; deposits and withdrawals from depositories. Also refer to Sections (2) and (3) of said Florida Statute, which state:

- “(2) All funds received by a university, from whatever source and for whatever purpose, shall promptly be deposited in a board of trustees approved qualified depository.
- (3) The board of trustees shall require an accurate and complete set of accounts to be maintained in the books and records for each fund on deposit in each university depository. Each account shall show the amount subject to withdrawal, the amount deposited, the amount expended, and the balance of the account.”

Failure to adhere to the off-campus banking guidelines may result in the organization being placed on inactive or suspension status.

*Denotes this section of the handbook, Off-Campus Banking, was revised on April 24, 2012. This section was formerly referred to as “Funds and Donations Received by Organizations.”

Freedom Of Assembly-Demonstration Policy - No one has the right to disrupt the operation of the University or to interfere with the rights of other members of the University community. It is also agreed that the legal rights of students or other members of the University body, as those of any citizen, must not be abridged. This policy statement shall not be used in any way to infringe

upon the legitimate freedoms of any person or group of persons. This policy will be impartially enforced with due process afforded to all.

1. At Florida A&M University demonstrations, picketing, and speeches must not be in violation of the state or local statutes, Board of Governors policies, or University regulations governing unlawful assemblies.
2. Student organizations, individual students, or student groups with the University may hold or conduct demonstrations and protest meetings on designated University property provided that the Director of Student Activities is notified on the proper form at least 48 hours before the demonstration or protest meeting and it does not interfere with the orderly processes of the University.
3. Protest meetings must be held in Lee Hall Auditorium, Charles Winter Wood Theatre, Perry-Paige Auditorium, or the Grand Ballroom.
4. Demonstrations shall be limited to the University Quadrangle, parking lot south of the Student Union Building, stadium parking lot, gymnasium parking lot, and west of the Student Union Building between the Student Union Building and Foster-Tanner Building. However, demonstrations must not interfere with normal operational processes of the University.
5. If a demonstration is impeding and/or obstructing normal University operations, and after the demonstrators have been officially notified of this three times, the act will be considered in violation of University Policy. Within a reasonable length of time, those who fail to disperse will be subject to civil as well as University disciplinary action.
6. Students, who participate in protest marches, protest picketing and demonstrating are hereby notified that each student is held accountable for any actions not in keeping with the regulations of the University and the laws of the State of Florida.

Policies for Issuance and Reporting of Tickets and Finance for Paid Events and Events and Activities Sponsored by Student Organizations - Tickets for all campus activities/events are to be secured from the Student Union Information Office, Coordinator of Student Organizations.

1. Upon securing tickets from the union ticket office, (Coordinator of Student Organizations or the designated business coordinator for the Student Activities Office), the ticket coordinator will furnish the organization's representative with a copy of the ticket issuance and accountability report. This report list tickets and price(s) for which the organization is responsible.
2. Upon completion of the event, the unused tickets are to be returned to the ticket manager/coordinator with a copy of tickets and accountability report showing the number sold and total returned, as well as an accounting of cash collected for tickets sold.

Report Must Be Made No Later Than Two (2) Work Days After Event - The accountability report will be retained on file by the Office of Student Activities for subsequent audit and review by appropriate officials.

3. Refund policy for Cancellations of Paid Events-**ALL** patrons who purchase a ticket for an event which is cancelled, **MUST** request a refund within 15 calendar days from the date of the cancellation of the event. Failure to request a refund within said period **SHALL** constitute a forfeiture of refund. Refunds will be made at the Student Ticket Office unless otherwise posted. Patrons **MUST** present ticket(s) and/or receipt(s) in order to obtain a refund. **NO EXCEPTIONS.**

Popular Concerts and Activities - The University sets specific requirements for students, organizations, and others who request to sponsor popular concerts in facilities administered by the University. Only students, organizations, and others who fully comply with these requirements will be granted approval to sponsor such concerts. The intent of this rule is to cover all such concerts except those sponsored by the University or one of its academic units. A complete listing of the specific requirements to be met is available in the Office of Student Activities, and the Director of Student Activities is responsible for the general administration of this rule. The basic requirements to be met are as follows:

1. Popular concerts will be limited to one per semester. The Vice President for Student Affairs or Associate Vice President for Student Life may waive this limitation for any given semester. A Screening Committee will approve the nature of any type of performance to be presented. The Screening Committee is appointed by the Associate Vice President for Student Life or his designee, the Director of Student Activities.
2. Popular concerts are not to disrupt scheduled classes. Approved concerts may not commence before 6 p.m. on class days and all clean-up must be completed prior to 8 a.m. of the next scheduled class day.
3. The set-up for such concerts may not commence before 5 p.m. on class days and all clean up must be completed prior to 8 a.m. of the next scheduled class day. Exceptions may be granted by the Associate Vice President for Student Life or the Director of Student Activities.

Procedures Regarding Paid Events, Dances and Other Entertainment Events - Sponsors shall pay rental fees for use of University facilities in accordance with rate schedule as established by the University.

1. If an event does not make profit (less than 100 in attendance), another use day may be granted at no cost upon the approval of the Director of Student Activities or his/her designee.
2. All organizations must have at least one advisor at the event.

3. The seating capacity for the facility shall determine the number of security officers to be present, unless the Director of FAMU Police Department or his designee determines otherwise. See number six (6) below.
4. The sponsoring organization is solely responsible for obtaining and paying the security officers.
5. All applicants for activities for paid events that require security officers must have the approval of the Director of the Department of Law Enforcement or his designee.
6. The Director of the Department of Law Enforcement or his designee shall determine the number of Law Enforce Officers and/or security guards to be present at the event to control and monitor activities.
7. The use of metal detectors shall be required at any events as determined by the FAMU Director of Law Enforcement or his designee. Metal detectors may be coordinated through the Office of Student Activities.
8. Sponsors must have at least 10 student personnel to work and host the dance. Prior to the event, these students must attend a meeting with the Coordinator of Student Organizations to be briefed on guidelines for monitoring the event.
9. **UNDER NO CIRCUMSTANCE SHALL TICKETS BE SOLD AT THE DOOR.** Tickets may be sold at the Student Union Ticket Office up to one hour after the scheduled starting of the event. Organizations are encouraged to sell tickets prior to the day of the scheduled event.
10. Students attending the event must present an authentic college or university identification (ID), i.e., Florida A&M University (FAMU), Florida State University (FSU), Tallahassee Community College (TCC), along with an admission ticket in order to gain entrance to an event.
11. All signs, posters and other advertisements concerning the event must receive prior approval from the Office of Student Activities before posting.
12. All events **MUST** be reported to the FAMU Law Enforcement Department at least 48 hours in advance of the event in order for proper security arrangements to be made.
13. The maximum number of paid events held on any given night shall be two (2). Under **NO** circumstances shall two Greek Letter organizations hold paid events on the same night.
14. All events must end no later than 1 a.m.
15. Failure to adhere to any of the above guidelines may result in automatic cancellation of the event.

16. The Associate Vice President for Student Life, or his designee, the Director of Student Activities, shall be responsible for determining whether an event shall be cancelled, unless there are overriding law enforcement considerations as determined by the Director of the Department of Law Enforcement or his designee that will automatically necessitate the cancellation of an event.
17. **REFUND POLICY FOR CANCELLATION OF PAID EVENTS.** All patrons who purchase a ticket(s) for an event that has been cancelled **MUST** request a refund within 15 calendar days from the date of the cancellation of the event. Failure to request a refund within said period **SHALL** constitute a forfeiture of refund. Refunds will be made at the Student Ticket Office unless otherwise posted. Patrons **MUST** present ticket(s) and/or receipt(s) In order to obtain a refund. **NO EXCEPTIONS.**

Commercial Solicitation on Campus - Commercial solicitation on the campus and posting of advertising material on campus bulletin boards is permitted with proper approval.

1. Salespersons, solicitors and tradesmen, including student, faculty, and other University personnel, are prohibited from entering the grounds and buildings of FAMU for the purpose of transacting or soliciting business with students, faculty, or other University personnel, unless they have been issued a permit for these purposes by the University President's designated representative(s).

***Imposition of Inactive Status or Suspension or Expulsion of Registered and/or Certified Clubs and Organizations, Excluding Clubs and/or Organizations Associated/Affiliated with an Academic School, College, Department or Institute** – All registered and/or certified clubs and organizations must adhere to any and all regulations, policies and procedures of the University. Failure to adhere to any University regulations, policies and procedures may result in the organization being placed on inactive status by the Director of Student Activities until the deficiencies are completely corrected and/or until the imposed period of inactive status has expired. Prior to imposition of inactive status, the Office of Student Activities (OSA) will review the allegations and/or reports of intake or conduct violations, make contact with the advisors to the affected organization and, as deemed appropriate, with members of the affected organizations. OSA may also consult with the Office of Judicial Affairs, the Dean of Students and the Special Assistant to the President on Anti-hazing.

During or prior to the expiration of the period of inactive status period, additional information or evidence arising out of the same factual circumstances that gave rise to the imposition of inactive status may become available that would warrant consideration for additional sanctions, including suspension or expulsion, to be imposed on the affected organization. Factors that may be considered, but are not specifically limited to, a decision to impose or not impose additional sanctions are: the length of the inactive status period, i.e., the period of time actually served by the organization; the level of compliance by the organization with University regulations during the period of inactive status; the seriousness and nature of the additional information; the corrective action plan, if any, submitted by the organization or its external governing body, if applicable, or imposed by the university; any sanctions imposed internally by the organization on its members or externally by the organization's national, regional or state governing body (if

applicable) for procedural, policy or rule violation(s); the cooperation of the organization, its members, officers and advisors with any investigation or review of the alleged incidents or activities by university officials or external agencies; and the cooperation of the national, regional or state governing body of the organization, if applicable, with any investigation or review by the university or outside agencies concerning the organization and/or its members.

The Office of Student Activities will forward the additional information and evidence, with recommendation(s) of proposed action, to the dean of students. Upon review of the recommendations and additional information/evidence, the dean of students shall make a recommendation to the vice president if warranted. Such matters/cases may be referred by the Dean of Students, Director of Judicial Affairs/Judicial Officer or the Director of Student Activities to the Organization Review Board Committee (also known and referred to as the Clubs and Organization Review Board) for disposition. The Vice President for Student Affairs shall render the final decision/order. Copies of the board's procedures may be obtained from the Office of Student Activities, Office of the Dean of Students or Special Assistant to the President on Anti-hazing.

Further, registered and/or certified clubs and organizations, including a Greek Letter organizations, may be immediately suspended or expelled from the University by the Vice President of Student Affairs pending a hearing at a later date, if requested, for the following circumstances:

- a. The continued presence of the organization on campus is likely to create interference with the educational process and the orderly operation of the University, or
- b. The continued presence or operation of the organization is likely to endanger or has endangered the health, safety or welfare of members or prospective members of the organization or members of the University community or their property or that of the University, or
- c. The offense committed by the organization or members of the organization is of such a serious, heinous or repulsive nature, as to adversely affect any member(s) or prospective member(s) of the organization or member(s) of the University community. Also refer to Regulation 2.028 on Hazing.

Imposition of Inactive Status or Suspension of Academically Associated/Affiliated Clubs and Organizations

– Clubs and Organizations associated/affiliated with, or under the auspices of an academic school, college, department or institute at the University must adhere to any and all university regulations, policies and procedures as well as all policies and procedures imposed by said school, college, department or institute. Failure to adhere to such regulation, policies and procedures may result in the club or organization being placed on inactive status or suspension by the school, college, department or institute until the deficiencies are completely corrected and/or until the imposed period of inactive status or suspension has expired. The avenue for a hearing or appeal in such cases shall be solely in accordance with the procedures or policies of the respective school, college, department, or institute. The final decision shall rest with the dean/director of the school, college, department or institute.

***Hearing of Cases Involving Clubs & Organizations, Excluding Clubs & Organizations Associated/Affiliated with an Academic School, College, Department or Institute** - The Vice President for Student Affairs or the Associate Vice President for Student Life may appoint an Organizations Review Board Committee (a/k/a Clubs and Organizations Review Board) to hear any case arising from clubs and organizations. However, cases related to violations of rules, regulations and procedures by clubs and organizations associated/affiliated with an academic school, college, department or institute shall be held in accordance with the procedures of said school, college, department or institute.

***Reservation of Right to Refer Cases** - The University reserves the right to refer all matters or cases of a disciplinary nature regarding a student(s) and/or club(s) and organization(s) to the University Judicial Office for adjudication under the Student Code of Conduct.

Social and Service Greek Letter Organizations

The FAMU Pan-Hellenic Council is comprised of nine (9) historically African-American fraternities and sororities. Its purpose is to serve as the coordinating agent of the constituent members in the furtherance of their national programs. Additionally, they promote unity on college and university campuses and within the communities where graduate and/or alumni chapters are located.

There are also additional Greek-letter organizations that operate outside of the Pan-Hellenic Council. These Greek-letter organizations are comprised of service, professional and academic organizations, as well as honor societies. The organizations will be governed and regulated by their national policies and the established policies of Florida A&M University.

***Advisory Councils for National Pan-Hellenic Greek Organizations and Other Greek Organizations** Both of these advisory councils are composed of students, faculty, staff and personnel from the Office of Student Activities. These committees/councils are known as:

- a. National Pan-Hellenic Council (Divine Nine)
- b. Greek Advisory Council (Other Greek organizations)

The primary concern of the advisory councils/committees is with the role and activities of student organizations in accordance with the University policy relative to student organizations. The councils only serve as advisory and recommending boards/committees to the Director of Student Activities who makes appointments to these committees. These councils are not disciplinary boards/committees.

*Denotes that said sections of the handbook were revised on 06/03/13. Section on Advisory Councils was revised on 07/18/13.

The Role Of Greek Letter Organizations

The role of Greek of Letter organizations on the campus of **Florida Agricultural and Mechanical University** shall enhance the academic, cultural, and social climate of the **University** through formalized campus and community activities. To fulfill this role, Greek letter organizations shall:

1. Promote academic excellence through the sponsorship of activities such as tutorial services and academic competition.
2. Promote African American and other cultures by emphasizing the histories and achievements of the respective organizations.
3. Serve as role models and sponsor activities that promote appropriate behavior, conduct, dress, as well as sound moral and ethical values.
4. Promote unity between all Greek lettered organizations (social & service) through collaborative activities.
5. Work to accomplish established institutional goals for the Greek community.

University Membership Requirements

The following criteria for membership shall govern:

1. In order to participate in the in-take process, a student must have earned a minimum of 30 semester hours. Transfer students must have earned at least 15 of the 30 semester hours at **FAMU**.
2. The minimum GPA for social fraternities and sororities to participate in a single in-take process shall be 2.50 and the same for service, honorary and professional fraternities and sororities.
3. The maximum number of students allowed to participate in a single in-take process shall be 55. This shall become effective spring 2011. An intake process may occur only once during each semester/session. Exceptions may be granted by the Associate Vice President for Student Life or the Director of Student Activities.
4. In order to participate in the in-take process, a student shall not have received any form of disciplinary action pursuant to the **Student Code of Conduct**. No student shall be allowed to participate in the intake process until he/she is cleared by the Judicial Office.
5. A student may appeal the decision of non-participation one (1) year after the completion of disciplinary action/infraction.

6. No student will be eligible to participate in the in-take process in any Greek letter organization until the student's average has been compiled from the official grade records in the Office of the University Registrar, pursuant to the guidelines established under the University's policy on access to records.
7. The names of all persons and their grade point averages must be submitted to the Director of Student Activities seven (7) days before the actual in-take initiation process begins.

Rules And Regulations Governing The In-Take Period

The following rules and regulations shall govern the in-take process for all Greek letter organizations:

1. The University shall designate the beginning and ending of the in-take period which shall not exceed 28 calendar days. The first 14 calendar days will be used to process administrative paperwork only. The other 14 days shall be used to complete the remaining allowable in-take activities. The in-take process shall commence at the same time for each organization.
2. Each Greek letter organization shall designate an appropriate on-campus location for the purpose of classroom study for its in-take participants. The designated location shall be reported to the Director of Student Activities or his/her designee. Student sessions shall be held from 7 p.m. to 10 p.m., Monday through Friday. No activities will commence before 6:30 a.m., and all activities will cease and desist at midnight throughout the designated period.
3. All Greek letter organizations shall strictly adhere to and enforce the University policy which prohibits hazing. Moreover, all organizations will be responsible for providing each of its in-take participants with a copy of said policy.
4. The Vice President of Student Affairs, the Dean of Students or the Director of Student Activities may summarily suspend the in-take period for a Greek letter organization if he/she has reason to believe any provisions of the University student code of conduct, the anti-hazing regulation, or state and/or federal laws have been violated.
5. All Greek letter organizations shall participate in the Student Union All Greek information meetings/training workshops during fall and spring semesters.

Responsibilities

In addition to adhering to all guidelines governing advisors in general, the following guidelines shall apply to advisors of Greek letter organizations:

1. Provide counseling, leadership and direction regarding the interpretation of University policy, role and mission of Greek letter organizations.
2. Ensure the adherence to University policy and guidelines regarding Greek letter organizations.
3. Certify the membership eligibility of each student and submit the list of eligible students to the Director of Student Activities or his designee.
4. Attend and remain present for the duration of all organizational meetings and sponsored activities.
5. Assist the respective organization with the formulation and implementation of all academic, service, and social activities.
6. Ensure that the governing bodies of the Greek letter organization (local, regional, and national) are made aware of the rules, policies, goals, and objectives of the University.
7. Monitor the study sessions during the in-take process.
8. Report alleged and/or confirmed infractions of University rules and regulations to the Director of Student Activities or his/her designee.
9. Review all programs/objectives of the organization and the academic standings of its members and report the assessment to the Director of Student Activities or his/her designee at the end of each academic school year.
10. Know the chapter and national policies and regulations of their organization as the University policies and regulations govern Greek letter organizations.
11. Perform other duties and responsibilities that maybe designated by the Vice President for Student Affairs or his/her designee, the Dean of Students.

Other Regulations Regarding Greek Letter Organizations Are As Follow:

1. Each organization may observe one “GREEK WEEK” at the University annually. In addition, a Greek Extravaganza” may be held. GREEK WEEKs are inclusive of ALL Greek organizations/or designated Greek entities (i.e. NPHC, professional, honors, service, etc.).
2. Greek Letter organizations on campus may collectively sponsor a semi-annual service oriented activity that demonstrates the University’s motto, “Excellence with Caring”.
3. All Greek Letter organizations on campus are required to participate in an annual

Greek Unity Workshop to be conducted by the Director of Student Activities or his/her designee.

4. The Vice President for Student Affairs and/or the Dean of Students reserve the right, when extenuating circumstances exist, to temporarily waive and/or add requirements governing Greek Letter organizations after giving appropriate notice to the affected party or parties.

The University's approved Anti-Hazing Regulation is required to be a part of ALL registered student organizations Constitution and By-laws. Refer to the Student Rights and Responsibilities Section of this Handbook for a copy of the Anti-Hazing Regulation.

Domestic and International Travel for Students

All students traveling, domestically or internationally, must complete a Domestic or International Travel Participation Agreement (D/ITPA), a copy of which may be obtained from the appropriate academic dean's office, the Office of Student Activities or the Office of Risk Management. The completed original document (D/ITPA) should be kept in the office of the unit or organization sponsoring the trip.

Additionally, students/student groups representing the University on out-of-town trips must submit to the director of the responsible/sponsoring department, and/or the appropriate academic dean's office at least (3) days prior to departure, a roster to include names and student identification numbers of persons traveling, mode of travel, destination, date of departure, expected date or return and how they may be reached in case of an emergency. Said information must be reviewed as to completeness or accurateness by the Advisor(s) of the sponsoring organization.

NOTE: It shall be the responsibility of the Advisor(s) to the sponsoring organization to ensure that all persons representing the University on the trip are bona fide students and that all participating students complete the D/ITPA.

University Traditions

- **Homecoming**

Homecoming, traditionally held during the fall semester, is a time for special celebrations filled with memories and traditions, linking the past with the present. During homecoming week, festivities unite the University and the community, forming a sense of family that keeps spirit alive throughout the generations. Major activities include the Fashion Show, Comedy/Talent Show, SGA concert, Battle of the Bands, Step Shows, Coronation of Mr. & Miss FAMU, Gospel Show and much more.

- **Convocations**

Convocations are University gatherings of students, faculty, staff and community, in observance and/or recognition of noteworthy accomplishments that occur yearly (i.e., President's; Homecoming; Martin Luther King, Jr.; Black History; Founder's; and Honors). These gatherings feature renown speakers, guest, and University musical/theatrical renditions performed by students, faculty/or staff. The majority of these observances require that ALL regular classes are cancelled to allow University-wide attendance.

- **Founder's Observance**

Steeped in rich tradition, former **FAMUANS** from all over the world return to the campus for rededication to the memory of those who were instrumental in the development of and who made significant contributions to the founding and promotion of FAMU as an institution of higher education.

For further information concerning "Traditions" please contact the Office of Student Union and Activities at (850) 599-3400.

STUDENT RECORDS MANAGEMENT PROCEDURES

Family Educational Rights and Privacy Act (FERPA)

The Purpose

The Family Educational Rights and Privacy Act of 1974, most often referred to as “FERPA”, deals specifically with the educational records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records which are:

- 1) Directly related to a student and
- 2) Maintained by an institution or a party acting for the institution.

FERPA gives students who reach the age of 18 or who attend a postsecondary institution the right to inspect and review their own education records. Furthermore, students have other rights, including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records.

FERPA applies to the education records of persons who are or have been in attendance in post-secondary institutions, including students in cooperative and correspondence study programs. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution. Furthermore, rights are not given by FERPA to students enrolled in one component of an institution who seek to be admitted in another component of an institution.

For additional facts, details, and information on FERPA, please refer to the heading, “Student Records Management Procedures” under the section on “Student Consumer Rights and Responsibilities” of the University Catalog, which may be accessed online via www.famu.edu.

STUDENT RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

Anti-hazing - Regulation 2.028*

- (1) Florida Agricultural and Mechanical University (“University”) strictly prohibits any student(s), group(s) of students, or student organization(s) affiliated with the University from engaging in any form(s) of hazing activities. Moreover, the University has zero tolerance for violation of any provisions of the Anti-hazing Regulation 2.028. “Zero tolerance” means that given the factual circumstances of the alleged violation, the charged student may be removed from University Housing and receive a penalty up to suspension or expulsion from the University.
 - (a) Due process protections in accordance with University Regulation 2.013 will be appropriately accorded the charged student.
 - (b) “Student” is given the same meaning herein as it is defined in the Student Code of Conduct, Regulation 2.012.
 - (c) “Engaging” is defined herein and prohibited by this Regulation as anyone who (i) perpetrates hazing activities by planning and/or executing the hazing activities; (ii) is the object of or consents to hazing activities; or (iii) observes or has knowledge of hazing activities and fails to report the incident within twenty-four (24) hours as required.
 - (c) This Regulation is incorporated into University Regulation 2.012.
- (2) The term hazing shall include, but not be limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as striking in any manner, whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drugs, or other substances, or other forced physical activities that would adversely affect the health or safety of the student and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contacts, forced conduct that would be demeaning or results in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. For purposes of this section, any activity as described above, or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with a University sanctioned organization, shall be presumed to be hazing and a “forced activity.”
 - (a) It shall not be a defense that the consent of the victim to participate was obtained, the conduct or activity was not part of an official University organizational event or was not otherwise sanctioned or approved by the University organization, or the conduct or activity was not done as a condition of membership to a University organization.

- (3) Any student found in violation of this Regulation from conduct occurring on-campus or off-campus will be subject to appropriate sanctions by the University, which may include but is not limited to: the imposition of fines; withholding of grade(s), transcripts and/or diplomas pending payment of fines or compliance with the Student Code of Conduct, Regulation 2.012; the imposition of counseling, probation, suspension, or expulsion of said person(s) or organization(s), the rescission of certification for the University organization(s); and/or removal from University Housing.
- (4) All penalties imposed by the University do not absolve the student(s), group(s) of students, or student organization(s) from any penalty imposed for violation of the criminal laws of the State of Florida, including but not limited to such criminal penalties prescribed in section 1006.63, Florida Statutes, for penalties imposed in civil proceedings or for violation of any other University Regulation(s) to which the charged student(s) may be subject.
- (5) All University certified organizations are required to include in their by-laws an anti-hazing section fully incorporating this Regulation. A copy of the by-laws shall be kept on file in the Office of Student Activities. Advisors and each member of a University certified organization must attend one Fall semester and one Spring semester hazing workshop each academic year.
- (6) Any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests and volunteers having knowledge of or receiving information regarding any activity which may constitute hazing or a violation of this regulation must contact the FAMU Department of Public Safety at (850) 599-3256 or www.stophazingatfamu.com within twenty-four (24) hours of gaining such knowledge or receiving information. Any person who fails to report any activity of hazing shall be in direct violation of this regulation.
- (7) It shall be expressly prohibited for any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests and volunteers, to retaliate against a person because that person has been a victim of hazing, reported hazing, refused to participate in hazing, assisted in the investigation of hazing, or participated in the prosecution of any alleged hazing.
- (8) Any person who has experienced retaliation for reporting any activity, which may constitute hazing or a violation of this regulation, shall have the right to file a retaliation complaint with the Division of Audit and Compliance within twenty-four (24) hours of becoming aware of the act of retaliation at (866) 445-4968.

Specific Authority: Article IX, Section 7(c), Florida Constitution 001.74(4), FS. Law Implemented 1001.74(10)(d), (e), 1006.60, 1006.61, 1006.62, 1006.63 FS. History—New 4-3-83, Formerly Rule 6C3-2.028, Amended 1-26-04, 5-9-12. Amended 07-15-13.

*This section of the handbook on Anti-hazing was revised on 5-9-12 as well as 7-15-13.

Online Reporting of Alleged Incidents of Hazing*

You may go online to the following anti-hazing website and report any alleged incidents of hazing: www.StopHazingatFAMU.com or go to the FAMU main webpage, click the link, **STUDENTS**, and then click “hazing” under *Current Students*. Once you are actually on the hazing website, click “REPORT HAZING.”

You do **NOT** need to give your name, phone number or email address. It’s Optional.

Online Anti-Hazing Agreement*

Every semester, students are required to acknowledge on line that they have read and received the Anti-Hazing Agreement before they are allowed to access their Student Center to conduct normal enrollment activities, such as registering for classes, etc.

*These two sections (On-line Reporting of Hazing and On-line Anti-Hazing Agreement were added to this handbook on 07/18/13

Due Process, Other Rights, and Responsibilities – Regulation 2.013*

- (1) The due process requirements contained below shall be applicable in all cases involving academic dishonesty and alleged violations of the Student Code of Conduct. Applicable definitions are found in Florida A&M University (“University”) Regulation 2.012, Student Code of Conduct. Due process as applied by the University and its schools, institutes, and colleges shall include, as a minimum, the following:
 - (a) The student shall be provided with written notice of the charges against him/her in sufficient detail and in sufficient time to prepare for a hearing before an appropriate committee or hearing body, as established by the University or its colleges, schools, or institutes, or before the appropriate University official;
 - (b) The University or its schools, institutes, and colleges shall establish a minimum number of days in advance of the hearing to present the written notice of charges, but in no case will this notice be less than five (5) business days, except in cases of emergency hearings as specified below;
 - (c) The student shall be entitled to a prompt hearing before an appropriate committee or hearing body, as established by the University or its colleges, schools or institutes; or the student shall have the option to request resolution of the matter by an appropriate official designated by the University or its colleges, schools or institutes. The hearing shall normally be scheduled within fifteen (15) business days from the date of notice of the charge(s), except in cases of emergency hearings;
 - (d) The student and his/her advisor may inspect all of the evidence that will be presented against the student at least three (3) business days before the student disciplinary hearing, except in cases of emergency hearings where the student

may inspect the evidence at least one (1) business day prior to the hearing. Failure of the student to request the evidence in sufficient time for the University to comply with the three (3) business day timeframe shall constitute a waiver of the time requirement. The University shall also have the right to inspect any information the student intends to use at least three (3) business days before the student disciplinary hearing, except in cases of emergency hearings where the University may inspect the evidence at least one (1) business day prior to the hearing;

- (e) The student may present evidence on his/her own behalf;
- (f) The student may hear and question adverse witnesses;
- (g) The student shall not be forced to present testimony which would be self-incriminating; however, the University and/or its colleges, schools, and institutes is not required to postpone the proceedings pending the outcome of a criminal or other outside proceeding. The University disciplinary proceeding is designed to address student behavior; therefore, alleged violations of the Student Code of Conduct will be addressed independently of any penalty imposed by a judicial or administrative body;
- (h) The student may, at his/her own expense and initiative, have an advisor of the student's choice present at the hearing. The advisor may be an attorney. The student is responsible for presenting his or her own information; therefore advisors are not permitted to speak or participate directly in any hearing. An advisor may not act as a witness;
- (i) The decision of responsible or not responsible shall be based solely on the evidence presented at the hearing;
- (j) The decisions of any committee or hearing body, or of any University official, shall be presented to the student in writing and within fourteen (14) business days following the hearing;
- (k) The student may appeal the decision of any committee, hearing body, or of any University official, within ten (10) business days to the President or the President's designee, as appropriate;
- (l) The student's enrollment status will remain unchanged pending the University's final decision in the matter, except where the President or President's designee determines that the safety, health, or general welfare of the student, other students, or the University and/or its employees is involved. If a student's privileges are temporarily revoked as described in this paragraph, but the student is subsequently found not responsible for the violations, the University will:

1. Correct any record of the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and
 2. Refund to the student a pro rata portion of any charges for tuition and out-of-state fees, as appropriate, if the temporary revocation or suspension of the student's ability to attend classes lasts for more than ten (10) business days.
- (m) At the conclusion of the appeals process, the decision of the President or the President's designee shall be final. The final order shall include notice to the student of the right to appeal to an external judicial forum, as appropriate.
- (2) Additional due process protections as may be provided by regulation or policy of the Board of Governors shall also be applicable to cases involving academic dishonesty or violations of the Student Code of Conduct as indicated by said regulation. Refer to Board of Governors Regulation 6.0105.
- (3) All students enrolled at the University shall be accorded the basic rights as set forth below:
- (a) The right of respect for personal thoughts; the right of freedom from indignity of any type; the right to expect an education of the highest quality; and the right to make the best of one's talents and time toward the objectives which brought him/her to the University;
 - (b) The right to inquire about and to recommend improvements in University policies, regulations and procedures through established protocol;
 - (c) The right to participate in the self-governing process of student organizations pursuant to the regulations, policy, and procedures of the University and affected organizations;
 - (d) The right to be represented on University-wide committees in accordance with University procedures;
 - (e) The right of freedom of expression and peaceful assembly as defined and governed by the constitutions of the United States and the State of Florida and the regulations of the University;
 - (f) The right to participate in dialogue during public discussions that provide a diversity of opinions;
 - (g) The right to join University clubs and organizations for educational, political, social, religious and cultural purposes in accordance with the regulations, policy, and procedures of the University and the respective clubs and organizations;
 - (h) The right of due process; and

- (i) The right of freedom of press and media to publish and distribute materials in accordance with the Constitutions of the United States and the State of Florida and the regulations of the University.
- (4) The University encourages its students to help maintain a healthy academic climate where students can intellectually grow and develop as mature and responsible individuals. Concomitant with student rights are student responsibilities. These responsibilities include but are not limited to the following:
 - (a) The responsibility of making the most of their educational opportunities by attending classes and laboratory periods on a regular basis and by completing all academic requirements, in a satisfactory manner, as stated in each course syllabus while taking advantage of the many opportunities provided in a University environment for all around personal growth, development, and maturation;
 - (b) The responsibility of knowing and observing all University policies, procedures and regulations (e.g. the General Catalog of the University and Student Handbook, etc.) as well as state and federal laws and requirements;
 - (c) The responsibility of taking the initiative in exercising the democratic processes to include, but not be limited to, voting and performing community or volunteer services;
 - (d) The responsibility of ensuring the orderly operation of the University through appropriate conduct in and out of the classroom; and
 - (e) The responsibility of assuming the consequences of one's own actions, and to avoid conduct detrimental in its effect upon fellow students and members of the University community.

Specific Authority: Article IX, section 7(c), Florida Constitution, sections 1006.60, 1006.61, 1006.62, Florida Statutes, Board of Governors Regulation 6.0105. History New October 1, 1975, Formerly 6C3-2.13, Amended September 14, 1987, Amended June 29, 2006, Amended July 15, 2013.

This section of the handbook was revised on 7/15/13.

Non-Discrimination Policy Statement*

It is the policy of Florida A&M University that each member of the University community is permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, disability, sex, sexual harassment, marital status, national origin, and veteran status as prohibited by state and federal statutes. This commitment applies to all areas affecting students, employees, applicants for admission and applicants for employment. It is also relevant to the University's selection of contractors, suppliers of goods and services and any employment conditions and practices.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to Mrs. Carrie M. Gavin (EOP Director/University Title IX Coordinator), located in the Office of Equal Opportunity Programs. Please also see University Regulation 10.103 Non-Discrimination Policy and Discrimination and Harassment Procedures and University 10.112, Consensual Relationships.

The Affirmative Action Plan/Program for *Minorities and Women* is available for review ONLY at the Office of Equal Opportunity Programs by anyone, upon request, during regular business hours (Monday through Friday, 8am-5pm).

The Affirmative Action Plan/Program for *Veterans and Persons with Disabilities* is available for review by anyone, upon request, during regular business hours (Monday through Friday, 8am-5pm) at the following locations:

Office of Human Resources

Florida A&M University
211 Foote-Hilyer Administration Bldg.
Tallahassee, FL 32307
(850) 599-3611

Office of Equal Opportunity Programs

Florida A&M University
674 Gamble Street
Tallahassee, FL 32307
(850) 599-3076; TDD (850) 561-2998

Copies of the Affirmative Action Plans will be provided pursuant to Chapter 119 of the Florida Statutes.

*This section of the handbook was revised February 5, 2013.

Student Code of Conduct - Regulation 2.012*

- (1) The Student Code of Conduct (“Code”) applies the principles and freedoms found in University Regulation 2.013, Due Process, Other Rights, and Responsibilities, by promoting responsible freedom for all students. This Code seeks to apply the principle of responsible freedom as it guides the conduct of Florida A&M University (“University”) students. The responsibility to know and abide by the Code ultimately lies with the student.
- (2) As members of the University community, students enjoy the rights and privileges that accrue to such membership including, but not limited to, academic freedom and participation in the decision-making processes of the University. Additionally, students are subject to the obligations and duties that accompany this membership and are responsible for compliance with the requirements of law and University regulations, policies, and procedures. It is incumbent upon members of the University community to notify the appropriate judicial body or officials of a violation of this Regulation, to encourage all to comply with them, and assist in their enforcement by testifying as witnesses when called upon to do so. Accordingly, all alleged violations of the Code shall be referred to the University Judicial Officer. Students, faculty, and staff, stakeholders, or other individuals with knowledge, may report violations of the Code, in writing, to the Judicial Office.

- (3) The University has zero tolerance for violation of any provisions of the Code as well as the Anti-Hazing Regulation 2.028 and Alcoholic Beverages Regulation 3.021. “Zero tolerance” means that given the factual circumstances of the alleged violation the charged student may be removed from University Housing and receive a penalty up to suspension or expulsion from the University.
- (4) Due process protections in accordance with University Regulation 2.013 will be appropriately accorded the charged student.
- (5) If the Judicial Officer or his/her designee believe after a review of the allegations that the allegations have merit, the student will be issued, in writing, an Administrative Request to Appear at an information briefing before the Judicial Officer or his/her designee. At the information briefing, the Judicial Officer or his /her designee will explain to the student the elements of due process that will be afforded.
 - (a) University disciplinary proceedings may be instituted against a student charged with a violation of the law that is also a violation of the Code. The University reserves the right to proceed under the Code with a hearing and the possible imposition of a sanction prior to, concurrent with, or subsequent to civil litigation, criminal arrest, and/or criminal prosecution.
 - (b) Normally, the University will proceed with an alleged violation of the Code prior to any final disposition of the Courts.
 - (c) Determinations made or sanctions imposed under the Code shall not be subject to change because criminal or civil charges arising out of the same facts giving rise to violation of University rules and regulations were dismissed, reduced, or resolved in favor of or against the charged student.
 - (d) Any admission of guilt, responsibility or statement against the student’s interest made by a student at off-campus proceedings shall be conclusive for University purposes.
 - (e) A verdict of guilty, a plea of guilty, a plea of no contest (*nolo contendere*) or similar plea in a court of law by a charged student will operate as a conclusive finding that the student is “responsible” for the purpose of student conduct proceedings.
 - (f) Prior to the entry of a Recommended Order, the University may amend its charge(s) based on information obtained through an outside proceeding when that information is relevant to activity adversely affecting the University community.
 - (g) The University will cooperate fully with law enforcement agencies in any criminal prosecutions to the extent permitted by law.
- (6) **Jurisdiction.** Discipline may be imposed for offenses against the Code occurring at any of the following locations or activities:

- (a) University campus;
 - (b) University owned or controlled property;
 - (c) University premises, including, but not limited to, fraternities, sororities, and organizations property;
 - (d) Activities sponsored by the University wherever they may occur;
 - (e) Activities officially approved by the University that are conducted by University certified organizations wherever they may occur;
 - (f) Activities occurring off campus, either university or non-university related.
- (7) **Sanctions.** A student found responsible for a violation or violations of the Code shall be subject to sanctions commensurate with the offense with consideration given to any aggravating and mitigating circumstances, including but not limited to, the student's conduct record. The student will be deemed to have knowledge of his or her record of previous conduct violations and sanctions. If a student does not complete a sanction by the required deadline, a hold may be placed on the student's record. Sanctions include one or more of the following, unless otherwise expressly provided:
- (a) Expulsion from the University. The student is permanently deprived of his/her opportunity to continue at the University in any status.
 - (b) Suspension from the University for a period not to exceed five (5) years which may also include restricted access to campus and/or other specified activities. The student must comply with all conditions imposed by the hearing body or University official prior to re-enrolling. Students who are suspended for more than one year will need to apply for re-admission to an ad hoc review board appointed by the President or Vice President for Student Affairs.
 - (c) University/Community service. The student is required to complete a specified number of hours of service to the campus or general community.
 - (d) Probation for a specified period which shall not exceed a total of time needed by the student to complete requirements for graduation. Students placed on probation are not in good standing with the University and are subject to suspension or expulsion should they be found responsible for another violation during the probationary term.
 - (e) Restitution for the loss or damage to University property.
 - (f) Discretionary sanctions.
 - (g) Counseling Assessment. The University can refer a student for an assessment at a counseling center for alcohol/drug dependence, general mental health, or other

counseling issues. The student shall choose an appropriately licensed and qualified facility.

- (h) Written reprimand.
 - (i) Restriction/Loss of Privileges. The denial of specific University privileges including but not limited to attendance at athletic functions, restricted library use, parking privileges, University computer usage, University facilities and resources; residence hall visitation for a designated period of time, etc.
 - (j) Educational Requirements. Attendance or presentation at educational programs; interviews with appropriate officials; planning and implementing educational programs; completion of essay or project; or other educational activities.
 - (k) No Contact Order. A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means including personal contact, e-mail, text messaging, telephone, social media or third parties. A No Contact Order may be temporary or permanent.
 - (l) Withholding of diplomas, transcripts, or other records.
 - (m) Mediation. Depending on the nature and severity of the alleged violation, the University Judicial Officer may recommend mediation as an alternative to formal disciplinary action. The involved parties must each agree to mediation. Mediation shall not be offered as an alternative in instances to include, but not specifically limited to: sexual misconduct, loss of life, serious bodily injuries, use of weapons, hazing and the cultivation, distribution or sale of drugs.
 - (n) Fine. A specific monetary amount ranging from \$100.00 to \$350.00, which may be included with a period of disciplinary probation.
 - (o) Any combination of the foregoing that the majority of the hearing body or the University Judicial Officer may, under the circumstances, consider fair and appropriate.
- (8) A charged student may request an opportunity to provide testimony to the Judicial Officer against other students who are charged with violations of the Code arising out of the same incident or circumstances, including the student's own involvement, in exchange for imposition of sanction(s) by the Judicial Officer. Under this provision, the student waives his/her right to a hearing and/or appeal. The provision of testimony against other students will be considered a mitigating factor in determining sanctions.
- (9) **Definitions.**
- (a) Expulsion – A student shall be deprived of his/her opportunity to reenter the University. The student is permanently separated from the University.

- (b) Suspension – Separation of the student from the University for a definite period of time. The duration of the period of suspension shall not exceed five years and shall be in direct proportion to the degree of seriousness attached to the misconduct. Readmission for suspensions exceeding one year is conditioned upon the recommendation of an ad hoc review board appointed by the President or Vice President for Student Affairs.
- (c) Probation – An indication that the student’s conduct violated the Code and requires the withdrawal of special privileges, participation in inter-collegiate activities, and others. Special privileges means the student may not be elected to office or represent the University in any other capacity during the period of probation. If the student is holding an office, he/she must vacate the office for the term of probation. The penalty of probation may also include a specified monetary fine from \$100.00 to \$350.00.
- (d) Reprimand – A formal rebuke and official recognition by letter to the student of misconduct as charged by the University.
- (e) University/Community service – Hours the student is required to perform in specified areas of service.
- (f) Restitution – Compensation for loss, or damage to University property. This may be in the form of monetary or material replacement.
- (g) Educational sanctions – Work assignments, essays, presentations or other related educational assignments.
- (h) Student - Any person admitted, enrolled, or continues to be enrolled in any course or program at the University and continues to be associated with the University because he/she has not completed the course or program. The term “student” will also refer to student clubs and organizations.
- (i) University official - Any person employed by the University, performing his/her assigned employment responsibilities.
- (j) Faculty member - Any person hired by the University to conduct classroom instruction and/or research activities or who is otherwise considered by the University to be a member of its faculty.
- (k) University - The Florida A&M University whose main campus is located in Tallahassee, Florida and any of its satellite or branch campuses.
- (l) University premises - All buildings, land, facilities, and any other property owned, leased, operated, controlled or supervised by the University.
- (m) University sponsored activity - Any activity on or off campus which is initiated, aided, authorized or supervised by the University.

- (n) Hearing body - Any person or persons who have been authorized by the University to determine whether a student has violated the Code and to recommend sanctions that may be imposed when a Code violation has been committed.
- (o) Mediator – Any neutral member of the University community who has been trained in conflict resolution to assist parties in reaching a mutual agreement to resolve their differences. The Mediator shall not have personal connections with either party or have prior knowledge of the disagreement.
- (p) Club and/or organization - Any number of students who have complied with the University requirements for certification. The term “club or organization” also will refer to student.
- (q) Charged Student – The student charged with violations of this Code.
- (r) Complainant - Any person who submits a report alleging that a student violated this Code.
- (s) The word “Shall” is used in the imperative sense.
- (t) The word “Will” is used in the imperative sense.
- (u) The word “May” is used in the permissive sense.
- (v) The word “Can” is used in the permissive sense.
- (w) Mediation - This is the actual process in which all parties voluntarily agree to meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants are responsible for keeping their agreement or renegotiating if necessary. In the event the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back for disciplinary action. Breach of a mediated agreement may result in a follow up mediation session or the matter may be referred back through the conduct process.
- (x) Judicial hold - This prevents the student from conducting business at the University (i.e. any form of registration or obtaining transcripts).
- (y) Sanction - A penalty imposed upon a student after the student has admitted that he/she is responsible or has been determined responsible by the Judicial Officer or a hearing body for violating a provision(s) of the Code.
- (z) Preponderance of Evidence - The term “preponderance of evidence” means that evidence considered as a whole indicates the fact sought to be proved is more probable than not.
- (aa) Responsible - The term “responsible” means that the charged student has been

found responsible or accepted responsibility for violating a provision(s) of the Code.

- (bb) Not responsible - The term “not responsible” means that the charged student has not been found responsible or did not accept responsibility for the alleged violation(s) of a provision(s) of the Code.
 - (cc) Business Day - A day of normal business operation as designated by the University.
 - (dd) All definitions not included in this Code are in accordance with definitions found in the most recent edition of Black’s Law Dictionary in effect at the time of the violation of the Code.
- (10) **Amnesty.** In serious or life-threatening situations, particularly where alcohol poisoning or drug overdose is suspected or where other medical treatment is reasonably believed to be appropriate, students are asked to call 911 (or FAMU Police Department at 850-599-3256 if on campus); stay with the person needing assistance until help arrives; and be prepared to give emergency medical personnel as much information as possible including the amount and type of alcohol or substances consumed. Students who receive medical attention as a result of alcohol and/or drug use are eligible for Amnesty and may not face formal action under the Code. Students seeking medical assistance for another person while simultaneously violating the alcohol and/or drug regulation may also be eligible. Students who qualify for Amnesty are required to complete educational measures and pay any incurring costs. It is the expectation that a student uses Amnesty only once. If a student is involved in subsequent alcohol and/or drug abuse incidents, the incident will be reviewed for violation of the Code.
- (11) The Judicial Officer may defer or suspend a finding of responsibility pending completion of specific sanctions where circumstances warrant. If a student successfully completes the required sanctions, the student’s conduct record may be sealed. This means that the record sealed will not appear on a student disciplinary/background check; however, the record may be considered by a hearing body or the Judicial Officer should the student commit a subsequent violation of the Code.
- (12) **Violations.**
- (a) Affray is defined as the fighting of two or more students in a public or private place to the disturbance of others.
 - (b) Assault and/or Battery is defined as the unlawful and intentional application of force, or attempt of such, to the person of another. This includes physically contacting another person without his/her consent and causing or intending to cause injury or imminent fear of injury.
 - (c) Assaulting a University Official is defined as the unlawful attempt or offer to do bodily harm to an official of the University when the official is in the execution of his/her office.

- (d) Disobeying a University Official is defined as an intentional defiance of authority. The offense includes disobeying orders of the University official or the use of contemptuous words toward the University official.
- (e) Breaking and entering is defined as the unlawful entry into a building or structure of another. The word building includes a room, classroom, office, store, or trailer. A break includes any removal of any part of the building designed to prevent entry. Opening a closed door or window or other similar fixture, or cutting out the glass or the netting of a screen, or unauthorized possession, duplication or use of keys, access cards/codes for such property is defined as breaking.
- (f) Deliberate deception is defined as the student who knowingly, with the intent to deceive, falsifies records or gives misleading information, oral or written. This includes falsifying, tampering, altering, forging, or misusing any University record or official document.
- (g) Destruction of property, including misuse or tampering with emergency equipment or systems is defined as willful and malicious defacement, damage, misuse or destruction of University property or the private property of another or emergency equipment or systems. It includes vandalizing or misusing emergency equipment for non-emergency events. This shall include but not be specifically limited to intentional misuse of 911 blue lights systems, fire alarm pull stations, fire extinguishers, heart defibrillators, and unauthorized use of emergency exit doors or intentional losses of University or private property. In addition to being subject to disciplinary action, students or student organizations responsible for such damage may be financially liable.
- (h) Hazing is defined as noted in FAMU Regulation 2.028.
- (i) Stealing is defined as the intent to deprive or defraud the true owner of his/her property or to appropriate the same to the use of the taker or someone other than the true owner. It is taking from the possession of another or obtaining from a person value of any kind, appropriating the same to personal use or to the use of another person other than the true owner.
- (j) Weapons. Use and/or possession of weapons, firearms, ammunitions, explosives, knives, firecrackers, fireworks or any other instrument as a weapon is prohibited. Firecrackers or fireworks may be used only when approved by appropriate University officials.
 - 1. *“Weapon”* means any item (including but not specifically limited to metallic knuckles, sword, any dangerous chemical or biological agent, firearm, machine gun, starter gun, BB gun, stun gun, paintball gun, Taser, archery equipment or any other object) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.

2. *“Fireworks”* means and includes any combustible or explosive composition or substance or combination of substances, or except as hereinafter provided, any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel them, firecrackers, torpedoes, skyrockets, roman candles, incense, dago bombs, and any fireworks containing any explosives or flammable compound or any tablets or other device containing any explosive substance. The term “fireworks” does not include sparklers; toy pistols, toy canes, and toy guns.
 3. The term *“sparkler”* means a device which emits showers of sparks upon burning, does not contain any explosive compounds, does not detonate or explode, is hand-held or ground-based, and cannot propel itself through the air.
- (k) Mail. The opening and removing of the mail, including electronic mail, of another person without authority is a violation of Federal law. University penalties may also be imposed for such a violation.
- (l) Felony Conviction. The student convicted of a felony by an off-campus court of competent jurisdiction may be subject to sanctions by the University.
- (m) Violations of the terms of disciplinary action imposed as a result of previous disciplinary proceedings under the provision of this Code will subject the student to additional sanctions.
- (n) Conspiracy is defined as planning with one or more individuals to commit an act or acts that violate(s) the University Code of Conduct.
- (o) Identification violations include:
1. To fail to present identification when requested by a University Law Enforcement Officer or other University official who identifies him/herself.
 2. To alter, illegally use or attempt to illegally use another’s identification regardless of methodology (i.e., card, identification number, access code, etc.).
 3. The student who knowingly, with intent to deceive, allows another to use his/her student identification card, decal or other means of identification.
 4. To manufacture, distribute, deliver, sale, purchase, possess or use of false identification.
 5. Impersonation or misrepresenting the authority to act on behalf of another or the University.

(p) Stalking:

1. Any person who willfully, maliciously, and repeatedly follows or harasses another person, including through electronic means, commits the offense of stalking.
2. Any person who willfully, maliciously, and repeatedly follows or harasses another person, including through electronic means, and who makes a credible threat with the intent to place that person in fear of bodily injury or loss of life; or who fails to comply with an off-campus court order to cease and desist with any such conduct toward subject person or that person's property commits the offense of aggravated stalking.

(q) Sexual Misconduct. Any sexual activity that occurs without the clear, knowing and voluntary consent prior to and during such sexual activity or that occurs when the victim is unable to give consent.

1. Inability to give consent includes but is not limited to situations where an individual is:
 - a. Under the influence of alcohol, drugs or other substances (including, but not limited to prescribed medications);
 - b. Unconscious, asleep, ill or in shock;
 - c. Under the age of 18 and therefore legally incapable of giving consent; or
 - d. Known by reason of impairment, mental condition or developmental or physical disability to be reasonably unable to give consent;
 - e. Consent is not freely given if achieved through force, threat of force or coercion. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Lack of resistance is not consent and consent can be withdrawn at any time.
2. Sexual Misconduct offenses include, but are not limited to:
 - a. *Sexual Harassment* – any words, conduct or action of a repeated nature being directed at a male or female; including the inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including, but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures, that creates an intimidating, hostile or offensive environment that interferes with, denies or limits a person's ability to participate in or benefit from the University's programs and activities.

- b. *Non-Consensual Sexual Contact* (or attempts to commit same) – is any intentional sexual touching, however slight with any object by a man or woman upon a man or woman that is without consent and/or by force.
- c. *Non-Consensual Sexual Intercourse* (or attempts to commit same) – is any sexual intercourse however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Examples include, but are not specifically limited to:
 - i. Sexual contact when the person is below the statutory age of consent;
 - ii. Vaginal, anal or oral intercourse, digital penetration or penetration by an object;
 - iii. Sexual contact without full and free consent given by the person, including situations where drugs and/or alcohol impair the person’s ability to give full and free consent;
 - iv. Attempted or actual unwanted sexual activity, such as sexual touching or fondling an unwilling person’s intimate parts (e.g., genitalia, groin, breast or buttock, or clothing covering them) or forcing an unwilling person to touch another’s intimate parts;
 - v. Sexual contact when the perpetrator knows the person is unaware of the sexual contact.
- d. *Sexual Exploitation* – occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the individual being exploited, and the behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not specifically limited to:
 - i. Invasion of sexual privacy;
 - ii. Non-consensual video or audio recording of sexual activity;
 - iii. Going beyond the boundaries of consent (such as letting friends hide in the closet to watch you having consensual sex);
 - iv. Engaging in voyeurism;
 - v. Knowingly transmitting a sexually transmitted infection (STI) or HIV to another student;

- vi. Exposing one's genitals in non-consensual circumstances;
 - vii. Inducing another to expose their genitals;
 - viii. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.
- e. *Lewd and Lascivious Behavior* – unlawful sexual acts with minors.
 - f. *Relationship Violence* – occurs when one partner tries to maintain power and control over the other through actual or threatened physical or sexual violence, or psychological and emotional abuse. These acts can be directed at a spouse, ex-spouse, current or former girlfriend/boyfriend, or current or former dating partner.
3. Other student conduct offenses that will fall under Title IX when gender-based:
- a. Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of a person;
 - b. Discrimination - Refer to Regulation 10.103, Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures;
 - c. Intimidation – implied threats or acts that cause an unreasonable fear of harm;
 - d. Hazing – Refer to Regulation 2.028, Anti-hazing;
 - e. Bullying – repeated and/or severe aggressive behavior likely to intimidate or intentionally harm, control or diminish another person, physically or mentally;
 - f. Violence between those in an intimate relationship to each other;
 - g. Stalking – Refer to subsection (12)(p) above;
4. *Victim Rights*
- a. While the University encourages all violations to be reported, the victim has the right to choose whether or not to file a formal complaint. There is also the option of filing an anonymous report. However, there may be circumstances based on the status or seriousness of the alleged offense, when the University must investigate and take action to protect the victim or other members of the University community;

- b. In addition to pursuing administrative/judicial remedies, the victim maintains the right to pursue criminal charges;
- c. To not require the corroboration of the victim's testimony;
- d. To prohibit the victim's past sexual history from being admitted as testimony in University proceedings;
- e. To allow the victim to submit to the Hearing Body during the penalty phase a victim impact statement;
- f. To authorize the Vice President for Student Affairs or Associate Vice President for Student Affairs or Director of Housing to modify living arrangements in cases where the victim and alleged offender live in the same housing complex;
- g. To authorize the Vice President for Student Affairs, Associate Vice President for Student Affairs, or the University Judicial Officer to issue an immediate administrative restraining order, forbidding the alleged offender from all contact with the victim;
- h. To authorize the Provost and/or the academic deans to establish an immediate reassignment of classes for the alleged offender when both alleged offender and victim attend the same classes;
- i. To provide on-campus counseling services to victims of sexual assault;
- j. To close the proceedings from the public as provided in all other disciplinary proceedings;
- k. At the request of the victim in cases involving sexual misconduct, physical violence or stalking charges, to permit the victim to testify in a separate room from the charged student as long as this does not interfere with the charged student's right to question the victim;
- l. Both the victim and the charged student shall be informed of the outcome of any University disciplinary proceeding brought alleging a sex offense, the University's final determination and any sanctions.

(r) Academic Honesty Violations:

- 1. An academic honesty violation shall include a student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors. It shall further include receiving unauthorized written or oral information from a fellow student. Additionally, it shall include stealing, buying, selling, or referring to a copy of an examination before it is administered.

2. In the instance of papers written outside of the class, academic honesty violations shall include plagiarism. Plagiarism may be specifically defined for the purposes of any course by the school, institute, or college involved. Unless otherwise defined, plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any source. Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a written assignment.
 3. A student who assists in any of the academic honesty violations mentioned above shall be considered equally as responsible as the student who accepts such assistance.
 4. For procedural information regarding academic honesty violations, students should consult with the academic dean or director or program coordinator in the respective school, college, or institute.
 5. The penalties for academic honesty violations shall include: reprimand, reduction of grade; denial of academic credit; invalidation of university credit or of the degree based upon such credit; probation; suspension; dismissal; or expulsion. In addition to any other penalties that may be imposed, the individual or student may be denied admission or further registration, and the University may invalidate academic credit for work done by a student and may invalidate or revoke the degree based upon such credit if it is determined that the student has made false, fraudulent, or incomplete statements in the application, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the University.
- (s) Theft or other abuse of computer facilities, wireless system, network, data and resources, including but not limited to:
1. Unauthorized access, entry or use of a University's or another's computer, computer system, network, software, password, account or data;
 2. Unauthorized alteration or degradation of computer equipment, software, network, data or system performance;
 3. Unauthorized copying or distribution of computer software or data;
 4. Theft or unauthorized use of intellectual property;
 5. Use of a computer or computer system in the commission of a crime to violate or facilitate the violation of laws, Board of Governors or University rules, regulations or policies;

6. Any unauthorized commercial use of University computer or computing resources;
 7. Any unauthorized use of electronic or other devices to make an audio or video recording;
 8. Use of computing facilities and resources to send obscene or abusive messages or material;
 9. Use of computing facilities or resources to interfere with the work of another student, faculty/staff, University official or the normal operation of the University computing system.
- (t) Abuse of the Student Judicial System, including but not limited to:
1. Failure to obey the notice from the University Judicial Officer to appear for an information briefing or hearing as part of the student judicial system.
 2. Falsification, distortion, or misrepresentation of information before a hearing body or a staff member of the Office of Judicial Affairs during an information briefing.
 3. Disruption or interference with the orderly conduct of a judicial hearing.
 4. Attempting to discourage an individual's proper participation in, or use of, the student judicial system.
 5. Attempting to influence the impartiality of a member of a hearing body prior to, during, and/or after a judicial hearing.
 6. Harassment, verbal or physical, and/or intimidation of a member of the hearing body, Judicial Affairs staff or a witness prior to, during, and/or after a judicial hearing.
 7. Influencing or attempting to influence another person to commit an abuse of the student judicial system.
- (u) Demonstrations/Riots. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts or obstructs the normal operations of the University and/or infringes upon the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- (v) Traffic. Obstruction of the free flow of pedestrian or vehicular traffic on University premises is prohibited.

- (w) Drugs. Use, possession, manufacture, cultivation, distribution or sale of illegal drugs and/or controlled substances is prohibited. Illegal drugs include but is not limited to synthetic drugs or other substances that will alter a student's mental state (e.g. glue, nitrous oxide, paint, etc.); drug paraphernalia; possession, use, sale or distribution of prescription medication not issued to the student.
 - (x) Alcoholic Beverages. The violation of alcoholic beverages is defined as noted in FAMU Regulation 3.021.
 - (y) Harassment. Words, conduct or action of a repeated nature being directed at a male or female, that annoys, alarms or causes substantial emotional distress to the male or female is prohibited.
 - (z) Extortion. The act or practice of obtaining something or compelling some action by force, coercion, intimidation or threat is prohibited.
 - (aa) Disorderly Conduct encompasses the act or acts, disorders and neglect which affect the peace, harmony, and well-being of the University community to the prejudice of good order and discipline. Disorderly conduct includes, but is not limited to the use of profanity in public, drunkenness in University buildings and grounds, and the use of insulting or defamatory language.
- (13) **Time Limit.** The time limit for filing a charge against a student for violation of the Code should be filed within six months of the date the violation was committed or discovered, whichever is later. The University Judicial Officer may exercise professional discretion when applying the time limit for filing a charge against a student when there are circumstances that warrant a waiver of the six months from the date of discovery. Circumstances that may warrant a waiver include but are not specifically limited to: stalking, sexual misconduct, or relationship violence, in which the delay may be related to issues of victimization; requests from law enforcement not to take action or concern for the safety of witnesses. The written notice of the charge of violation to the charged student should proceed the actual hearing date or information briefing with the charged student by no less than four business days, except in an emergency. A hearing shall normally be scheduled within fifteen business days of the date of the notice of the charge of violation to the charged student, unless the charged student and the Judicial Officer or his/her designee agrees in writing to a later hearing date or unless there are extenuating circumstances. Extenuating circumstances that may warrant a delay of a hearing include, but are not specifically limited to: unavailability of witnesses, illness, death, pending civil or criminal proceedings which might prejudice University findings; an on-going related law enforcement investigation, and written requests for continuance from an attorney secured by the charged student or from the University attorney.
- (14) **Summary Suspension/Expulsion.** The University may summarily suspend or expel any student or group of students, pending a hearing at a later date if requested, under the following circumstances:

- (a) The continued presence of the student on campus is likely to create interference with the educational process and/or the orderly operation of the University.
 - (b) The continued presence of the student on campus is likely to endanger the health, safety, morals, welfare or property of the University community.
 - (c) The offense or conduct committed by the student is of such a serious, heinous or repulsive nature, as to adversely affect the University community and the student's suitability as a member of the academic community.
- (15) **Other University Boards.**
- (a) Violation of residence hall policies and procedures are punishable under the Code. Violation of the Visitation Policy as found in the Residence Life Handbook shall carry either an arrest for trespassing, suspension or probation and removal from residing in University housing facilities.
 - (b) University Housing Conduct Boards may conduct informal hearings regarding cases arising in University housing where the charged student is a resident of University housing. University Housing Hearing Officers include the Director, Associate and Assistant Directors and designees.
 - (c) Matters involving a club and/or organization may be referred to the Organization Review Board Committee by the Dean of Students and Director of Judicial Affairs/University Judicial Officer.
- (16) **Summary Suspension/Expulsion for Criminal Conviction.** The President or Vice President for Student Affairs may summarily suspend or expel any student, pending a hearing at a later date if requested, who is convicted of or pleaded guilty to a criminal offense of a kind which interferes with the educational orderly operation of the university, or a kind which, if the student were allowed to remain enrolled, would endanger the health, safety, morals, welfare or property of the members of the academic community.
- (17) A student who fails to respond to an Administrative Request to Appear shall be prohibited from attending classes and participating in extra-curricular activities until compliance with the Administrative Request to Appear is effected.
- (18) **Postponement.** A student charged with a violation of the Student Code of Conduct, regardless of which judicial body may hear the matter, may request to have the hearing postponed and such postponement may be granted provided the student requests it in writing and agrees to accept the imposition of probation, suspension or withdraws from the University voluntarily, depending upon the gravity of the offense. Such probation, suspension, or withdrawal will be recommended by the University Judicial Officer to the Vice President for Student Affairs, who shall make a determination. Action taken shall remain in force until such time as the student requesting a hearing appears before the appropriate hearing body and a hearing is held. The student shall be informed whether

he/she would be placed on probation or would be suspended prior to his/her making a decision to postpone the hearing.

- (19) Students are required to carry a Florida A&M University picture identification card at all times. Failure to do so, may subject them to reasonable detention by appropriate University authorities.
- (20) In addition to the right of University officials to enter a student's room in University housing pursuant to the terms of the Housing Agreement, officials may enter when an emergency exists, where there is reasonable cause to believe there is a clear and present danger or where there is a reasonable belief that contraband is present which interferes with the educational process of the University, or where the health, safety and morals of the University community are in imminent and apparent danger.
- (21) **Informal Disposition.** In the event a student charged with an offense wishes to waive, in writing, his/her right to a hearing and/or an appeal of a hearing to the appropriate official or hearing body, including external judicial or administrative forums, bodies or entities, and the University Judicial Officer wishes to accept jurisdiction, the University Judicial Officer may make a determination of facts and, if the student is found responsible for the offense, make a recommendation of sanction(s). The student's written waiver shall be obtained after being given an explanation of the charges against him/her and of his/her rights to a hearing and appeal under the Student Code of Conduct. The student shall have two (2) business days from the date of signing the waiver to rescind, in writing, his/her waiver and request a hearing. In the absence of a rescission of waiver, the student shall be informed in writing of the decision of his/her case within ten (10) business days from the date of the waiver. Should the student elect to proceed under this provision and fails to complete the process, a judicial hold may be placed on the student's account.
- (22) **Student Supreme Court.** When a student is charged with a violation, which in the opinion of the University Judicial Officer, if proven, would not warrant a penalty in excess of probation, the University Judicial Officer may channel the case to the Student Government Association Supreme Court.
- (23) In the event the offense charged is within the jurisdiction of more than one primary hearing body, the University Judicial Officer shall determine which primary hearing body shall hear the charge.
- (24) **Appeals.** Decisions of the Student Supreme Court pursuant to subsection (22) above, Residence Life informal hearing panels and administrative hearing panels are appealed to the Associate Vice President for Student Affairs. At the conclusion of the appeal process, the decision of the President or the Vice President for Student Affairs shall be final, and made known via a final order.
 - (a) The student has ten (10) business days from the date of the written notification of the decision by the hearing body to make his/her appeal in writing and file same with the Office of the Dean of Students.

- (b) The written appeal must specify reason(s) why consideration should be granted and should only deal with matters of record, procedure, testimony and/or evidence.
 - (c) No student's final penalty shall begin to run until all University appeals are exhausted or denied, except as specified under subsections (14) and (16) above.
- (25) **Record.** A digital recording of each hearing will be made by the Chairperson and preserved. Retention of the record is subject to the General Records Schedule GS5 for universities and community colleges. Deliberations shall not be recorded. During the appeal period, the charged student, with or without the company of legal counsel, and/or advisor, and/or parent with the written authorization of the charged student will be granted permission to listen to the recorded testimony under arrangements as determined by the University Judicial Officer, with the express understanding that the record is to remain confidential to the extent provided by law. The student may, at his/her own expense, arrange for the making of a full transcript of the recording by employment of a stenographer. Other than the above modes of recording the hearing, other mechanical, electronic devices for recording or broadcasting shall be excluded from the hearing. If the student chooses to appeal, the record shall be made available to the charged student and the President or Vice President for Student Affairs or his/her designee.
- (26) **Emergency Hearings.** The President of the University or Vice President for Student Affairs reserves the right to appoint an ad hoc committee to hear matters regarding, but not specifically limited to, the subject matter of subsections (14) and (16) above. The chairperson of the committee, who may be an academic dean or director, shall be appointed by the President or Vice President for Student Affairs. Unless an ad hoc committee is appointed, the matter shall ordinarily be heard by the hearing body (panel) and chaired by a staff member of the Judicial Affairs Office.
- (a) The student shall have five business days from the date of the notice to request in writing an emergency hearing at which the student may show cause why his or her continued presence on the University campus is not a threat pursuant to subsections (14) and/or (16) of the Code.
 - (b) The emergency hearing shall be held within five business days of receipt of the written request from the student for an emergency hearing. The emergency hearing shall not abrogate the right of the student to request in writing a regular (non-emergency) hearing on the merits of the case, i.e., whether the student committed the alleged offense or offenses under the Code. The written request from the student for a regular (non-emergency) hearing on the merits of the case must also comply with the specified time period for requesting a regular (non-emergency) hearing as stated in the notice to the student which normally is ten (10) business days. Should a student timely request both an emergency and regular hearing, the Judicial Officer may combine the hearings into one proceeding. If the hearings are combined, the timeframes for an emergency hearing shall govern.

- (c) If the student fails to timely request in writing a regular (non-emergency) hearing on the merits of the case, the Judicial Officer in his/her sole discretion may accept a written request from the student to proceed with informal disposition. The written request must be submitted within ten (10) business days following the emergency hearing. Should the student fail to submit a timely request for informal disposition, the Judicial Officer shall make a determination of facts and appropriate sanction(s). The student shall not have a right to appeal under this provision.
- (27) The hearing body, ad hoc committee or University Judicial Officer shall afford the charged student with due process as, provided by FAMU Regulation 2.013, and/or Board of Governors Regulation 6.0105(c). The regulations or codes implementing the due process provisions as well as other matters referenced in said rules but not included herein shall be printed in the student handbook, the FANG, under the section entitled “Student Rights, Responsibilities and Code of Conduct.”
- (28) **Notice.** Students who have a change of address after registration must file a change of address form at the Office of the University Registrar and/or via the iRattler. All notices, decisions and outcomes of judicial matters connected with the disciplinary process will be mailed to the student’s last known local address as filed with the Registrar’s Office and/or via iRattler or sent via e-mail to the student’s University provided e-mail address or permanent address if no local address is on file. This method shall constitute proper notification to the charged student.
- (29) **Hearing Guidelines.** Disciplinary hearings shall be conducted in accordance with the following guidelines:
- (a) All hearings shall be closed to the public unless required by law.
- (b) The Complainant, charged student and his/her advisor, if any, shall be allowed to attend the entire portion of the hearing at which information is received, excluding deliberation. No other person shall be permitted to attend.
- (c) In judicial hearings involving more than one charged student, the University Judicial Officer or the chairperson, in his or her discretion, may permit the hearing concerning each student to be conducted separately or jointly. Information received during a hearing arising out of the same circumstances may be used.
- (d) The Complainant and the charged student have the right to be assisted by an advisor they choose, at their own expense. The advisor may be an attorney. The Complainant and/or the charged student are responsible for presenting his or her own information, therefore advisors are not permitted to speak or participate directly in any hearing before a judicial hearing body. An advisor may not serve as a witness. A student should select an advisor whose schedule allows attendance at the scheduled date and time of the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. The student must provide,

in writing, to the University Judicial Officer or the chairperson of the hearing body, the name, mailing or email address, and phone number of his/her advisor at least three business days prior to the hearing date.

- (e) The Complainant and the charged student may arrange for witnesses to present pertinent information to the hearing body. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible and who are identified by the Complainant and/or the charged student at least three business days prior to the judicial hearing. Witnesses will provide information to and answer questions from the hearing body and the charged student. No witness may be compelled to provide self-incriminating information. Witness statements may be provided to the hearing body and are entitled to be given the same weight by the hearing body as live witness testimony. A written statement is not a violation of the due process rights of the charged student, as the charged student has the opportunity to review and respond to the written statement and may offer evidence to rebut the witness statement and other evidence presented at the hearing.
- (f) If the charged student fails to appear at the hearing after being properly notified or fails to cooperate in the hearing process, the hearing body may hear the case on the basis of evidence accumulated as a result of witnesses and shall notify the charged student of the decision. In the absence of the charged student, the plea of not responsible shall be entered on the student's behalf by the chairperson of the hearing body.
- (g) A charged student may request only one postponement of a judicial hearing by contacting in writing the University Judicial Officer at least three business days prior to the hearing. Postponement of the hearing shall be at the discretion of the University Judicial Officer or his/her designee.
- (h) Witnesses shall not serve as advisors at any judicial hearing. At the time of the hearing, an automatic postponement shall be granted if the composition requirements of the hearing body are not met.
- (i) If any member of the hearing body feels that he or she had previous contact with the case or with the students involved so that a fair judgment cannot be rendered, the member must request that he or she not serve for the hearing. The charged student may request that any member of the hearing body be excused whenever the student can show a bias on the part of the member. The chairperson of the hearing body will decide on such challenges and, if appropriate, ask the member to excuse him or herself. If the chairperson of the hearing body is challenged by the student, the hearing body will decide by a majority vote whether or not the chairperson should be requested to excuse him or herself, notwithstanding that the chairperson does not vote on whether the charged student is responsible or not responsible for violating the Code.
- (j) A charged student may be diverted from the disciplinary process or hearing if

prior to or during the disciplinary process or hearing, it is determined by Associate Vice President for Student Affairs/Dean of Students pursuant to Sections (6-13) of University Regulation 2.007, Voluntary and Involuntary Withdrawal, that the charged student has a mental disorder and the objectionable behavior appears to be a result of the mental disorder.

- (k) Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chairperson of the hearing body.
- (l) All procedural questions are subject to the final decision of the chairperson of the hearing body.
- (m) After the portion of the judicial hearing concludes in which all pertinent information has been received, the hearing body shall determine by a majority vote whether the charged student is responsible or not responsible for violating each section of the Code which the charged student is charged. The chairperson of the hearing body cannot vote. Prior records of student conduct action and witness/complainant impact statements are considered by the hearing body only in the sanctioning phase of deliberations.
- (n) Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court proceedings, are not used in judicial hearings.
- (o) The burden of proof in all judicial hearings shall be on the complainant. A “preponderance of evidence” shall constitute the burden of proof standard in all judicial hearings.
- (p) The University Judicial Officer and/or the chairperson of the hearing body, under extraordinary circumstances, may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, charged student, and/or witnesses during the hearing by providing separate waiting rooms and/or by permitting participation, when feasible, by video conferencing, videotape, audio tape, or other means.
- (q) The disciplinary hearing body is comprised of faculty members, staff members, administrators and students. The composition is variable from four to six (4-6) persons, depending upon the nature of the violation. At least one-half of the membership must be students.
- (r) The above guidelines for conducting a judicial hearing are not exhaustive. Therefore, the University Judicial Officer may adopt additional guidelines for the conduct of judicial hearings that are not inconsistent with the provisions of this Code. Such procedural guidelines must be approved by the Vice President for Student Affairs or his/her designee and must be in writing and made available to the charged student and all witnesses at least three business days prior to the hearing.

- (30) **Victim Rights.** Victim is defined as the person harmed by a violation of the Code by the charged student. Victims of violations of the Code have the following rights in accordance with all federal and state laws:
- (a) To have an advisor of the alleged victim's choice accompany him/her when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process.
 - (b) To submit a victim impact statement to the hearing body. This information may be used only in the sanctioning phase of deliberations, if the charged student is found responsible for the violations/charges. If the charged student appeals the decision on the basis of severity of the sanction imposed, he/she will have the right to view the victim's impact statement upon written request.
 - (c) To have unrelated past behavior excluded from the hearing. The University Judicial Officer or chairperson of the hearing body will decide if such information is unrelated.
 - (d) To submit questions to the Judicial Office at least three business days prior to the hearing. The University Judicial Officer will decide whether the questions are relevant and should be presented at the hearing.
 - (e) To be present throughout the hearings, or portions thereof, at the discretion of the University Judicial Officer.
 - (f) To have personal property returned to him/her if in the current possession of the University. The determination of when this property may be returned is left to the University Judicial Officer and/or University Department of Public Safety.
 - (g) To be notified of the outcome, including both the decisions and the sanctions of the disciplinary process.
 - (h) For victims of sexual misconduct, refer to additional rights noted under subsection (12) (q) above.
- (31) Unless specifically stated otherwise herein, the provisions of this Code should be read and interpreted broadly, and are not intended to define misconduct in exhaustive terms. The Judicial Affairs Office may adopt internal operating procedures which are consistent with this Code. In instances where there may be conflict between the internal procedures and the Code, the Code shall supersede.
- (32) **Review of Code.** The Student Code of Conduct shall be reviewed on a biennial basis under the direction of the Director of Judicial Affairs who shall appoint a committee, with student representation, to evaluate the Code and make recommendations, if any, for amendments or revisions.

Specific Authority: Article IX, section 7, Florida Constitution, sections 1006.60, 1006.61, 1006.62, 1006.63, Florida Statutes, Board of Governors Regulation 6.0105. History—New October 1, 1975, Repromulgated March 8, 1976, Amended August 6, 1978, Amended December 22, 1983, Amended September 14, 1987, January 26, 2004, Amended June 29, 2006, Amended July 15, 2013.

*This section of the handbook was revised on 7/15/13.

Alcoholic Beverages – Regulation 3.021

(1) This regulation shall govern the possession, service, sale, consumption or distribution of alcoholic beverages at any and all Florida Agricultural and Mechanical University (FAMU) sponsored activities and events; at any and all facilities or properties operated under the jurisdiction of FAMU; and by any and all trustees, administrators, faculty, staff, students, direct support organizations, vendors and guests attending such FAMU sponsored activities and events. As used in this regulation, the term “alcoholic beverage” includes beer, wine, hard liquor, distilled spirits, mixed drinks, fermented beverages and other beverages containing alcohol.

(2) FAMU recognizes the serious nature and potentially harmful effect of using alcoholic beverages in the workplace and academic settings. Therefore, the manufacture, distribution, dispensation, possession, service, sale, consumption or use of alcoholic beverages in all facilities or upon properties and grounds leased, owned or operated by FAMU is prohibited unless specifically permitted as set forth below.

(3) Upon satisfaction of all legal and regulatory requirements, the possession, service, sale, consumption or distribution of alcoholic beverages at FAMU is restricted as follows:

(a) No alcoholic beverages may be possessed, served, sold, consumed or distributed at the University except the following FAMU Designated Areas: President’s Box (Bragg Stadium); Alumni House; Faculty Club House; Center for Viticultural Sciences & Small Fruit Research Center for Water Quality; and Alfred Lawson Multipurpose Teaching Gymnasium.

(b) No individual under the legal drinking age of 21 may serve, sell, purchase, distribute, consume or possess alcohol on FAMU properties or at FAMU sponsored activities or events except to the extent permitted by law or unless specifically engaged in an approved and supervised academic program that does not involve the actual ingestion of alcohol by an individual under the legal drinking age.

(c) Alcoholic beverages must be served by a licensed and insured third party vendor, who is properly trained regarding Florida’s underage drinking laws and who has appropriate permits. Alcoholic beverages shall not be served to persons under the legal drinking age.

(d) All members of the FAMU community (trustees, administrators, faculty, staff, students, direct support organizations, vendors and guests) must adhere to all applicable federal or state laws, local ordinances and FAMU regulations and contracts related to the possession,

service, sale, consumption or distribution of alcoholic beverages at the FAMU Designated Areas as appropriate. The requisite permit for the sale of alcoholic beverages must be obtained from the Division of Alcoholic Beverages and Tobacco of the State of Florida.

(e) A written document, contract or agreement, facility request form, memorandum or letter describing the type of event, number of attendees and appropriate event controls shall be submitted to the President or President's designee for approval at least two (2) weeks prior to the scheduled date of the event at the FAMU Designated Areas. Approval may be granted based on demonstrated intent to comply with the requirements set forth in this regulation and proof of appropriate licenses and permits for such events. Any event which will have student attendance also will require the approval of the Vice President for Student Affairs and the Dean of Students.

(f) Individuals or groups who are approved to have an event where alcoholic beverages will be served or consumed at the FAMU Designated Areas will be held responsible for the event. Any announcement or advertisement, including but not limited to a flyer, notice, poster, banner, tee-shirt, promotional item, newspaper and radio advertisement concerning the event shall note the availability of non-alcoholic beverages at the event as prominently as the availability of alcoholic beverages and note that proper identification is required in order to be served or sold alcoholic beverages, and shall not make reference to the amount of alcoholic beverages to be served at the event. Such advertisements or announcements shall not portray the drinking of alcoholic beverages as a solution to personal or academic problems or as necessary to social, professional, political, personal or academic success.

(g) The only alcoholic beverages that may be served, sold, purchased, distributed, consumed or possessed at FAMU are those alcoholic beverages served at the activity or event, and the served alcoholic beverages must be consumed within the facility or space designated.

(h) The FAMU Department of Public Safety (Department) must be notified of any and all events involving the possession, service, sale, consumption or distribution of alcoholic beverages at FAMU. The Department will determine if a uniformed member of, or substitute by the Chief, must be present during the event. In such cases, the Department's expense must be paid by the sponsoring individual(s) or group(s) unless waived by the President or President's designee.

(4) Notwithstanding the provisions of this regulation, requests related to the possession, service, sale, consumption or distribution of alcoholic beverages outside of the FAMU Designated Areas must be considered by the FAMU Board of Trustees. Any and all approvals by the FAMU Board of Trustees must be consistent with the requirements set forth in this regulation.

(5) The possession, service, sale, consumption or distribution of alcoholic beverages in the absence of the appropriate approval(s) identified herein is a direct violation of this regulation.

*Specific Authority: Article IX, Section 7(c), Florida Constitution, BOG Regulation 1.001.
History: New February 10, 2011.*

OTHER POLICIES AND EXPECTATIONS

Children on Campus

Unsupervised children are not allowed on campus. Students are expected to arrange for their personal child care in such a manner as to prevent the involvement of the University. The University assumes no responsibility for the supervision of the children of students. Students may not bring to class or leave children unattended on the University campus. Students failing to comply with this policy will not be admitted to classes, and may be asked to leave campus until child care arrangements can be made. Children may be allowed on campus when the best interest of the University is served (i.e. to meet requirements of instructional programs, to attend University-scheduled events and/or activities open to the public or other approved functions).

Drug Free Workplace Policy

Florida A&M University recognizes the serious nature and potentially harmful effects of using controlled or illegal substances in the workplace and academic setting. Therefore, the unlawful manufacture, distribution, dispensation, possession, or use of controlled or illegal substances in **all** facilities, property and grounds owned or operated by Florida A&M University is strictly prohibited. Those found in violation of this policy will be subject to sanctions under the Student Code of Conduct and/or University Personnel Regulations as well as any applicable local ordinances, and state or federal civil or criminal laws. This policy is subject to Section 1213 Higher Education Act of 1965 and amended by the Drug-Free School and Communities Act of 1989 (P.L. LOL-226) (20 U.S.C. §1145g).

HIV/AIDS Policy

Statement of Concern and Mission

It is our intention to comply with the State of Florida to balance the education and employment rights of university students and employees with education on the nature, transmission, and protection against HIV/AIDS and the legal rights of individuals with HIV/AIDS.

A University committee representing a wide spectrum of university interests (religious, counseling, legal, medical, academic) has been organized and is responsible for acting upon and administering the University's policy on HIV/AIDS in specific cases, and coordinating the University's efforts to provide information on the nature of transmission and prevention of HIV/AIDS. The medical director of the University Student Health Services chairs this committee. All inquiries and referrals should be directed to the medical director at (850) 599-3777.

Policy

- The FAMU AIDS Committee will evaluate each known patient with HIV/AIDS on a (individual) case-by-case basis.
- Appropriate measures reflecting official policy outlined by the Board of Governors will be taken to insure legal safeguards, confidentiality, and emotional support.

- Committee recommendations will be consistent with the welfare of both the individual and the University community.
- All efforts by university organizations, including academic units, to educate the University community on the nature of HIV/AIDS should be coordinated through the Committee.
- Education materials on HIV/AIDS can be obtained at the Student Health Services. In addition, a videotape of information on HIV/AIDS is available for viewing in the Student Health Services Center.

Information

AIDS Counseling and Confidential Testing

Student Health Services
Florida A&M University
Tallahassee, Florida 32307
Telephone: (850) 599-3777
8 a.m. - 4:30 p.m. Monday - Friday

Anonymous Testing

Leon County Health Department
Tallahassee, Florida
(850) 487-3186

The Millennial FAMUan: Dress Standards*

The dress standards are based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress insures that the students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers. At Florida A&M University, students should dress in a way that shows respect for not only themselves, but all other students. We believe FAMUANS would expect students attending the University to dress in ways that uplift their sense of decency, culture and professionalism. The right of students to include in their wardrobe a broad array of various types, styles, colors, and expressions is fully recognized. All students, however, have a vested interest in the image of Florida A&M University, and certain types of clothing tend to reflect negatively upon the University and tend to disrupt the educational process.

Students will be denied admission to various functions if their manner of dress is inappropriate. Inappropriate shall be defined as anything that may cause a disturbance to the

learning environment. On this premise students at the University are expected to dress neatly at all times.

Examples of inappropriate dress and/or appearance include but are not limited to:

- Pajamas, midribs or halters, mesh, netted shirts, tube tops, cutoff tee shirts, scarves, caps, pants below waistline revealing undergarments, do-rags and/or hoods in classrooms, dining halls, snack bar, library, student center, and offices. This policy does not apply to headgear considered as a part of religious or cultural dress.
- Bare feet anywhere on campus except inside a residence hall.
- Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
- All of the aforementioned items, including shorts and jeans of any color at major programs such as Musical Arts, Convocations, Commencements, Career Fair, or other programs dictating professional, dressy, or formal attire.

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress standard and report any such disregard or violations to the Dean of Students Office.

Note: The aforementioned standards contain excerpts from the University of Maryland Eastern Shore and Hampton University.

***BOT Approved 04/05/12. The dress standards shall be officially enforced at the beginning of Fall Semester 2012 and thereafter.**

Parental Notification of Alcohol and Drug Violations

The policies and procedures of the University as related to Alcohol and Drug Use and Disclosure are as follows:

- The unlawful possession, use or distribution of drugs and alcohol by students or employees affiliated with the University are prohibited.
- It is the policy of Florida A&M University to notify the parents of **dependent students** under the age of 21 who violate laws governing the use of possession of alcohol or other controlled substances. This includes federal, state and local laws, rules and regulations
- The parents of any **dependent student** under the age of 21 violating the alcohol and drug policy will be notified by the Associate Vice President for Student Affairs or his designee(s). The notification of parents is an intervention that is based upon assisting students in making safe and healthy lifestyle choices.

Pets and Other Animals on Campus

For safety and health reasons, all pets—including, but not specifically limited to dogs, cats, birds, snakes/reptiles, horses and other animals, are not allowed on the campus of Florida A&M University. Any individual failing to comply with this policy shall be requested to leave the campus until off-campus accommodation for the pet(s) and animals can be arranged. Pets and other animals may be allowed on campus when the University determines it is in its best interests, i.e., to meet the requirements of an instructional program and/or as a federal land grant institution; to comply with local, state and federal requirements concerning disabled or physically challenged individuals who require seeing eye dogs, etc.; and to allow certain officially approved events/activities on campus wherein the use of animals is integrated into the events/activities, e.g., a circus, dog/kennel club show, etc.

Policy on Observance of Religious Holy Days by Students

All University students shall be allowed to observe holy days of their religious faith. The University shall reasonably accommodate the religious observance, practice and belief of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

Accordingly, the University requires:

1. A student who wishes to observe a religious holy day of his or her religious faith shall notify, in writing, all of his or her instructors and the appropriate academic dean, in order to be excused from class to observe the religious holy day. This written notice should be provided at the beginning of each semester but no later than 10 days prior to the observed religious holy day.
2. The student shall be held responsible for any material covered during the excused absence, but shall be permitted a reasonable amount of time to make up any work missed. Where practical, major examinations, work assignments, and/or university ceremonies, will not be scheduled on a major religious holy day.
3. Students who are absent from academic or social activities because of religious observances, shall not be penalized by his or her instructors and/or university administrators.
4. Any student who feels that he or she has been unreasonably denied educational benefits because of his or her religious belief or practice may informally seek redress by presenting, in writing, the nature of his or her grievance to the Provost and Vice President for Academic Affairs or the Vice President for Student Affairs who will investigate and document each occurrence (grievance) and ensure that appropriate corrective action is taken to assure compliance with this policy.
5. If the matter is not resolved satisfactorily at step 4, the student may file a complaint pursuant to Regulation 10.103, with the Office of Equal Opportunity Programs.

6. This Policy shall be included in the student handbook, and/or other similar documents regularly provided to the faculty and students.

Use of Cellular Phones, Pagers and Other Electronic Devices

Cellular phones, pagers and other electronic devices are important means to communicate. These electronic devices, however, can be disruptive for the user and others when activated in classrooms, laboratories, libraries, business offices, convocations, forums and assemblies. Therefore, electronic devices should not be activated or operated in classrooms, laboratories, libraries, business offices, convocations and assemblies unless express written permission to activate or operate the devices have been authorized by the classroom instructor or the University administrator and/or supervisor in charge of the facility/area in question.

Use of Tobacco Products

The use of tobacco and tobacco-related products is prohibited in **all** facilities owned or operated by Florida A&M University.

University Regulations

All University regulations may be viewed on-line. Go to the FAMU Home Page at www.famu.edu, click on the link for Administration, click Board of Trustees and then click University Regulations.