

Student Handbook

2008–2009



Florida Institute of Technology
High Tech with a Human Touch™



EMERGENCY NUMBERS

Campus Security	8111
Fire Department	
Melbourne	9-911
West Melbourne	9-911
Palm Bay	9-911
Hospitals	
Holzer Student Health Center (Campus).....	8078
Holmes Regional Medical Center	434-7000
Palm Bay Community Hospital	434-8000
Wuesthoff Medical Center.....	752-1200
City Police	
Melbourne	9-911 or 259-1211
West Melbourne	9-911 or 723-9673
Palm Bay	9-911 or 952-3462
Sheriff's Department.....	9-911 or 952-6371
Florida Highway Patrol	9-911 or 690-3900

All students are held responsible for knowing all Florida Institute of Technology rules and regulations as published in the Student Handbook, the University Catalog, academic unit literature or as may be posted. Ignorance of university rules is not an excuse for violations. The 2008–2009 University Catalog is considered the primary source of information regarding academic policies. The Student Handbook is published by the Office of the Dean of Students.

Notice regarding changes: Florida Tech reserves the right to change the tuition and fees, room and board costs, rules governing admission, occupancy of residence facilities, granting of degrees and any other regulation affecting its students. Such changes are to take effect whenever Florida Tech authorities deem necessary. Policies and regulations outlined in this Student Handbook are current as of summer 2008 and are in effect for the 2008–2009 academic year. Florida Tech also reserves the right to exclude at any time students whose academic record is unsatisfactory or whose conduct is found to be detrimental to the orderly functioning of the university.

Florida Institute of Technology does not discriminate on the basis of race, color, sex, disability, age, or national or ethnic origin in admission of students, administration of its educational policies, scholarship and loan programs, employment policies and athletic or other university-sponsored programs or activities.



Florida Institute of Technology

High Tech with a Human Touch™

“The good life can only be attained
by devoting all one’s talent and
energies to the pursuit of excellence.”

~ Aristotle ~

WELCOME



Welcome to Florida
Tech and the
continuing pursuit of
excellence. You will
find this a community
of scholars seeking

the truth about the past, present and
future. This truth will help us explore
the cosmos and oceans, build cities
and networks, better communicate
and transmit information, create a new
economy and end disease, and solve
many of society’s problems through the
wise use of technology and knowledge.
You will change the world for the better
as you attain the good life.

A.J. Catanese, Ph.D., FAICP
President



On behalf of the
Division of Student
Affairs, I welcome
you to Florida Tech.
The Florida Tech
experience will

prepare you well for your future.
The opportunities to learn, to grow
and to contribute to the community
are endless, both in and out of the
classroom. The Student Handbook is
designed to give you an understanding
of the rights and responsibilities that you
have as a member of the Florida Tech
community. We’re glad you are here and
look forward to working with you—
initially as a successful student and
in the future as one of our successful
alumni.

Rodney Bowers
Associate Provost for Student Affairs
and Dean of Students

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COMMUNITY STANDARDS AND POLICIES

The standards and policies set forth in the *Student Handbook* and other university publications must be adhered to if we are to promote, establish and maintain an educational environment.

Violations of community standards and policies are handled by the Office of the Dean of Students. Violations of residence life policies are generally handled by the Resident Director responsible for the area and the Assistant Dean for Residence Life through an administrative meeting. Notwithstanding the above, fraternities and sororities may be subject to disciplinary action by the Interfraternity Council (IFC), the Panhellenic Council or their inter/national governing bodies.

Administrative meetings for misconduct are not formal disciplinary conferences, but do allow for oral warnings, staff warnings and binding conduct settlements that may involve community service or educational tasks designed to increase awareness of more appropriate and constructive behavior. Notwithstanding the above, any violation of university policy may result in referral to the Office of the Dean of Students for a formal disciplinary conference, with subsequent sanctions, regardless of whether or not previous violations have occurred.

All rules and regulations are administered without regard to race, color, religion, national origin, marital status, gender, sexual orientation or physical ability.

Academic Honesty

Eight Rules of Academic Integrity

1. Know your rights—Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.
2. Acknowledge your sources—Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, backing it up at the end with a list of sources consulted. See section on plagiarism.
3. Protect your work—In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. Avoid suspicion—Do not put yourself in a position where you can be suspected of having copied another person's work, or having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your instructor's confidence in your work.
5. Do your own work—The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education and may lead to serious charges against you.
6. Never falsify a record or permit another person to do so—Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.
7. Never fabricate data, citations or experimental results—Many professional careers have ended in disgrace, even years after the fabrication first took place.
8. Always tell the truth when discussing your work with your instructor—Any attempt to deceive may destroy the relationship of teacher and student.

For more information on academic dishonesty, please go to www.fit.edu/current/plagiarism.pdf. Academic dishonesty is taken very seriously by the university and is not condoned by any member of the university. Examples of academic dishonesty include (but are not limited to):

Academic Cheating

1. Intentionally giving or receiving help on written assignments, examinations or any work without prior permission of the instructor.
2. Looking at another's test paper or other material (i.e., texts, notes or papers) with intent to gain or give unfair academic advantage, without permission of the instructor.
3. Walking or signaling to a person while taking a quiz or examination with intent to gain or give unfair academic advantage, without permission of the instructor.
4. Collaborating with another person with the intent to give or gain unfair academic advantage, without prior permission of the instructor, in preparing written work.
5. Substituting for another person or permitting another person to substitute for oneself during an examination.

6. Turning in a paper or other work that has been previously written for another class or for another purpose, without prior permission from the instructor.

Plagiarism

1. Handing in as one's own a paper or assignment, a document purchased from a term paper service or any other source.
2. Copying another's paper or work and handing it in as one's own.
3. Taking a paper or work from a file not one's own and handing it in as one's own.
4. Intentionally footnoting an incorrect source.
5. Appropriating passages or ideas from another and using them as one's own without proper documentation.
6. Quoting a written source on an exam, paper or homework without citation when it is requested by the instructor to present one's own work.

Cheating by Using Computers

1. Engaging in computer fraud, trespass, theft, embezzlement, changing of information or invasion of privacy.
2. Tampering with computer files or information that belongs to someone else.
3. Using the computer to examine, modify or copy programs or data other than one's own without proper authorization. This includes violations of vendor copyright agreements.
4. Attempting to degrade computer hardware or software performance or to circumvent its security.
5. Depriving or attempting to deprive other users of resources or access to a computer.

Procedures for Handling Suspected Violations (Undergraduate)

When a suspected breach of academic regulations involves cheating or plagiarism, the following sequence of events will be initiated:

1. The instructor and the academic unit head responsible for the course will meet to decide whether charges should be made or not.
 - a. If both agree that no charges should be made on the basis of the evidence available, the matter will be dropped pending further incidents involving the same student in the same course. If no other such incident occurs, the matter will be dropped permanently and no reference will be made to it.
 - b. If both agree that charges should be made, the case will proceed to step (2) below.
 - c. In the absence of agreement between the instructor and the academic unit head, the dean of the school or college responsible for the course will decide whether to proceed according to (a) or (b) above.
2. The student will be notified promptly in writing of the charges, given an opportunity to meet with the instructor and academic unit head (accompanied by the faculty adviser if the student wishes) and/or to submit a written statement explaining or refuting the charges.
 - a. If the meeting takes place or a statement is submitted, the case will proceed to step (3) below.
 - b. If the student chooses not to meet with the instructor and academic unit head, the case will proceed to step (4) below.
3. Based on the meeting with the student and/or review of the student's written statement, the instructor and academic unit head will make a preliminary decision regarding the student's guilt or innocence.
 - a. If both agree the student is innocent, the matter will be handled according to step (1) (a) above.
 - b. If both agree the student is guilty, the case will proceed to step (4) below.
 - c. In the absence of agreement between the instructor and the academic unit head, the dean of the school or college responsible for the course will decide whether to proceed according to (a) or (b) above.
4. In the case of a finding or as a result of (2)(b) above, it will be necessary to determine whether this case is a first instance of cheating/plagiarism. This determination is to be made by the Dean of Students, based on the file of documented previous incidents.

- a. If a previous case is on file, the matter must be referred for disciplinary action through the Office of the Dean of Students.
 - b. If no previous case is on file, the case will proceed to step (5) below.
5. If it is established that no previous case is on file for this student, the student will be given the option of either accepting the charges or having the case referred to the Dean of Students for a formal disciplinary conference. The maximum penalty that may be imposed on the student in the absence of a formal disciplinary conference is failure in the course in question and denial of the right to withdraw from the course or have the grade replaced for any reason (e.g., the forgiveness policy or a change of major). If the instructor and academic unit head both feel that a stronger penalty is called for, they also have the right to refer the case to the Office of the Dean of Students.

If the charges are accepted by all parties concerned without benefit of a disciplinary conference, the charges will not be made a part of the registrar's official student file, but a record of the incident will be forwarded to the Office of the Dean of Students and kept on file in accordance with the University Code of Conduct. This record will include both a description of the incident and a statement signed by the student waiving his right to a formal disciplinary conference and accepting the penalty imposed. It is not necessary that the student formally acknowledge his agreement with all aspects of the description of the incident. (In the absence of this statement, the case must be referred to the Office of the Dean of Students for a disciplinary conference.) The facts pertaining to the incident, including the name of the student, will not be made public, but will be made known to: faculty members in the student's academic unit; the academic unit offering the course; and other faculty and university officials, as required, to guard against future incidents of cheating and plagiarism.

Procedures for Handling Suspected Violations (Graduate)

Suspected breaches of academic regulations involving cheating, plagiarism or academic misconduct at the graduate level will be handled as outlined in departmental handbooks and the Graduate Policy Manual. Students should contact their college/school dean or department head for complete information.

Alcohol Policy

The university does not encourage the misuse or abuse of alcoholic beverages by students.

Members of the university community are reminded that the state laws of Florida pertaining to alcoholic beverages are applicable to the campus. Students are expected to observe the Florida laws regulating the purchase, sale or serving of alcoholic beverages.

The policy pertaining to alcoholic beverages is summarized below:

1. Students 21 years of age may only consume alcoholic beverages on campus in the privacy of their rooms in residential facilities, at campus events where an alcohol permit has been obtained and in designated licensed campus locations.
2. Consumption of alcoholic beverages outdoors and in public places by individuals or groups is prohibited, except at scheduled events approved by the Office of the Dean of Students.
3. No organization may charge at events where alcohol is present.
4. No organization may co-sponsor/host events with an alcohol distributor, charitable organization or tavern (tavern as defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
5. Transportation of alcoholic beverages in university vehicles is prohibited, unless authorized by the Office of the Dean of Students.
6. Individual hosts or student organizations may not dispense free alcoholic beverages. Student organizations may not use university funds or organization funds for the purchase of alcohol.
7. The legal drinking age at all functions or activities on or off the Florida Tech campus is 21. Possession or consumption of alcohol on campus, by any person who is a student, or a guest of a student, under age 21, is strictly prohibited. All students and/or guests of a student must be able to provide university officials, upon request, with two (2) valid forms of ID.

8. Any person under age 21 who misrepresents his/her age to obtain alcohol, or any person who supplies or makes alcohol available to someone under 21 has violated Florida law and university policy and is subject to disciplinary action. *Note: Any displays of alcoholic beverage containers by students under the age of 21 are strictly prohibited.*
9. All campus events sponsored by students and student organizations that are open to the public shall be alcohol-free events. Any student organization wishing to host a closed event occurring on or off university property (with the exception of individual residence hall rooms), at which alcohol is served or present, must obtain an Alcohol Event Registration form from the Office of the Dean of Students. Events in residence halls must have Party Registration forms on file with Residence Life. For the purposes of this policy, an event is defined as any gathering for a specific purpose where there are more than six (6) people in attendance and alcohol is present.
10. The consumption of alcohol, or the possession of an open container of alcohol, is prohibited in all public or common areas on campus, including but not limited to, corridors, stairwells, balconies, patios, athletic facilities/fields, elevators, lounges, classrooms, laboratories or outside campus areas, unless an alcohol permit has been obtained for a designated area. At no time may alcohol be consumed in potentially hazardous environments.
11. Events shall not include any activity that encourages the abusive use of alcohol.
12. The presence, possession or use of large quantities of alcohol on campus including, but not limited to kegs, beer balls and other bulk containers of alcohol, whether full or empty, is prohibited on university property, with the exception of areas holding a state of Florida license to sell alcoholic beverages. Such items, when found on university property, will be confiscated and disposed of by authorized university personnel.
13. The presence, possession or use of large quantities of alcohol, including but not limited to kegs, beer balls and other bulk containers of alcohol, whether full or empty, at off-campus events sponsored by recognized student organizations is prohibited, with the exception of events held at locations or with third-party vendors holding a state of Florida license to sell alcoholic beverages.
14. Beverages containing grain alcohol are prohibited.
15. Off-Campus Events—It is expected that all Florida Tech students and recognized student organizations will comply with federal and state laws related to alcohol. Any recognized student group that plans an off-campus event involving alcohol must register their event with Student Activities, adhere to all the Florida Tech alcohol and drug policies, as well as any policies set forth by their parent organizations.
16. Host Responsibility—The host of an event at which alcohol is present is responsible for the safety and behavior of all guests. The host is the group (club, fraternity, etc.) or individual that holds the party or sponsors the event. Hosts are expected to maintain, from individuals in attendance, a level of social behavior that supports university policy and limits legal liability for damages to people or property. In addition, it is expected that hosts of social functions will have per 200 guests a minimum of one non-drinking member at the door, two non-drinking members as sober monitors and one non-drinking 21-year-old member (or hire a person in place thereof) to distribute alcohol at a BYOB event. If a group's inter/national organization requires additional sober monitors, they must follow those requirements as well. In addition, sufficient food and nonalcoholic beverages other than water must be provided. These must be visible and readily available to all guests and displayed with the same prominence as the alcoholic beverages during the duration of the event.
17. Advertisements—Reference to drinking or alcoholic beverages may not be made in any advertising or promotion of social events. Prohibited are words, pictures or drawings that denote alcoholic beverages, the drinking of alcoholic beverages or both.
18. Public intoxication that leads to aggressive or disruptive behavior, the significant distortion of memory or significant dulling of responses, reduction in the capacity to make reasonable judgments or the violation of the Code of Conduct is prohibited, regardless of age and will be considered an aggravating factor in any disciplinary action. The influence of alcohol does not relieve an individual's responsibility for his/her behavior. Behavior that causes or threatens to cause physical harm to oneself or others, harassment of others, damage to property or general disruption is a violation of university policy.

19. Closed Parties—Any event sponsored by an individual student, group of students or recognized student organization (on or off campus) where alcohol is present must be CLOSED. A closed event is defined as one in which:
 - a. A Social Event Registration form is submitted to Student Activities at least 48 hours before the event.
 - b. The invited guests must BYOB or be served by a licensed contracted third-party vendor with distribution to individuals of legal age being monitored by a designated sober host or server.
 - c. A copy of the guest list is maintained at the door during the entire event and guests are signed in upon their arrival. The signed guest list should be turned in to Student Activities no later than the one business day following the event.
 - d. At no time may the number of persons at the event exceed the capacity limit established by the fire code for that building or area.

Beverage Policy for On-Campus Catered Events

The university does not possess a license to SELL alcoholic beverages, except in the Rathskeller Pub. In the Pub we maintain a license to sell beer and wine (no liquor) on premise only. The Pub may not sell alcoholic beverages in bulk to be consumed off premise. The Pub license does provide the opportunity to apply for two special permits per calendar year to sell beer and wine at special functions outside of the Pub location. Permission to use those permits must be granted by the Dean of Students.

1. All student groups and organizations wishing to have alcohol served at any event, must meet all stipulations of the Alcohol Policy in the *Student Handbook*.
2. Florida Tech's Food Service may SERVE alcoholic beverage at the university's internal catering functions provided that there is no separate charge to the individual consumer. Expenses incurred for this service must be handled by internal budget transfer in the form of a JV from the requesting department to Food Service. All functions where students or other underage guests will be present and alcohol is being served must provide the catering department with an Alcohol Service Request form from the Dean of Students.
3. Florida Tech's Food Service may SERVE alcoholic beverages at on-campus catering functions for an external client provided that there is no separate charge to the individual consumer. The client must provide the alcoholic beverage. There will be a bar set-up charge and corkage fee. Permission for this service must be obtained from the Dean of Students. The client must meet all current insurance requirements of the Campus Conference and Events Office.
4. Any event or function on campus (internal or external) that requires alcoholic beverage to be sold by the drink to the consumer must contract with a fully licensed vendor. That vendor must meet all current insurance and licensing requirements of the Campus Conference and Events Office. The event sponsors must receive permission from the Dean of Students PRIOR to contracting with the vendor for the event.

Bicycles/Motorcycles/Motor Vehicles

All bicycles should be registered with the Office of Security and Safety. Where available, bikes may be stored in bike racks. Where not available, bikes may be stored in resident rooms provided they are kept out of exits. Bikes are not to be stored in public areas, hallways, stairwells or attached to a building. Bicycles should be locked when not in use. For best results, use a U-bolt lock. Missing bicycles should be reported immediately to the Office of Security and Safety.

Automobiles, motorcycles, motor scooters, mopeds and other motorized vehicles to be used on university property, including parking facilities, must be registered in the university's Office of Security and Safety. Because of their flammable nature, motorcycles, mopeds, motor scooters and other gas engine vehicles or equipment are not permitted inside the residence halls or apartments. Please use areas designated for motorcycle parking at all times. Any vehicle found in the residence halls or apartments will be removed at the owner's expense.

Building/Facility Use

You may not enter any area where access is limited to authorized personnel (i.e., storage and equipment rooms, housekeeping areas). Climbing, rappelling or any related activity on the outside of any building is prohibited. All building roofs are off limits.

No objects may be thrown, dropped or suspended (i.e., flags, banners, etc.) from windows, roofs, balconies or other exterior areas.

Elevators are important conveniences for building occupants and residents; therefore, please do not tamper with the elevators. Anyone caught tampering with or vandalizing the elevators will face disciplinary action. Please do not sit or lean on balcony railings. Fire exit doors are to be closed at all times. Facilities should be entered or exited through a doorway only, unless in an extreme emergency.

Damage To Property

Damage to university property or property of a member of the university community is prohibited. Any damage by students to university property will be charged to the student(s) after a fair assessment has been made. You are expected to take an active role in the care and upkeep of the facilities. Please view campus facilities as your home and treat it accordingly.

Demonstrations and Dissent

All members of the university community should be able to express their views by words and actions and to express by words and actions their opposition to the views and opinions of others. Free inquiry and free expression, including the right to open dissent, are indispensable in achieving the goals of an academic community.

To preserve these rights, all members of the university community have a responsibility to conduct themselves so that such rights may be exercised without interfering with the rights of others and without fear of violence, injury or interference. Freedom of protest is protected only as long as it does not unreasonably interfere with other protected freedoms. Coercive activities employed by individuals or groups, either to repress legitimate dissent or to demonstrate dissent, are a threat to the openness of the academic community and will be dealt with as an extremely serious matter.

Orderly and peaceful demonstrations on campus are not forbidden, unless they interfere with legitimate functions of the university. The following rules and regulations are adopted to maintain public order on the university campus and other university property.

Note: Demonstrations may occur only in the Panther Plaza.

1. Any act that would constitute a violation of federal, state or local law if committed off campus is prohibited on campus or on other university property.
2. No unauthorized person or persons shall interfere with reasonable and free access and normal use of any university building, classroom or other university premises.
3. No unauthorized person or persons shall interfere with the freedom of movement or speech of any individual or group.
4. When a speaker is the object of protest or controversy, no unauthorized person or persons shall take any sign or other demonstration impediments into the building where the speech is to take place.
5. Every person who attends any lecture, speech, discussion or public event shall treat all participants in an orderly and reasonably courteous manner. Acts of social and political protests should not violate standards of civility important to the achievement of educational purposes.
6. No unauthorized person or persons shall disrupt or interfere with classes, educational activities or any events sponsored by any university officer or official, faculty group or student group, nor shall any person or demonstration interfere with the right of a primary audience to hear and be heard.
7. No unauthorized person or persons shall use or threaten physical force, physical harassment or physical obstruction.
8. No person or persons shall use language or actions likely to provoke or encourage physical violence.
9. No person or persons shall use, in public, language or gestures that are unreasonably abusive or obscene.

10. No person or persons shall, without proper authority, occupy any university buildings or premises.
11. No person or persons shall examine, disturb or destroy university records, without permission of the person authorized to deal with such records.

Procedures

Any individual or group sponsoring a demonstration must meet with the Dean of Students or designee before the event regarding interpretation of the policy, approved location (Panther Plaza) and times, as well as the full procedures on demonstrations and dissent.

When requested by the Dean of Students or designee, persons engaged in any demonstration, meeting or other occasion, on campus or on university property used for educational purposes, or on other university property, shall identify themselves in a manner satisfactory to the Dean of Students or designee. Only peaceful demonstrations are appropriate in an academic community.

To safeguard the interests of all members of the university community, it is requested that those planning a demonstration inform the Office of the Dean of Students as far in advance as is reasonably possible of any planned demonstration, its proposed locale and the object of intended protest or other purpose. At any demonstration, meeting or other occasion, judgment as to whether the regulations are being observed shall be made at the scene by the Dean of Students or designee. Responsibility for exercising such judgment shall rest solely on the Dean of Students or designee. It must be emphasized that judgment as to whether the regulations are being observed shall not be exercised by demonstrators, those demonstrated against or spectators, in contradiction to the expressed judgment of the Dean of Students or designee, except at the risk of such individuals. If the Dean of Students or designee at the scene of any demonstration, meeting or other gathering, determines that one or more of the regulations are being breached, he or she will request the participants to modify their conduct to comply with the regulations, indicating briefly and informally the nature of the breach of regulations and their requested corrective action. All participants and spectators shall comply immediately, fully and cooperatively with the requests of the Dean of Students or designee. Should any participant or spectator fail to comply with the requests of the Dean of Students or designee, he or she shall be subject to removal from the campus or other university property, and in the case of students, subject to disciplinary action by the university. Thereafter, if, in the judgment of the Dean of Students or designee, there appears to be a clear and present danger of injury to person or property or a threat to disrupt university operations, the Dean of Students or designee shall seek the aid of security, the courts or other civil authority in maintaining or restoring order.

Drug Policy

The use, consumption, possession, sale, manufacture, trafficking or transfer of any illegal drug or controlled substance, as defined by state and federal law, for which the individual does not have a legal license or valid prescription is strictly prohibited in all campus facilities. In addition, use and/or possession of drug paraphernalia are strictly prohibited.

Drugs are defined as compounds that are illegal except when taken under a doctor's prescription for the individual named on the prescription. Drug paraphernalia includes, but is not limited to, all equipment, products and materials of any kind which are used, intended for use or designed for planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. It is illegal to possess, buy or sell drug paraphernalia.

Involvement in the illegal possession, use or sharing of drugs, including marijuana, drug paraphernalia or misconduct resulting there from is considered an offense that will result in disciplinary action. If a student returns to campus having used, shared or participated in the distribution of drugs, including marijuana, off campus the student may be subject to disciplinary action. Involvement includes being in the vicinity (i.e., being in the same room, etc.) of one who possesses, uses, sells, etc., drugs, including marijuana. Any on-campus student removed for any drug violation forfeits their housing deposit and receives no refund of their housing and/or board charges.

Florida Tech is an educational institution, not a law enforcement agency, and therefore does not apply sanctions of the law. However, Florida Tech will not disregard the law and will not shield individuals from legal consequences of their actions, should they violate the law. In addition, individuals who violate the law are also subject to disciplinary action by the university.

Drug-free Workplace

Applicability

This policy applies to all students and employees of the university. It shall be the responsibility of the principal investigator (PI) to ensure that all employees engaged in the performance of a respective contract or grant are provided with a copy of this policy. The Provost and Director of Human Resources will ensure notification to all employees. The Dean of Students will ensure notification to all students. For copies of this policy, employees may consult the Office of Human Resources, and students may receive a copy from the Office of the Dean of Students.

Policy Requirements

As an institution of higher education and as a federal contractor, Florida Tech provides a drug free workplace. As such, the following is prohibited by all employees and students:

- Use, possession, manufacture, distribution, dispensation, sale, attempt to sell or being under the influence of illegal controlled substances on campus or off campus.
- Unauthorized use, possession, distribution, sale or attempt to sell alcoholic beverages on duty.
- Being under the influence of alcoholic beverages on duty.
- Use of alcohol off duty that adversely affects the employee's work performance, his or her own or other's personal safety while on duty, or the university's reputation in the community.

An employee or student may be required to submit to an alcohol/drug test if reasonable suspicion exists to believe that they are under the influence of alcohol or illegal drugs. Employees who are directed to submit to such a test and refuse or fail to do so when asked, will be subject to immediate dismissal. Employees and students who test positive for alcohol or illegal drugs may be referred to the Employee Assistance Program and/or Counseling and Psychological Services for professional assistance. Employees who refuse such assistance or who fail to follow the treatment outlined for their recovery are subject to dismissal. Students who are directed to submit to such tests and refuse or fail to do so when asked are subject to suspension from the university.

Employees or students who are convicted or sentenced for on- or off-campus illegal drug activity must notify the university of the conviction no later than five (5) days after each conviction. If the convicted employee or student is working on a grant, the university will notify the granting agency of such conviction within ten (10) days after receiving notice. Such employee or student will be considered in violation of this policy and subject to dismissal or expulsion.

Employees should notify their supervisor when they are under medically prescribed treatment with a controlled substance that may limit their ability to perform their job. The supervisor may request verification of required medication. Failure to provide requested verification will subject the employee to dismissal. Students should notify the Office of the Dean of Students.

All applicants for employment and applicants for admission to the university may be tested, at the university's discretion, for the presence of alcohol and/or illegal drugs. An applicant who refuses or fails to take the required test, or who tests positive for the presence of alcohol and/or illegal drugs, will be disqualified from further consideration.

Legal Sanctions

Pursuant to state, federal and local law, it is unlawful for any person to sell, purchase, manufacture, deliver or possess with intent to sell, purchase, manufacture, deliver or use a controlled substance. Any person who violates this provision may be charged and prosecuted.

Electronic Devices

Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or operated facility. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in areas such as bathrooms or locker rooms. Taking photographs of any individuals against their will or without their consent is strictly prohibited.

E-mail—Official University Communication (your username@fit.edu)

The university policy is that your Florida Tech e-mail address is the official university communication medium. The standardized e-mail will allow for rapid communication to all students for official announcements. Your e-mail address is your TRACKS login name plus @fit.edu. Your password is your TRACKS password. You can check your e-mail remotely at <https://webaccess.fit.edu>.

Students will be responsible for all communication from university administration, faculty and staff sent to your @fit.edu e-mail address. As a result of this policy, it is important that all students check their e-mail at this address on a regular basis. Since class-related material may be sent to this address, check your mail daily. If you have another account that you want to forward your @fit.edu e-mail to, you can follow the instructions for forwarding your e-mail to do so.

Endangering Behavior

Students may not engage in any activities that may cause harm to themselves or others. Prohibited activities in facilities include, but are not limited to: tampering with fire safety equipment, such as fire extinguishers and exit signs; hall sports; water fights; rollerblading indoors; climbing the exterior of buildings; sitting outside a hall window, etc.

Fireworks, Weapons and Explosives

The use or possession of fireworks, dangerous chemicals, explosive materials, dangerous devices capable of casting a projectile (firearms, BB/pellet guns, paintball guns, etc.), ammunition, bows and arrows, swords or other lethal weapons is prohibited. Other objects may be declared as weapons, depending on the context in which they are used.

Harassment

Florida Tech affirms the principle that the university community should be a place of work and learning for staff, faculty, students and guests, free of all forms of sexual, racial and religious harassment, intimidation or exploitation. All students, staff and faculty should be aware that the university is prepared to take action to prevent and correct such behavior and that individuals who engage in it are subject to disciplinary action.

Definitions

Harassment—The use of threatening words or actions that are likely to, or do in fact, cause emotional distress. These include, but are not limited to:

1. Attempting or threatening to subject another person to unwanted physical or verbal contact.
2. Following another person in or about a public place or places.
3. Directing obscene language or gestures at another person or group of people.
4. Directing verbal abuse at another person.
5. Creating a racially intimidating, hostile or offensive social or educational environment.
6. Creating a religiously intimidating, hostile or offensive social or educational environment.
7. Creating an intimidating, hostile or offensive environment based on a person's sexual orientation.

Sexual Harassment—Attempting to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply or to create a sexually intimidating, hostile or offensive work, social or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations, to the intimidating or embarrassing emphasis of sexual identity. This definition

will be interpreted and applied consistent with generally accepted standards of mature behavior, academic freedom and freedom of expression.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criteria for granting work, study or grading benefits.

Sexual harassment is not solely confined to relationships involving faculty and staff, however. Sexual harassment also involves relationships among equals. Power relationships and social dependencies exist between students as well, and may be exploited in ways that are damaging to either party. Students should therefore be aware of the offense that may be taken by persistent and unwelcome sexual advances. Persistent requests for social encounters and favors, physical contact of a lewd type, indecent exposure, persistent requests for or realized sexual encounters, sexual crimes and rape constitute sexual harassment when they are accompanied by one or more of the following terms or conditions: explicit or implicit promises or rewards for cooperation, explicit or implicit threats of punishment for non-cooperation and/or intimidation that creates a hostile or offensive academic/work environment, interferes with an individual's scholastic/work performance, prevents an individual's full enjoyment of educational/professional opportunities or induces conformance, stress, anxiety, fear or sickness on the part of the harassed person. Implicit in the legal definition of sexual harassment is the assumption that sexual harassment prevents the realization of the victim's full potential as a student. A person sexually harassing another, who reports to him/her is thus robbing the victim of the freedom to do his/her job, whether as a student or employee. Sexual harassment then is considered unethical and unprofessional as well as illegal behavior and will not be tolerated.

Redress for Harassment

Students who believe they have been harassed may obtain redress via the established informal and formal procedures of the university. Complaints about harassment will be responded to promptly and equitably. The right to confidentiality of all members of the university community will be respected in both formal and informal procedures insofar as possible. Formal procedures will not be initiated without a written signed complaint. Retaliation against individuals for bringing complaints of harassment will not be permitted. The university's policy against retaliation cannot of course impair the right of any individual to secure legal redress in the courts.

Formal complaints by any students, including graduate students and teaching/research assistants, against another student must be submitted to the Dean of Students. Those complaints against faculty members must be submitted to the appropriate academic unit head, Provost or Director of Human Resources. Those against a staff person, professional employee or university vendor must be submitted to the appropriate vice president, vice provost or Director of Human Resources.

Hazing

Florida State Law defines hazing as 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 any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as paddling, whipping, beating, branding, forced calisthenics, exposure to the elements, or forced consumption of any food, liquor, drug or other substance.

Hazing is any other forced physical activity that could adversely affect the physical 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 contact, forced conduct that could result in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the individual. Among prohibited activities are forced or coerced activities that create excessive fatigue, cause physical and psychological shocks, involve kidnapping, morally questionable quests, treasure hunts or scavenger hunts or any other such activities, involve publicly wearing apparel that is conspicuous and not normally in good taste,

cause students to engage in public stunts, and buffoonery, morally degrading or humiliating games and activities or late-night activities that interfere with scholastic endeavors. Also prohibited are any activities that are in violation of federal, state or local laws, the University Code of Conduct or accepted standards of good taste or propriety. For purposes of university policy, any activity described in this paragraph upon which the admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be forced or coerced activity. It is not a defense to a charge of hazing that the consent of the victim had been obtained or that the conduct or activity was not part of an official organizational event, was not sanctioned/approved by the organization or was not done as a condition of membership to the organization.

New member orientation and development programs must be constructive and strive to make individuals a part of the larger group by mutually understanding objectives and participating in programs.

According to Florida State Law:

- a. A person commits hazing, a third-degree felony, punishable as provided in s.775.082 or s.775.083, when he or she intentionally or recklessly commits any act of hazing as defined by state law upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.
- b. A person commits hazing, a first-degree misdemeanor, punishable as provided in s.775.082 or s.775.083, when he or she intentionally or recklessly commits any act of hazing as defined by state law upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.
- c. As a condition of any sentence imposed pursuant to a violation of the Florida State Hazing Law, the court shall order the defendant to attend and complete a four-hour hazing education course and may also impose a condition of drug or alcohol probation.

Identification (ID) Cards

A single, permanent ID card is issued to all Florida Tech students. This card, when properly validated, entitles the student to use of university facilities, participation in the campus dining services and admission to specifically announced activities/events.

A student's ID card is for the sole use of the individual to whom it has been assigned and is not transferable. The legal bearer assumes all liabilities for any charges arising for the use of the card. There is a replacement fee for damaged, lost or stolen cards. The ID card remains the property of the university and must be returned to the Campus Services Office if the student leaves during the academic year, is dismissed or transfers.

The student identification card must be carried at all times and must be presented when requested by university officials, Residence Life staff or campus security personnel. Failure to present ID when requested is a violation of the University Code of Conduct and subjects the student to disciplinary action through the Office of the Dean of Students.

Immunization Requirements

Florida Tech requires all students to show proof that they have received two (2) MMR Vaccines (measles-mumps-rubella) and have been vaccinated for Varicella (chicken pox). In addition, students at high risk for Tuberculosis (TB) or from areas of the world where TB is endemic are required to be screened for TB prior to attending classes. Students MUST show proof of immunization with a valid "shot record" issued by their physician, school program, county health department or other government agency, depending on their country of origin. Students who have not received the required immunizations are required to be vaccinated within the first two weeks of the official start of the semester. Immunizations can be accomplished in the health center with payment by cash or check. Failure to show proof of immunization or to receive the vaccination will result in cancellation of current registration and will preclude any future registration.

Recent Florida legislation requires all students who reside in residence halls be given information regarding hepatitis B and meningitis infections and their risks. Students must

provide documentation of vaccination or sign a waiver acknowledging receipt of information but declining immunization.

Institutional Response to HIV/AIDS

Acquired Immune Deficiency Syndrome (AIDS) caused by the Human Immunodeficiency Virus (HIV) is a serious medical and social problem that has reached epidemic proportions and is a disease that can affect any individual or group. The blood, semen or vaginal fluids of an infected person entering the bloodstream of another individual transmit this life-threatening disease, caused by a virus.

AIDS cannot be contracted by being in the presence of a person with AIDS. In almost all cases, it appears to be spread sexually or via the blood. Sharing of toothbrushes, razors, any type of needles, combs or other materials that could be contaminated with someone else's blood is very strongly discouraged. It is prudent for any individual who is engaged in high-risk behaviors or is part of a high-risk group to avail themselves of the screening test available.

The university recognizes that its primary response to the epidemic of AIDS must be education because responsibility based on information and awareness is the most effective means of prevention and reduction of high-risk behavior. The institution will make efforts to educate students and staff about the nature, causes, transmission and symptoms of the disease.

The following guidelines clarify Florida Tech's institutional response to HIV infection and AIDS:

1. Current medical knowledge indicates that students or employees with AIDS or HIV infections do not pose a health risk to other students or employees in an academic or residential setting.
2. In the event that a student or employee is diagnosed as having AIDS or HIV infections, decisions regarding classroom attendance, housing and continuation of work will be made on an individual, case-by-case basis. The university will rely on available medical advice and will guarantee that the response to individuals with HIV/AIDS will be consistent with the response to others with serious diseases or handicapping conditions.
3. Information concerning the existence and identity of students or employees with HIV infection or AIDS will be kept strictly confidential and will not be shared with faculty, staff or family, without written permission of the infected person. Members of the university who have access to such information will be kept to a minimum and limited to those with a legitimate "need to know."
4. The university will provide educational materials on HIV/AIDS to students, offer emotional support to students who have HIV, AIDS or are suspected of having AIDS and make available information on referrals for counseling, testing and treatment.
5. If a student requests to be tested for HIV, the student will be given information on the agencies that provide the legally required pre- and post-counseling.

Interim Suspension

The Dean of Students or designee shall have the authority in emergency situations to suspend a student's right to be present on campus or on other property owned, operated or controlled by the university before a formal disciplinary conference. The Dean of Students or designee shall determine whether a student has demonstrated a clear and present danger to him/herself or others. These determinations must be made as a matter of fact, on the basis of information presented to the Dean of Students or designee. Subject to the emergency nature of the situation and determinations of fact required, the Dean of Students shall permit a student to challenge the information presented. A formal review of the matter shall be held at the earliest feasible time, but normally within three (3) days of the declaration of an interim suspension.

Non-Student Persona Non Grata

The Dean of Students may issue a "persona non grata" notification to any member of the community, guest or alumni who has flagrant disregard for the rights of the members of the Florida Tech community or who repeatedly violates university policy. This status requires the individual to vacate Florida Tech property immediately and subjects the individual to trespass charges should they return.

Notice of Nondiscrimination/Affirmative Action

Florida Tech, a private educational institution, is committed to the principle of equal opportunity for all qualified persons, welcomes students of all backgrounds and takes pride in the diversity of its faculty and staff. It assures students of access to all the privileges, programs and activities generally accorded and made available to the university.

Florida Tech strongly supports affirmative action principles and does not discriminate on the basis of creed, religion, national origin or ancestry, age, race, color, marital status, Vietnam-era veteran status, gender, sexual orientation or disability in the administration of its educational programs, admissions policies, financial aid programs, athletics, co-curricular activities or other college administered programs. Any adverse action or personnel action or other act of discrimination, based on the above may be the basis for filing a complaint of discrimination. Any student, applicant for employment or employee at Florida Tech, who believes that he or she has been discriminated against, may file a complaint of discrimination.

Students are encouraged to use the formal university chain of supervision (i.e., the Office of the Dean of Students, the instructor, the academic unit/office chairperson and/or appropriate academic dean) to seek relief or redress before filing a complaint of discrimination. Employees may bring complaints to their supervisor or the Office of Human Resources.

Parental Notification

The university reserves the right to notify parents or guardians, regardless of the student's age, status or conduct, in health and safety emergencies, hospitalizations or when in our judgment the health or well-being of the student or others may be at risk.

Posting Policy

In an effort to promote better communication and give a better appearance to our campus, the Office of Student Life has established this policy to keep the bulletin boards organized and up to date.

Note: This policy applies to all bulletin boards on the university campus. The only bulletin boards that are exempted are those controlled by academic units, university offices and those bulletin boards and/or posting surfaces in the residence halls (which are under the jurisdiction of Residence Life).

1. All organization fliers or mailings must be approved by the Office of Student Life and have the STUDENT LIFE APPROVED stamp before distribution through campus mail.
2. All posters, fliers, banners, signs and announcements (all of which from this point forward will be referred to as "posters") must be approved by the Office of Student Life and have the STUDENT LIFE APPROVED stamp. The stamp must be clear and easy to read on the poster. Posters must be brought to the Office of Student Life to be stamped and dated by a member of the Office of Student Life staff. The hanging of posters is the responsibility of the group/person who is sponsoring the poster, not the Office of Student Life. The office recommends that posters are stamped before they are copied. Posters without stamps will be removed.
3. The date on poster indicates when the poster must be taken down. Individuals/organizations who hang the posters are responsible for removing them on the indicated date. Any one poster may not be posted for more than one month. New versions of the poster may be approved.
4. Only one (1) poster per event/activity on a bulletin board will be permitted. Mass canvassing on a bulletin board will result in removal of all advertisements.
5. Posters are permitted on bulletin boards and other approved locations such as the exterior walls immediately adjacent to the entrances to the Denius Student Center (SUB), the windows adjacent to doors of the SUB and Evans Library. Posters are not permitted on walls, painted surfaces, windows, doors, plastic classroom change holders (in academic quad), trees, bridges, concrete or asphalt areas, trash cans or other pieces of university property. Anyone found in violation of this policy may be fined or lose posting privileges.
6. Information on posters must be correctly spelled, dated and contain enough information in English so that accurate, timely communication results. Posters must state which organization/academic unit is sponsoring the advertising/event. Any poster containing information that violates the policies of the university in reference to content or good

taste will not be approved. Anyone found hanging posters containing such information may lose their posting privileges.

7. Posters or fliers that advertise any event where alcohol is served (whether or not the advertisement indicates such) will not be approved for distribution or posting.
8. The words beer, wine or liquor, or any slang terminology implying alcohol consumption or abuse will not be permitted. Note: Closed parties may not be advertised on or off campus (see University Alcohol Policy—Closed Parties, for additional information).
9. Outside organizations, businesses, vendors, etc. may only post one (1) poster on campus. The only exception to this rule is when an outside agency is sponsored by a department or organization. In this case, the academic unit or organization name must be clearly displayed on the advertisement.
10. Posters will not be permitted on the For Sale, For Rent or other reserved boards in the Denius Student Center.
11. If an organization, academic unit or individual continually violates the Posting Policy, they may be fined, brought up on organization or disciplinary charges, or lose their posting privileges. The academic unit, organization or individual responsible for the alleged violation will be notified in writing prior to any formal sanctions being imposed.

Recreational Sporting Activities

Participation in sporting activities in the immediate vicinity of any building should be done with care and consideration. All sporting activities should be conducted in areas designed for such an activity.

Registration

All students must be properly checked-in, registered and validated for courses they are attending at Florida Tech. No student shall be permitted to attend class without processing a registration form, regardless of whether that class is being taken for credit, audit or continuing education units (CEU).

Responsible Use of Information Technology

In support of Florida Tech's mission, Network Services provides access to information resources, including computer networks and computer equipment to the campus community. Computers and networks provide powerful communication tools and access to resources on campus and around the world. When used appropriately, these tools increase the open exchange of information and advance the mission of the university. Inappropriate use of these tools, however, can infringe on the rights of others. Appropriate use should always be legal and ethical, reflect academic honesty, uphold community standards and show restraint in the consumption of shared resources. Appropriate use should demonstrate respect for intellectual property, ownership of data, system security mechanisms and the individual's right to privacy and to freedom from intimidation, harassment and unwarranted annoyance.

Persons who connect to Florida Tech's network must abide by the appropriate use policy described here, as well as any campus computing policy, campus electronic mail policy and all relevant state and federal laws, regulations and contractual obligations. The use of Florida Tech's technology resources is a privilege, which may be revoked if users fail to comply with these policies. Network Services supports freedom of expression and an open environment to pursue scholarly inquiry. The open sharing of information is encouraged, supported and protected. Network Services does not limit access to information due to its content when such information meets the standard of legality.

As a member of Florida Tech's network community, you must abide by the general guidelines listed above, as well as the specific responsibilities listed below.

You are responsible for:

1. Registering for your connection. Every computer or network device that connects to the Florida Tech network must be properly registered with Network Services and be properly configured for the network.
2. Installing and maintaining a current antivirus solution.

3. All network activity originating from your equipment. Every bit of information that comes from your computer, whether you generate it or not, is your responsibility.
4. Protecting the privacy of your accounts. Don't ever release your personal account information to friends, relatives, roommates, etc. Likewise, don't ever use a computer account that you are not authorized to use or obtain a password for a computer account not assigned to you.
5. Ensuring the security and integrity of your computer system. In cases where a computer is "hacked into," the user's computer may be temporarily removed from the campus network to prevent an extension of the attack. Every effort will be made to inform the owner of the computer when such action is taken. The user will be expected to secure his/her machine so that it can be reconnected to the network as quickly as possible. (Network Services or the Help desk can be contacted in assisting users to complete this action.)

Examples of misuse include, but are not limited to:

1. Unauthorized use of an account.
2. Using the campus network to gain unauthorized access to any computer systems.
3. Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks.
4. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place an excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
5. Attempts to bypass security systems.
6. Violating terms of applicable software licensing agreements or copyright laws.
7. Using network and computer resources for commercial purposes.
8. Deliberately wasting computer resources.
9. Sending chain letters, advertisements or solicitations of any type. Sending mass mailings to individuals who have not expressly agreed to be contacted in this manner.
10. Using electronic mail to harass others.
11. Masking the identity of an account or machine.
12. Posting or making available electronic materials that violate existing laws or the University Code of Conduct.
13. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing or deleting another user's files or software without the explicit agreement of the owner.
14. Modifying network wiring.
15. Using IP addresses not specially assigned by Network Services. For students living on campus, each member of the Residential network is allowed only one IP address and may connect only one computer to the network at a time (exceptions will be handled on individual bases).
16. Using excessive bandwidth.
17. Connecting DHCP or BOOTP servers to the network.
18. Using tools designed to check for computer system or network security vulnerabilities is strongly discouraged. If the use of such tools generates repeated complaints to network staff, this will be considered a waste of Florida Tech's resources (see below).
19. Wasteful use of Florida Tech's resources, failure to comply with instructions for configuring equipment and repeatedly engaging in activities that generate complaints to Network Services.

Policy Enforcement and Possible Penalties

Network Services staff generally resolves minor infractions of these policies informally. Repeated minor infractions or misconduct that is more serious will be referred to the governing disciplinary bodies of the university. Cases that involve violation of the law will be referred to the local or federal law agencies.

Misuse of computing, networking or information resources may result in the loss of computing privileges, as well as other disciplinary action under university regulations and criminal prosecution under applicable statutes. Illegal reproduction of material protected

by U.S. copyright law is subject to civil damages and criminal penalties including fines and imprisonment.

Network Services reserves the right to temporarily terminate a network connection in order to prevent expansion of a threat to network security or in cases where a user's account is seriously degrading network performance. The network staff will attempt to give advanced warning in these situations, but cannot guarantee it.

Note: Information technologies change rapidly and updates to these policies may be made throughout the year. Network Services and the Information Technology Department will widely disseminate announcements of any policy changes that take affect during the academic year, but it is the responsibility of the user to remain informed of the policies posted. Anyone connected to the Florida Tech network is expected to abide by these policies at all times.

Search and Inspection

The university reserves the right to search a student's room, vehicle, person or other university property, for administrative, safety and regulatory purposes without the student's consent. The university exercises this right only under specific circumstances.

1. Members of the Residence Life staff, facilities management or authorized personnel may enter a student's room to perform related work or routine health and safety inspections.
2. Members of the Residence Life staff and security personnel are permitted to enter a student's residence when there is evidence of violent behavior, illness or injury, disorderly behavior or activity that is a violation of university policy or disturbs the neighboring living environment.
3. Members of the Residence Life staff and security personnel are permitted to enter a student's residence for purposes of evacuating the building during a fire alarm, fire or other emergency.
4. A search of a student's residence pursuant to an investigation intended to result in disciplinary action may be performed only with the prior approval of the Dean of Students or designee, in the form of an internal university search/inspection authorization. Individuals seeking authorization to do a search must clearly specify the reasons, objectives and information sought to the Dean of Students or designee before the approval being granted. Students, like all other citizens, are liable to search by authorized law enforcement officials after presentation of a court order or duly ordered search warrant to the Dean of Students or that person's designee. Plain-view violations of university regulations that may be observed by university personnel entering a student's residence under these guidelines are subject to university disciplinary action.

Separation and Readmission of Students for Reasons of Health

Florida Tech reserves the right to require the withdrawal of any student whose physical, psychological or emotional health renders him or her incapable of either meeting minimal standards of academic performance or making the social adjustment necessary for the exercise of competent citizenship. When a student's physical or psychological health a) renders him or her incapable of participating successfully in the educational program of the university, or b) poses a danger to the student or to the person or property of another, then the student may be separated or requested to withdraw or some other modification of his or her student status may be made.

The following are detailed examples of some of the students to whom this policy applies:

1. Students who are deemed to be a danger to themselves or others. Danger to self or others includes any danger of suicide, self-mutilation, accident or assault substantially above normal limits that necessitates unusual measures to monitor, supervise, treat, protect or restrain the student to ensure his or her safety and the safety of those around the student.
2. Students whose behavior is disruptive to others. Disruptive includes behavior that causes emotional, psychological or physical distress to fellow students or staff substantially above that normally experienced in daily life. Such disruption may be in the form of severe distress associated with one or more behavioral incidents, or somewhat less severe, but persistent distress over a more extended period.
3. Students who refuse to cooperate with recommended assessment or treatment and whose physical or psychological disorder is likely to deteriorate to the point of permanent disability, disfigurement, impairment or dysfunction without such assessment or

treatment. Where standard assessment is impossible because of the student's resistance, indirect behavioral observations will constitute the basis for such judgment.

4. Students whose physical or psychological disorder is of sufficient severity to substantially exceed the normal limits of the university's or locally available treatment resources and whose condition will deteriorate (as in 3 above) without additional resources. During the period of being withdrawn from academic enrollment due to psychological/emotional health issues, Counseling and Psychological Services will coordinate services with community providers.

Health Review Committee

The Health Review Committee is composed of the Director of Counseling and Psychological Services, a representative from the university health center, the Dean of Students or designee, and representatives from Enrollment Management, Security, Academic Support and Risk Management. In the absence of any principal, a designee may be appointed to serve in the deliberations of the committee. The resources of other university faculty or staff may be requested by the committee as appropriate to its mission.

Guidelines for Health Review Committee

Usually a student is referred to the Health Review Committee for reasons of health that have a bearing on his or her student status. Referrals are initiated by action of the Dean of Students or designee or, in extenuating circumstances, by the Director of Counseling and Psychological Services and/or health center staff. Assessments including psychological testing, medical examination or referral for psychiatric consultation may be required.

The committee will receive all medical, psychological or observational reports submitted with regard to or on behalf of the student as may pertain to determining health status. Treatment and evaluative reports should include information pertaining to diagnosis, treatment and prognosis.

Recommendations as to case disposition with regard to withdrawal or readmission, or both, for reasons of health are made to the Dean of Students. The student is advised of the recommendation made and the reasons for it. The findings submitted to the Dean of Students are held in confidence and are not entered on the student's academic record.

Guidelines for Withdrawal

The Dean of Students or designee should be notified whenever a student appears to have a serious physical, psychological or emotional disorder that offers reasonable cause to believe he or she may be a danger to self or others, or may disrupt proper activities of the university community and its members, or may be unable to look after his or her affairs adequately. For students who are actively participating in mental health interventions through Florida Tech's Counseling and Psychological Services (CAPS), communication with the Dean of Students regarding this matter will be at the discretion of the CAPS Director. Notification will generally occur with the student's permission.

The Dean of Students or designee will coordinate a contact with the student and seek voluntary resolution of the situation through investigation and consultation.

Depending on circumstances, an immediate professional assessment of the student's condition by the appropriate medical or mental health specialists, or both, of the university or other appropriate resources, may be required, including a report of the resulting findings of the Dean of Students or designee. Normally, the assessment is conducted by the Health Review Committee at the request of the Dean of Students or designee.

When conditions allow for the full investigation and appraisal of the student's health status, resolution of the situation will be sought with the student's cooperation, if at all possible. Voluntary withdrawals are encouraged to maximize the participation of the student, or his or her family. If a student declines voluntary withdrawal, he or she may be separated without consent (which action will be recorded for course credit purposes as a withdrawal) by action of the Dean of Students or designee.

Students who are separated from the university for reasons of health as elaborated above will be on leave of absence until such time as the student becomes able to resume activities as a student. (See guidelines for readmission.)

Students who withdraw or are separated for reasons of health are eligible for tuition, housing and/or dining service refund of charges in accordance with existing university policy.

Guidelines for Readmission

Authorization to resume active student status may be granted by the Dean of Students or designee after consideration of the individual's progress and current condition.

Ordinarily, when a student wishes to resume his or her studies, the Dean of Students or designee should be notified in advance of the desired period of readmission.

Eligibility for readmission will be contingent on a letter or letters from a treatment resource, assessment and recommendation by the Health Review Committee and other information as may be needed for final determination by the Dean of Students or designee.

Readmission may include stipulations concerning credit hours registered, extracurricular activities, place of residence or other conditions as may be judged to be in the best interest of the student and the institution. Failure of the student to cooperate in these procedures governing withdrawal and reinstatement is grounds for continued or renewal of separation of students.

Sexual Assault

Florida Tech considers sexual assault and relationship violence to be acts that cannot be tolerated within the academic and residential environment of a caring community. Florida Tech will not tolerate violence toward or abuse of any member of the community by another. Such violence and/or abuse will include relationship violence, sexual harassment, rape and other forms of sexual assault perpetrated against any student, faculty member, staff member or other person in the Florida Tech community.

Sexual assault is defined as rape, attempted rape, unwanted touching of intimate parts of another person or subjecting a person to physical sexual contact against his/her will or without his/her consent. A person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of his or her intoxication, unconsciousness, mental deficiency or incapacity is considered incapable of giving consent.

Florida Tech is firmly committed to providing immediate care and support for victims of sexual and relationship violence. Victims of sexual assault or rape survivors may contact Campus Security, Residence Life staff, the Office of the Dean of Students, Counseling and Psychological Services (CAPS) and/or the Holzer Health Center for assistance, information and support.

Reporting Sexual Assault

The following guidelines can be referred to in helping a person reporting a sexual assault:

1. Believe the survivor of the attack, even if the survivor appears disoriented or confused. People display a wide range of emotion (or lack of) following such trauma. Ensure privacy and anonymity.
2. Let the victim talk. Make known to the victim that you are willing to listen. Do not leave the victim alone. A suicide attempt is a realistic risk at this point.
3. Be comforting, calming and empathetic. Offer a blanket, pillow, stuffed animal or something warm to drink.
4. Focus on the fact that the rape was not the victim's fault. Avoid asking questions that may be interpreted as blaming, such as "Why did you go with him?" Although the person may express feelings of guilt, let the victim know that the attacker caused the rape, not the victim.
5. Ensure the safety of the survivor. Be sure that when the survivor returns home that the survivor is safe and has companionship. Find out if the victim has family or well-known friends in the area who can be contacted for support.
6. Suggest that the victim call one of the following:
 - a. Campus Security, ext. 8111
 - b. Sexual Assault Victims Services, 11 Riverside Ave., Cocoa, Fla. 32922, open 8:30 a.m.–5 p.m. (321) 454-7024

- c. 24-hour crisis hotline, 784-HELP. All of the above calls will respond by providing an advocate who will go with the victim to the hospital and provide them with a contact to help them through the recovery process. They can also help the victim decide whether or not to call the police in the jurisdiction in which the crime occurred.
- d. Counseling and Psychological Services (CAPS), 150 W. University Blvd., Melbourne, Fla. 32901-6975, ext. 8050. Individual and other counseling available as needed. CAPS is available through Campus Security for emergencies after hours, ext. 8111.
- e. The Women's Center, 242-3110, is open during business hours. Can make referrals and has groups available for incest survivors and victims of rape. These groups are appropriate after the initial crisis has passed.

Note: Suggesting that the victim make these phone calls does not mean that the victim must report the assault to the police. These calls will provide a trained worker to guide the victim through the crisis period. Information given to anyone at these numbers is confidential. Also, reporting to police does not mean pressing charges.

7. Encourage the victim to preserve evidence. In general, physical evidence can only be gathered within the first 72 hours. Sexual Assault Victims Services or the Crisis Hotline can provide information about a post-rape examination before washing hands, face or body, or brushing teeth. A hospital can provide an official rape exam that will include taking specimens to find traces of blood, hair, saliva and semen from the rapist. It is important for the victim not to wash away evidence. If the victim wishes to change clothes, each article of clothing can be put into a separate bag to avoid contaminating specimens. The victim does not need to decide to report the crime to have the post-rape exam. The exam allows the victim to have evidence available if the victim chooses to prosecute. This process may help the victim identify what has happened. It can sometimes take from several days to years before a victim realizes that they have been raped.
8. Encourage the victim to seek medical attention for any injuries sustained during the attack, even if injuries are not apparent. If possible, go with the victim to a hospital, clinic or physician's office (Holmes Regional Medical Center Emergency Room: (321) 434-7298). Provide transportation for the victim and phone ahead to let the treatment facility know the victim is on the way.
9. Support the decision the victim makes as to whether or not to report the attack. It is important that the victim begins to regain a feeling of control and this is one way the victim can do this. Encouraging the victim to preserve evidence will allow them to make this decision at a later time, if the person so wishes.
10. Help the victim toward psychological and legal help. Counseling and Psychological Services (ext. 8050) can schedule an appointment during regular business hours. A CAPS staff member can be reached after hours through security (ext. 8111). The Sexual Assault Victims Service, (321) 454-7024, will provide support for the victim through the court process and can make referrals for legal services.
11. Let the victim know that you can be contacted whenever necessary as they recover from the trauma. Be available as needed.

After an Assault—the Victim

Your immediate concerns should be physical safety, proper medical attention and emotional support. Seek assistance by calling the city police and campus security immediately after the attack. Remember, reporting an incident is different from prosecuting. You are not obligated after reporting an incident to cooperate in a criminal investigation. However, if you do not want to call the police or security, at the very least, contact a crisis counselor, the campus counseling center, the campus health center or a physician immediately. These individuals can offer you objective professional advice to help you decide how to proceed. It is important that your family and loved ones get counseling as well, so they can better help support you and be more sensitive to you coping with the trauma of the assault.

At first, prosecution may be the last thing on your mind, but after your immediate needs have been met, you may want to assist the police. Be sure you don't destroy any valuable physical evidence. Unfortunately, most of this evidence will be on and in your body, so waiting for evidence collection will be especially difficult for you.

- Don't douche, shower, change your clothes or disturb the crime scene, even though that may be your initial impulse.

- If you decide to call the police and report the crime, they will ask you some initial questions regarding the identity and location of the suspect, the direction of flight and any weapons. These questions may be asked en route to the hospital.
- Hospital procedures differ, but generally, the victim will be asked typical questions and checked for any visible injuries. If necessary, a complete internal exam will also be performed to establish the extent of any injuries and to collect evidence, should you decide to prosecute.
- Usually, if your physical and mental condition permit, you will be asked to give a formal statement as soon as possible after the medical exam. You will be asked only questions relevant to the investigation. However, some of the questions asked may elicit very painful emotions. These questions are necessary to establish all of the facts of the case. The professionals involved recognize the pain and trauma you are experiencing and will try to be considerate of your situation while they do their part of the investigation.
- Should you decide to pursue prosecution, the State Attorney's office will handle it, if there is enough evidence for the case. Prosecution is usually a long and complicated process. As a victim, you will be a witness for the state and do not have to hire an attorney.
- Remember, you are not on trial—the defendant is. Under the criminal justice system, he is presumed innocent until proven guilty. The prosecuting attorney should inform you of what to expect in the trial and may go over certain questions again. The probability of conviction will vary depending on such things as quality of evidence and your testimony. Most sex offenders are repeaters. Your decision to prosecute may save others from suffering.

The victim of any allegation of sexual assault or relationship violence has certain rights as regards the handling of the situation within the campus disciplinary system and is entitled to advisory assistance by any member of the university faculty, staff or student body. The victim's adviser may be present to assist, support and advise the victim at any stage of the disciplinary process. The adviser may not, however, ask or answer questions for the victim or make summation statements on her/his behalf.

1. The victim retains the right to maintain control of the extent to which she/he wants to pursue university proceedings. The student may choose to pursue criminal prosecution, university disciplinary action or both against an accused student.
2. The victim and her/his adviser may be present throughout the entire disciplinary conference.
3. During the disciplinary conference, the victim has the right to ask questions of any witness, including the accused.
4. The victim has the right to reasonable confidentiality.
5. Any reference to past sexual history will not be received as evidence at the disciplinary conference.
6. Options for, and available assistance in, changing academic and living arrangements will be provided to the victim if these changes are reasonable and available.
7. The victim will be notified of the results of the university disciplinary conference.

Skating Safety

To ensure the safety of the campus community and the preservation of campus structures and facilities, the following policy regarding the use of skateboards and in-line skates is in effect:

1. The use of skateboards and in-line skates is restricted to flat concrete exterior surfaces such as the Panther Plaza and walkways. Trick riding/skating on elevated surfaces, retaining walls, steps or surfaces other than flat concrete is strictly prohibited.
2. It is against university policy to skateboard or in-line skate inside university facilities (the Denius Student Center, residence halls, academic buildings, etc.). Finally, for personal safety reasons the university restricts skateboarding or in-line skating on campus roadways open to vehicular traffic.

Smoking

By Florida State Statute, all buildings and residential areas are nonsmoking.

Solicitation

To preserve the desired educational and security integrity of the campus, solicitation is not allowed. Solicitation is defined as door-to-door selling of any product or service, campaigning, dorm storming or unauthorized posting of fliers describing products or events on buildings or on vehicles. No outside organization, person or any contracted student may solicit on campus.

Sound Permit Policy

The following policy shall be implemented when a sound permit is obtained or when one is required by the city of Melbourne, Florida, and while the event is in progress. At least one month prior to the event requiring a sound permit, the organization having the event shall ensure one is requested and pay the fee. This may be done by indicating the need for the permit on the Major Event Request form and by completing the lower portion of this form. If you are unsure if the event needs a permit, you may contact the Office of Student Life or Campus Security.

A copy of the permit shall be in the possession of the requesting party and on site during the event; a copy will also be given to the Office of Student Life and to Campus Security. The day of the event the following procedures shall be implemented. Either the requesting party or the Director of Security shall notify the Melbourne Police Department (MPD) of the event and inform them that:

1. There is an event requiring a permit.
2. The times of the event.
3. The exact location of the event.
4. The name and cell phone number of the person with the permit or the number of security.
5. We have a sound meter and will be monitoring the event to ensure compliance with all applicable Melbourne City sound policies.
6. If they receive any complaints about sound they can call the person in charge (PIC) or Security to report the complaint. We will inform them that we will gladly use the meter to ensure that we are in compliance.
7. Obtain the name of the officer or dispatcher calling you.
8. After checking the sound meter for compliance, the PIC will call the police officer or dispatcher and thank them for calling and let them know of the decibel reading and that we have taken care of the situation.
9. If the MPD insists on sending an officer, we will show them the meter and that we are in compliance.
10. If there is any insistence by the responding MPD officer to shut down the event, the person in charge of the event who is holding the sound permit shall respectfully request that a supervisory officer respond and upon his arrival show the supervisor the meter and its readings.
11. If at that time, we are unable to comply with the requirements of the permit or the MPD insists that the event be stopped, we will comply. The PIC will also contact a security supervisor.
12. At no time will any person in negotiations with MPD argue. We will be polite and comply with all their commands.
13. At the conclusion of any MPD involvement, whether the event was stopped or not, a memo outlining the circumstances shall be made and copies delivered to the Dean of Students and the Director of Security. The Director of Security shall be informed via phone about the incident as soon as practical after the incident either by the PIC or the responding security officer.

Student-Faculty Complaint Resolution Process

Purpose

1. To promote prompt resolution of perceived wrongs and/or injustices that may arise between students and faculty members.
2. To assure that the rights of privacy of all parties are maintained.
3. To develop a higher sense of community among all persons at Florida Tech.

Complaint Resolution Process

1. Occasions may arise in which a student feels that he/she has a legitimate basis for complaint. It is the policy of the university to promptly resolve these complaints. The normal process for resolution of an academic complaint is as follows:
 - a. When a student feels that he or she has a complaint, it should be taken by the student directly to the other party(s) involved. Those involved should attempt to resolve the matter informally and without the need to establish a record.
 - b. If the student and the other party are unable to resolve the matter, or if for any reason the student does not feel at ease in going to the other party, he or she should go (alone or with friends) to the academic unit head for assistance. Academic unit heads are able to achieve a fair and equitable solution to most problems. If the student would rather not discuss the matter with the academic unit head, he or she may choose to go to the school or college dean and/or if deemed necessary, to the Provost.
 - c. If the student is not at ease with these procedures or feels them to be ineffective, he or she may seek the help of the ombudsman assigned to handle student-faculty complaints. (The ombudsman can be located in the President's Office.)
2. Complaints involving sex discrimination or equal opportunity can be resolved by using the procedures outlined above. However, if the student is not at ease with these procedures or feels them to be ineffective, he or she may seek the aid of the Director of Human Resources, who is the Title IX Coordinator, at (321) 674-8100.
3. Students can seek help from the above persons at any point they choose. Students can also choose to drop the matter at any time.
4. To promote prompt and equitable resolutions of student complaints, complaints should be made as soon after the incident as possible. Every effort should be made by all parties concerned to resolve the grievance within 90 days.

Definitions

1. The Ombudsman is a university employee appointed by the President to investigate reported complaints, to report findings and to help achieve equitable settlements.
2. The Title IX Coordinator is a person designated by the university to ensure that the university is in compliance with federal laws regarding the resolution of sex discrimination allegations. This individual has the added responsibility of ensuring compliance with all federal laws regarding equal opportunity.

Students with complaints that do not involve faculty should submit the complaint in writing to the Dean of Students. The Dean of Students will determine the appropriate person in the university to handle the problem and forward the complaint to that person. Every effort will be made by all parties concerned to resolve the grievance within 90 days.

Student Right to Know

Florida Institute of Technology is in compliance with both the Student Right to Know Act of 1990 and the Campus Awareness and Campus Security Act of 1990.

The Office of Security and Safety keeps statistics on compliance with the Campus Awareness and Campus Security Act. These statistics can be found on the university Web site and are published and distributed to the university community on an annual basis. They are also available upon request to other interested parties.

Temporary Rules and Regulations in Response to Campus Crisis

The Dean of Students or designee shall have authority in emergency situations to issue temporary rules and regulations to prohibit inappropriate student conduct. The Dean of Students or designee shall report his/her actions and the reasons for such actions to the Provost and the President. Such emergency rules and regulations shall remain in effect until they are withdrawn by the Dean of Students or by action of the Provost or the President.

Vendor Policy

Vendors are not permitted on university property unless sponsored by a university academic unit, department or organization. The sponsoring academic unit or organization must reserve space for the vendor. An Event/Facility Request form must be on file with the Office of

Student Life. Blank event request forms can be obtained from the Office of Student Life or at www.fit.edu/activities/forms. University academic units or organizations may not sponsor more than three vendors per semester. Vendors are permitted a maximum of five days per event once they are sponsored. No credit card companies, other than the Florida Tech Alumni Association credit card, will be allowed to solicit on campus.

Solicitation Areas

Solicitation areas are limited to specified locations. The reserved areas are available for ticket sales, information distribution, etc. Signs may only be placed in the immediate vicinity of the reserved area to draw attention to the event. Spaces that can be used by vendors and university academic units/offices and organizations are the Denius Student Center's first floor hallway, the second floor lounge area and the external area known as the Panther Plaza.

Tables and Tents

Tables may be reserved on a daily basis for the first floor hallway, but only one table can be used per group. A university academic unit or organization may reserve a hallway table providing that another group is not already booked for that location. If tables are needed for the Panther Plaza or the second floor lounge, arrangements must be made by the requesting academic unit or organization through the Office of Student Life.

Tents may be set in the Panther Plaza, the residential quad or the academic quad areas. These tents must be above ground tents and arrangements must be made through the Office of Facilities Management. Student organizations must have approval from the Office of Student Life. A permit needs to be secured from the City of Melbourne by the Office of Facilities Management.

Posting

Vendors must be in compliance with the university posting regulations outlined in this *Student Handbook*.

Parking

Vendors may drive along the service road adjacent to the Denius Student Center for the purpose of loading and unloading of materials. Vehicles must then be parked in the lot west of Country Club Road.

Use of Campus Facilities

As stated previously, any academic unit, department or recognized student organization wishing to sponsor an event on campus must complete an Event/Facility Request form and comply with the university Event Liability Agreement as outlined below:

1. The requester is defined as the person(s) whose name and signature appear on the Event/Facility Request form.
2. The requester understands that the university reserves the right to terminate said event should behavior of the attendees become disorderly, rude or overly boisterous.
3. If the program involves the presence of alcohol, the requesting organization must complete the major event form and comply with ALL university policies related to the serving of alcoholic beverages on campus.
4. Should university property be damaged or destroyed, the requester and the requester's organization shall be held liable for any replacement costs.
5. Should any of the aforementioned conditions not be met, the requester and the requester's organization are subject to one or more of the following sanctions:
 - a. Revocation of program privileges
 - b. Financial responsibility
 - c. University disciplinary action
 - d. Criminal prosecution
6. The requester's signature on the Event/Facility Request form indicates the requester has read and understands the policies stated in the document.
7. Requester (and requester's organization) agrees to defend and hold harmless, Florida Institute of Technology, its board of trustees, officers, agents and employees from any claim or damages arising, in any manner whatsoever, out of the activity/event referred to herein.

ON-CAMPUS LIVING—RESIDENCE LIFE

In Residence Life, we endeavor to build and maintain a living and learning community where residents can broaden their perspective, discover their potential and prepare for life beyond Florida Tech.

The Residence Life Program includes all of the student life aspects of the residence facilities and the formulation and interpretation of all policies and procedures affecting students in residence. It also includes all counseling and student conduct concerns, programming and community development. Clearly, the emphasis of this office is not only to provide a roof over an individual's head, but also to provide living and learning experiences from which the student can grow. The major role of Residence Life is to support and enhance the development of students while they are at Florida Tech and ensure that this development is personal, as well as academic, in nature.

Florida Tech students living in residence have a unique opportunity to positively impact not only their lives, but also the lives of those living around them. By becoming a part of the residential community, students are given the opportunity to create an educational and learning experience that takes them beyond the classroom and makes them a more complete and well-rounded individual.

It is on this foundation that Residence Life strives to build a community that values the uniqueness of each individual. This is accomplished by selecting and developing staff who reflect these values and who provide a variety of educational experiences for students in residence. Residence Life staff members will act as student advocates by providing information, support and referral to students, both in individual and group settings.

The following information provided by Residence Life will allow you to use the uniqueness of on-campus living to expand your education and development. The current policies and procedures are subject to review and revision every year. You are expected to be aware of information contained in this and other university publications such as the *University Catalog*. Student and non-student guests in university residential facilities are required to adhere to all university policies. Ignorance of a policy is not an excuse for any policy violation. If you need assistance or have any questions or concerns pertaining to the following information, please contact the Office of Residence Life or any member of the Residence Life staff.

It is the university's position that participation in community living and responsibility are of vital importance in the overall scheme of education. Therefore, students must assume the responsibilities outlined here as well as abide by all local, state and federal laws.

The following are expected of each student living in university residential facilities:

- Adherence to all university regulations
- Consideration and cooperation
- Responsibility for the protection of university and private property
- Respect for each individual's right to privacy and quiet
- Respect for each person's right to undisturbed hours of study and sleep
- Understanding of and consideration for individual personality differences
- Development and maintenance of positive community relationships
- Maintenance of suitable conduct
- Cooperation in keeping the residence hall or apartment and surrounding areas neat and clean at all times.

Support of the residence community is the joint responsibility of all residents. Only by conscious effort on the part of all residents will self-governance be effective. The university must reserve the right and responsibility to limit behavior that affects the rights and safety of persons and property. To that end, the following rules and regulations, together with those outlined in other sections of this *Student Handbook*, the *University Catalog*, the Housing Contract and other publications of Residence Life are conditions of occupancy for all residence hall and apartment/suite residents.

Appearance and Care of Room

As “your home,” your room should be a reflection of you. Feel free to decorate your room so that it is most comfortable for you and your roommate. Personalizing your living space is important to feeling at home, but please keep the proper care of the facility in mind. You are responsible for the appearance, condition and cleanliness of your living space.

Pictures, posters, etc., may be hung on the walls, provided the adhesive used will not damage the surface. Nails are not to be used to attach items to walls or moldings. You may not paint your room, build partitions/walls or structurally alter your room or the furniture in any way.

All university furniture, including beds and mattresses, must remain in the residence hall room or apartment to which it has been assigned. The doorways, windows and air conditioning units/vents (where applicable) should be free from obstructions at all times. Fire safety must be considered in the use and placement of all decorations.

Because of energy management concerns, windows and doors should remain closed at all times. For those living units with adjustable air conditioning settings, air conditioning units should not be set below 74° in the “cool” setting or above 68° in the “heat” setting. Window screens are not to be removed from their window casings.

With regard to our diverse student population, please respect the feelings of others when placing decorative items in plain view (e.g., windows). The university reserves the right to remove or relocate any decoration(s) found in a student’s room. Consult with your Resident Assistant if you have any questions about what is an appropriate decoration.

All rooms should be cleaned often and any trash disposed of properly. Trash cans and trash dumpsters are located throughout the halls and on campus for your convenience. In addition, keeping your room clean will keep insect problems down. The Residence Life staff will conduct periodic inspections for fire, health and safety concerns.

Bathrooms

All bathroom facilities are intended for use by members of the same sex and by the residents of the particular room or wing. All private and community bathrooms should be kept in a clean and orderly manner. Storage of personal items in community bathrooms is not permitted. Failure to properly maintain the bathroom facility may result in a common area/individual damage charge as deemed appropriate by Residence Life and Facilities Management. Violations of the privacy rights of others will be not tolerated.

Checking Into Your Room

You may not check into a room until given permission to do so from the university and you are given a key. You must have a photo ID (preferably your student ID) to obtain a key.

When you check into your room, your Resident Assistant (RA) will contact you to review and sign the Room Condition Report (RCR). The RCR details the condition of the room on your arrival and will be consulted when you check out. It is the student’s responsibility to ensure that the RCR reflects any items that may be damaged or missing. Changes in condition may result in you being assessed the costs needed to repair or replace the damaged item(s).

Checking Out

Anytime you change your assignment by either moving to another room, moving off campus at the end of the year or leaving the university, you must check out of your room with a Residence Life staff member (RA). You must remove all of your personal belongings, thoroughly clean the room, return the furniture to its original condition, return your key(s) and sign the Room Condition Report. Failure to do so may result in you being charged for failure to check out (\$100 fine), lost keys and any other appropriate charges. You must check out of your assignment if you are not returning to university housing at the end of the fall term (i.e., graduation, co-op, etc.). All students must check out of their assignment at the end of spring and summer terms.

To avoid any confusion or delays, schedule your check-out time with your RA 24 hours in advance. If your RA cannot meet with you at the time you need to leave, make arrangements with another staff member. Final inspections of all rooms are conducted by university staff after you have checked out.

Any damages noted during these inspections may result in appropriate charges being assessed. All damages that occur are classified in one of the following ways:

1. Normal Wear and Tear—no assessment
2. Accident—assessed partially or in full to responsible party
3. Vandalism/Negligence—assessed in full to responsible party (disciplinary action may be taken) or divided between residents if responsible party cannot be identified.

You are responsible for all damages that occur in your room, wing, floor and building beyond normal wear and tear. If the party responsible for the damage is not identified, the residents of the room, wing, floor and/or building will be billed a prorated portion of the cost. Common area damage charges may not be appealed and are only reversed if the person(s) responsible for the damage(s) is identified. Student responsibilities include any damage done to doors (interior and exterior), bathrooms, hallways, lighting fixtures, furniture, public areas, windows, etc. Additionally, any furniture removed will be treated as damage. Damage assessments can be made for unclean and unsanitary conditions, as well. Fines may be charged against an individual, room, wing or building. Damages to property caused by a resident's non-student guest are the responsibility of the student and will be billed accordingly.

Electrical Equipment

Do not overload circuits in your room. Use UL-listed multiple outlet strips with circuit breakers that have the same wattage and amperage capacity as the appliances to which they are connected. Use of unapproved extension cords and multiple plug modification to the electrical system is prohibited. All extension cords must come with surge protection.

Locate multiple outlet cords away from high traffic areas. Do not place electrical cords under rugs or in high heat exposure areas. Turn off all electrical equipment immediately after use. This pertains to items such as irons, stereos, TVs, etc.

Remain in your room when using electrical equipment. All electrical equipment must be UL-listed and properly maintained. Each residence hall room is equipped with a microfridge. A microfridge is a combination microwave, freezer and refrigerator. The microfridge may not be removed from the room or altered in any way. Report mechanical problems to the Campus Services Office, ext. 8076. Additional microwaves/refrigerators are prohibited in the residence halls, as are cooking appliances.

Microwaves are provided by the university in Columbia and Harris Village Suites and permitted in Southgate Apartments, provided they do not exceed 15 amps and 700 watts. Microwaves must be plugged directly into the wall and can be the only object plugged into the wall outlet. Electric frying pans/grills or appliances resulting in hot grease/cooking oils are prohibited.

Note: For safety reasons, Residence Life prohibits the use of 300-watt halogen "torchiere" lamps in any residential facility.

Eligibility for On-Campus Housing

Any currently registered full-time student is eligible for on-campus housing.

Emergency Reassignment

Florida Tech reserves the right to assign other housing to students as required under any situation, such as enrollment fluctuations, governmental regulation or order, acts of nature or emergency conditions. Situations requiring removal or reassignment resulting from acts of nature or emergencies mandate the full cooperation of all residents. Should resident students be required to vacate a room or building, reassignment to other available residence units or to increased occupancy rooms remains the right of the university.

Fire Safety Procedures

Knowingly activating or turning in false fire alarms or giving any other common or recognized alarm of fire or bomb threat is strictly prohibited. You may face university disciplinary charges, plus be liable for criminal prosecution. Tampering with building and/or room smoke detectors, pull stations, fire extinguishers or any other fire safety equipment is prohibited.

Tampering with any life safety equipment will result in a minimum \$500 fine, possible relocation of your on-campus room assignment and/or a ban from the offended area, plus appropriate disciplinary action and/or arrest.

When a fire alarm sounds, you must immediately evacuate the building by the safest direct route. It is recommended you do the following to ensure your safety:

1. Make sure windows are closed and lock your door.
2. Wear shoes and clothing appropriate for outdoor conditions.
3. Feel door and/or doorknob to see if it is hot. If so, do not open the door. Evacuate out the window or wait until help arrives. If smoke is coming under the door, stuff a soaking wet towel under the door (if possible).
4. If the door is not hot, proceed into the hallway. If the hallway is filled with smoke, take a towel with you to aid in breathing and crawl to the nearest safe exit. If there is no smoke, proceed to the nearest safe exit.
5. Elevators are not to be used when exiting the building.
6. Make sure the fire doors are closed at all times.
7. Stay calm.

You must evacuate the building to a point sufficient to ensure your safety. You may not re-enter the building at any time or for any reason while the alarm is sounding. Failure to evacuate may result in a \$50 fine and/or disciplinary action through the Office of the Dean of Students.

At no time should objects that prohibit the ease of exit from any building or room be placed in hallways, walkways, stairwells or doorways.

The use of any open flame, including but not limited to candles, incense and lanterns is not allowed in any residential facility.

Cooking, other than by microwave, is allowable only in designated kitchen areas. It is strictly prohibited in student rooms. Cooking appliances, except for coffee makers with automatic shut-offs, are not allowed in student rooms.

If you wish to cook outdoors, please use one of the grills provided by the university. Misuse of outdoor cooking equipment such as having excessively high flames near a campus facility, improperly disposing of coals or improperly storing lighter fluid is prohibited. Setting fire to any object (other than a charcoal grill) in or near a facility is considered arson and will be treated as such.

Storage of flammable materials, including but not limited to gasoline or lighter fluid, within facilities is prohibited. Immediately report any fire safety concerns, including policy violations.

First-Time Freshman Two-Year Residency Requirement

Recent research of college students across the nation shows that students who live on campus are more satisfied with their college experience, earn higher grade point averages and are more likely to graduate than their commuting peers. Residence hall programming also enhances a student's educational experience by providing the opportunity to be involved in a variety of activities and programs. Students find that with this involvement they achieve more professional growth and are stronger candidates when pursuing their career goals.

To that end, Florida Tech instituted an educationally based policy requiring all full-time students who have earned less than 56 credits hours to reside in university residence halls and participate in one of the meal plans. Students who have met one of the following may be exempt from this policy through application with the Office of the Dean of Students:

1. Veteran of military service (two years or more)
2. Married
3. Primary caregiver for dependent children
4. 21 years of age or older
5. Reside with immediate family within 50 miles of the Florida Tech campus (Immediate family is defined as parents, grandparents, legal guardian or sibling over age 21 not also enrolled at Florida Tech.)
6. Participant in a university-approved off-campus internship that requires living outside of the local area
7. Special requirements not included above

Furniture

The furniture in the room at the time of occupancy may not be removed. Alterations to university furniture are prohibited.

All beds, unless properly bunked using brackets and pins, must sit securely on the floor and may not be elevated by cinder blocks or other structures. The type, quantity and condition of the furniture are noted on the Room Condition Report. Please be sure this form is completed accurately at the beginning and conclusion of the occupancy period. If the furniture is not in the room, or if the furniture has been damaged beyond normal wear and tear, you will be charged for replacement or repair. Waterbeds, water furniture, hot tubs, spas and Jacuzzis are not permitted unless deemed medically necessary. Proper documentation from the Holzer Health Center, insurance against damage to university property and approval by the Dean of Students must be obtained before setting up or installing any of the above items.

Removal of furniture from public areas (lounges, study rooms, entryways) is not permitted and may result in disciplinary action for theft in addition to a fine of \$25 per day that the furniture is in your possession.

Keys

When moving into your assigned room or apartment you will receive a room key, and if applicable, ID card access to the main exterior door to your building. Room keys are for your personal use only. Under no circumstances should your key be loaned or given to another individual.

If you are locked out of your room, you may wait until your roommate returns, contact a member of the resident assistant staff assigned to the building, or in cases of extreme emergency, contact the Office of Security and Safety. Excessive lock out requests by an individual may result in a service charge.

Gaining access to your room by means other than using the door and a key may result in disciplinary action and/or paying restitution for damages, should it be deemed appropriate.

Your keys are your best line of security, so please take care of them. There will be a \$50 charge for each lost room key (for security reasons cores will be changed when a room key is lost). Lost or inoperable keys and locks should be reported immediately. When you check out of a room, your room key must be returned at that time. Failure to do so at that time will result in a lost key charge.

Lounge/Common Area Policy

The lounges and other common areas are for the use of the campus residents. Furniture in these areas must remain in the location to which it has been assigned and may not be removed to student rooms or from the building. Campus residents are jointly responsible for the care and maintenance of the lounge and other common areas. Any modifications in the form of decorations, furniture and/or recreational equipment must be approved by Residence Life. Smoking in residence hall lounges and other common areas is prohibited.

Operating a Business or Fundraising

No resident is permitted to use his or her room or apartment as a storage or delivery headquarters for trade. The sale of merchandise, including but not limited to stationery, clothing, jewelry and novelties is not authorized in or around Florida Tech residential facilities.

Residents may not collect donations, sell goods or participate in any personal profit activity. Members from recognized student organizations may conduct fundraising activities in the residence halls with the permission of Residence Life. Fundraising activities, however, may not include door-to-door solicitation.

Parties

Any activity that cannot be contained within your room may be cause to prohibit the activity from continuing.

If you are planning an activity in which it is reasonable to assume that the number of people attending (invited and uninvited) will exceed the maximum capacity of the unit, or at which alcohol will be present, a Social Event Registration form must be completed and on file

with Residence Life. Requests for Social Event Registration forms must be received at least 48 hours before the event.

Any events occurring in or near residential facilities must have prior written approval from Residence Life. Event Request forms are available online at www.fit.edu/activities/forms.

Party Registration—Residential Facilities

The following is a list of expectations and guidelines regarding Standards of Conduct at parties held in Florida Tech residential facilities:

1. Any group or individual wishing to have a party at which alcohol is present in a residential facility must have a Social Event Registration form on file with Residence Life. Failure to register the party will result in it being shut down and all guests being asked to leave the premises.
2. The event must not exceed established quiet hours. Please note quiet hours for all Florida Tech residential facilities begin at 10 p.m. Sunday through Thursday; and at midnight on Friday and Saturday. In addition, the Melbourne City Noise Ordinance is in effect beginning at 10 p.m. Any complaints about the noise level of the party may result in the party being shut down.
3. In addition to the university alcohol policies outlined in this handbook, alcohol is permitted at the event only within the following specific guidelines related to residential facilities:
 - a. The event is to be a closed BYOB event with distribution to individuals of legal age being monitored by a designated sober host or server.
 - b. Responsibilities include verification of age, refusal to serve intoxicated individuals and limiting distribution to one (1) serving at a time.
 - c. Kegs, beer balls or any other large or multiliter container of alcoholic beverages are prohibited in or near all residential facilities.
 - d. Consumption of alcoholic beverages outdoors and in public areas by individuals or groups is prohibited. The host of the party will provide monitors at all entrances to ensure compliance.
 - e. Alternative (nonalcoholic) beverages and food must be provided by the sponsoring group or resident host.
4. The resident host(s) sponsoring the party and their guests will abide by all university policies as outlined in the *Student Handbook*, Housing Contract and other academic unit/office publications.
5. The group/resident host(s) will be responsible for any and all damages to university property or the property of community members caused by its members or guests, unless the individual or individuals responsible can be identified and billed accordingly.
6. This includes the costs associated with cleaning any area left in unsatisfactory condition at the conclusion of the event.
7. At no time should occupancy exceed the fire code or number deemed safe by a university official.
8. Residence Life staff and security personnel will be available to assist the resident host(s) with the enforcement of the above. In the event of a problem, it is expected that all members and guests will comply with the directives of the university personnel acting in performance of their duties.

Personal Property Insurance

The university does not provide any insurance and assumes no liability for any personal property that may be lost, stolen or damaged while on the campus. Arrange to insure your property through either an individual or homeowner's insurance policy. Applications are available in the Campus Services Office.

If you have expensive items or equipment (camera, stereo, TV, etc.) in your room, they should be engraved with the last four digits of your social security number or some other form of identification. Keep a list of serial and model numbers. Jewelry should be locked up and large quantities of cash should not be kept in your room. Your checkbook should be kept up to date.

To prevent items from being stolen from your room, keep your door and windows locked at all times. In addition, do not unlock or prop open the outside doors to buildings or apartments.

Pets

For health, sanitation, public safety and in consideration of others, pets (except for fish kept in fully enclosed 10-gallon or smaller aquariums) are prohibited.

Should this policy be violated, the student will be fined \$50 and instructed to remove the pet from Florida Tech premises within 24 hours. Should the student fail to remove the pet, it will be removed by the university at the student's expense and the student may face an additional fine of \$25 per day and/or disciplinary action.

Any damage, cleaning or pest control costs associated with the presence of an unauthorized pet will be billed to the owner.

Quiet/Courtesy Hours

It is the policy of the university that its residential facilities be reasonably quiet at all times.

Furthermore, it is expected that the halls and apartments will be especially quiet during "quiet hours." The designated quiet hour schedule in all residence areas is from 10 p.m. to 7 a.m., Sunday through Thursday; and midnight to 10 a.m. on Friday and Saturday. These hours represent a minimum requirement to ensure residents quiet time to sleep and study. Halls and areas are free to develop an extended schedule to accommodate additional quiet time for study with a majority vote of residents and approval of Residence Life.

Please remember that courtesy among residents with regard to noise level is expected 24 hours a day.

The use of stereos and/or other audio equipment shall be governed by the premise that personal enjoyment may not be pursued so as to infringe on the rights of others in or around the residence halls or in neighboring homes in the community. At no time is it permissible for a resident to place speakers in open windows or to play music for listening outside his/her room, apartment or building. Not only is this a violation of the Melbourne Noise Ordinance, it is also inconsiderate of those individuals who are sleeping, studying, in class or simply do not share your taste in music.

Please note that persons affected by noise have the right, as well as the responsibility, to approach the person(s) responsible and request that the volume be lowered. Residence hall staff members are available to assist in the resolution of these situations. In mediating noise-related conflicts between residents, the staff gives top priority to the activities of study and sleep. Particular emphasis shall be placed on maintaining quiet during quiet hours.

Twenty-four-hour quiet hours are in effect beginning at 5 p.m. on the last day of classes and remain in effect until the end of finals week.

Removal from Residence

If a student officially leaves the university, he/she must vacate his/her room within three (3) days, and stop his/her meal plan on the date of departure. Residents whose continued presence is determined by appropriate university authorities to be a threat to property, their own safety or be disruptive of others' rights may be required to vacate their assigned room in less than three (3) days.

Room Change

No room changes may occur without the written approval of the Assistant Dean for Residence Life. Students involved in unofficial room changes may be subject to fine of \$150 per resident. If you desire to move, contact your Resident Assistant to discuss your request.

Procedures for Room Changes

1. Students wishing a room change must discuss it with their roommate(s).
2. Students desiring a room change must meet with their Resident Assistant (RA). The student can expect that the RA will explore their reasons for wanting a room change. If the reason is basic incompatibility, it is likely that the RA will offer suggestions for avoiding the room change. The RA may offer to mediate the differences between the roommates.

Issues of communication, compromise and consideration will be discussed. If the issues persist or if the RA mediation does not improve the situation, it may be suggested that the roommates sit down with the Resident Director (RD) and/or the Assistant Dean for Residence Life to look for other ways to resolve the situation.

3. If the room change is agreed upon by all to be the best solution, the Assistant Dean for Residence Life will give the student a Room Change form. Except in cases where there has been a documented serious violation of university policy by the roommate, it is Residence Life policy that the student requesting the room change is the individual who is reassigned. Room change reassignments are only approved in keeping with established university policy and current housing assignment patterns.
4. If the room change is approved, the student contacts his/her current and new RA staff to arrange check-out and check-in times and to complete the appropriate Room Condition Reports.

In general, failure to check out of the old room and/or check into the new room within 72 hours may result in a \$100 fine.

Security and Emergency Procedures

For your security, the outside doors in all residence halls are to be locked at all times. Unlocking and/or propping the doors are serious security violations and will result in a \$200 fine and formal disciplinary action. You do not have the right to jeopardize the safety and property of anyone else for your convenience.

Your living area will be as secure as you and your neighbors decide to make it. Report immediately any security concerns or suspicious persons.

Any medical or police emergencies should be channeled through the Office of Security and Safety, ext. 8111, to ensure an immediate response. The health center can address some medical concerns, but is not to be considered a substitute for a hospital.

Storage

The university does not have any storage space available. All personal belongings must be removed at the end of the academic year, or on leaving the university or residence halls, suites or apartments.

Visitation/Responsibility for Guests

Students are permitted to have visitors in their rooms within the following general guidelines:

1. Residents and their guests are expected to adhere to the rules and regulations of the university. The host is responsible for informing their guests, both student and non-student, of university policies. You are responsible for all behavior that takes place in your room, whether or not you are present during a visit.
2. A visitor shall not remain in the residence for more than three (3) days in any given month without the knowledge and consent of the building Resident Director, the Assistant Dean for Residence Life and the Dean of Students.
3. A visitor is defined as:
 - a. Any person not listed in current Residence Life records as living in a particular area.
 - b. Any person who is present at the invitation of a student.
 - c. Any person who is received by a student.
 - d. Any invited or uninvited non-student who is accompanied by a student.
4. A visitor must be the guest of a resident living in the same hall or have permission from Residence Life to enter the hall.
5. The resident who is acting as host is responsible for the conduct of his/her guest. Inappropriate conduct demonstrated by the guest may result in disciplinary action against the host.
6. The host should accompany the guest at all times in the building.
7. Overnight visitors are permitted. However, in a shared bedroom or apartment, permission from all roommates must be gained before a guest may remain overnight. In the case of guests who are visiting but not remaining overnight, care must be taken to allow for the rights of all roommates to enjoy the "privacy" of their shared room. Students are

expected to respect the rights of their roommates or apartment-mates whenever visitors are present, be it overnight or not.

8. The host resident may be subject to disciplinary action if the visitor's presence interferes with the right of the host's roommate(s) to have access to the room or with the maintenance of their lifestyle in residence, if the visitor remains a guest in residence for an extended period of time (continuously or intermittently), if the visitor violates university regulations or causes damages to university/student property or if the visitor becomes a disturbing influence in the residence area, or if the visitor presents any health or legal problems by virtue of his or her presence.
9. A resident or residence area may lose the privilege of visitation, if in the opinion of Residence Life or the Office of the Dean of Students, visitation becomes a detriment to the ability of a resident or group of residents to live in an atmosphere conducive to effective study.

UNIVERSITY DISCIPLINARY SYSTEM

When students enter Florida Tech, it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual development. It is also assumed that they are familiar with the regulations, procedures and policies set for the students at the university and that they have them as a way of life during their stay at the university. Students are expected to learn to cope with problems with intelligence, reasonableness and consideration for the rights of others; to obey laws and ordinances of the nation, state and community in which they, as well as the university, are a part; and to conduct themselves peaceably in espousing changes. As they prize rights and freedoms for themselves, they are expected to respect the rights and freedoms of others.

Students are subject to all federal, state and local laws (as well as Florida Tech rules and regulations) and are accountable to the state and federal courts for any violations of such laws. A student is not entitled to greater immunities or privilege before the law than those enjoyed generally by other citizens. Students are subject to such reasonable disciplinary action as deemed appropriate, including suspension and expulsion, for violations of university policy and/or breach of federal, state or local laws. As a general rule, university disciplinary charges will not be brought against students for off-campus violations of state or federal law unless the matter constitutes a substantial disruption of/or material interference with the legitimate purpose and interests of the university. However, the Office of the Dean of Students shall have the authority to hear and decide any individual or group violations of the University Code of Conduct, regardless of where those violations occur and reserves the right to enforce this code whether or not civil authorities have acted. The university may consider, but is not bound by, any civil or criminal action taken in regard to the same violation by city, state or federal courts.

Disciplinary Issues for Student Groups

Groups and/or student organizations sanctioned or recognized by the university are subject to the same regulations and procedures as individual students. Violation of the University Code of Conduct by these groups falls under the jurisdiction of the student disciplinary system. Any group charged with violating the University Code of Conduct should have the right to be represented by their president (or highest-ranking elected officer) at any university disciplinary conference.

Group misconduct need not be officially approved by the entire membership to be considered grounds for possible disciplinary action against the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. An appropriate test to determine whether a group may be held accountable for the conduct of individuals is to ask whether it is likely that the individuals would have been involved in the incident if they were not members of the group or if, by group action, the incident was encouraged, fostered or might have been prevented. In cases where a group or organization faces disciplinary action, each person participating in a violation may also be charged on an individual basis.

Student organizations found in violation of university policy are subject to a maximum sanction of termination of recognition by the university or any appropriate lesser sanction. Lesser sanctions include, but are not limited to, probation, restriction or suspension of the privilege to sponsor programs or events, loss of university funding, removal of officers, restitution for damages, loss of facilities use, fines or a written disciplinary warning. Sanctions that suspend or limit the privileges of a group or organization shall have a set time of duration, after which full privileges may be restored following a meeting with the Dean of Students or designee. Student organizations have the right to appeal any disciplinary sanctions as outlined in the University Code of Conduct.

Notwithstanding the above, organizations may be subject to disciplinary action by the local or their inter/national governing bodies.

Code of Conduct/Grounds for Disciplinary Action

Grounds for disciplinary action may be construed to include a) active violation, b) attempt to violate, or c) solicitation of or aiding another in the commission of a violation. Disciplinary

action may be taken in any case in which an individual or group is found in violation of any of the following:

1. University Policies—Violation of published university regulations or policies established for any area or academic unit by those having jurisdiction over it, including, but not limited to, parking, Security, Residence Life and Housing, Financial Aid, Health Services, Evans Library and Information Technology.
2. Physical Abuse—Intentionally or recklessly causing physical harm to any person or intentionally or recklessly causing reasonable apprehension of such harm.
3. Endangering Conduct—Any conduct that imperils or jeopardizes the health and safety of any person or the university community, including, but not limited to, tampering with safety equipment or fire warning devices, intentionally or recklessly initiating or causing to be initiated any false report, warning or threat of fire and/or explosion, setting a fire on university property or using cooking equipment in unauthorized areas of the residence halls.
4. Harassment—Any action, verbal or nonverbal, in conflict with the university's policy on harassment as stated in the *Student Handbook*. This may include a single action or a series of actions.
5. Hazing—Any action, verbal or nonverbal, in conflict with the university's policy on hazing as stated in the *Student Handbook*. This may include a single action or a series of actions.
6. Hacking—Gaining or attempting to gain unauthorized access to a computer system, whether through damage or destruction of data or programs, or through disruption of operational practices.
7. Weapons—Unauthorized use, possession or storage of any weapon or explosive material, including, but not limited to, fireworks, firearms, air guns, paint pellet guns, knives, ammunition, martial arts weapons or bombs on university premises or at university-sponsored activities.
8. Failure to Evacuate—Failure to immediately evacuate a university building on the sounding of the fire alarm. Occupants must evacuate a building to points sufficient to ensure their safety. Occupants and/or residents may not re-enter the building at any time or for any reason while the alarm is sounding, unless instructed to do so by the university staff, security and/or local officials.
9. Disorderly Conduct—Disorderly, disruptive or obscene conduct or breach of peace that intentionally or recklessly interferes with normal university-sponsored activities or the rights of other community members on or off university property. Activities include, but are not limited to, studying, teaching, research, university administration, university-sponsored or supervised activities or fire, police or emergency services.
10. Freedom of Expression—Interfering with the freedom of expression of others.
11. Compliance—Failure to comply with the directives of university officials, including campus security or Resident Assistants acting in performance of their duties, and/or failure to comply with the terms of any disciplinary sanctions imposed in accordance with this code.
12. Fraud—Behaviors include, but are not limited to, forgery, misuse of and/or alterations of university documents (including identification cards).
13. False Information—Intentionally furnishing false information to the university, refusal to provide valid identification or knowingly furnishing false information to a university official in the performance of his or her duty.
14. Academic Dishonesty—All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty or plagiarism.
15. Controlled Substances—Use, consumption, possession, sale, manufacture, trafficking or transfer of any illegal drug or controlled substance, as defined by state or federal law. Use and/or possession of drug paraphernalia. Actions in conflict with university policy and Residence Life policies on illegal drugs as outlined in the *Student Handbook* and other university publications.
16. Stealing—Theft or unauthorized possession of the property of another and/or the university, including theft of services and knowledge of the possession of stolen property.
17. Damage—Intentionally or recklessly destroying university property or the property of others.
18. Facilities Usage—Unauthorized entry or use of university premises, facilities or property.

19. Alcohol—Conduct in conflict with alcohol usage policy as stated in this *Student Handbook*.
20. Responsibility for Guests—Students are responsible for informing their guests, both student and non-student, about university policies and are held accountable for the behavior of their guests.
21. Stalking—Engaging in a course of conduct directed to a specific person or persons that causes substantial emotional distress in such person(s) and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.
22. Violations of local, state, and federal laws.

Sanctions

Disciplinary actions that may be taken as a consequence of student misconduct, either by individuals or groups, include, but are not limited to:

1. Fines—A mandatory restitution and/or fines may be levied for any infraction.
2. Disciplinary Warning—Issued to indicate that behavior is in violation of university regulations and that continued misconduct or repetition of the behavior may bring more serious consequences.
3. Alternative Action—Alternative action may be required as part of a penalty and includes, but is not limited to, sanction in abeyance, educational programming and training, counseling assessment, restriction or loss of privileges, restitution, apology, residential relocation and/or community service. Community service will be unpaid and benefit a charitable or nonprofit organization, including Florida Tech.
4. Disciplinary Probation—A serious warning that defines a situation where further disciplinary action may result in either suspension or expulsion from the university.
5. Removal from University Housing—A student’s housing contract is voided and he/she is required to vacate university residential facilities permanently or for a specified period of time. The student receives no refund of housing charges and forfeits the housing deposit.
6. Disciplinary Suspension—Separation from Florida Tech for a specified period of time and is required to leave the university. Return to campus may occur only with prior notification and approval of the Dean of Students.
7. Expulsion—Permanently separated from the university without opportunity for readmission at anytime and required to leave the university within the time determined and cannot be on university property without the prior notification and permission of the Dean of Students.

Procedures for Handling Alleged Violations of the University Rules and/or Regulations

1. Any individual member of the university community may initiate disciplinary proceedings for an alleged violation of the Code of Conduct. The complaint must be submitted in writing to the Dean of Students or designee.
2. After a preliminary investigation, the Dean of Students or designee determines if there is sufficient information to bring the charges.
3. Disciplinary proceedings are initiated by the Dean of Students or designee sending a formal charge letter to the student or student group.
4. The disciplinary conference shall take place no earlier than 48 hours from the date of notification, unless agreement to an immediate disciplinary conference.
5. Cameras, camera phones and audio/video recording devices other than those belonging to the university are not permitted at a disciplinary conference.
6. The Dean of Students or designee may choose to adjourn the disciplinary conference at any time to obtain further information from other sources, or to recommend the case be referred to the University Disciplinary Committee.
7. At the conclusion of the disciplinary conference, the Dean of Students, or designee, may dismiss all disciplinary charges or make a judgment and assign a sanction. The standard by which decisions are made regarding whether a student is found responsible for a violation of university policy is based on a preponderance of information rather than “beyond a reasonable doubt.”

8. A letter confirming the decision will be sent to the student or group and a copy placed in the disciplinary file in the Office of the Dean of Students.
9. If there is a disagreement with the decision of the disciplinary conference officer, he or she may request an appeal to the Dean of Students.
 - a. Appeals must be submitted in writing within 48 hours of the student receiving notification of the decision in the case.
 - b. All written appeals must state specific reasons/rationale for requesting an appeal.
 - c. Students may request an appeal on the grounds that 1) information not available at the time of the disciplinary conference is now available and could reasonably have altered the outcome of the case; 2) the university disciplinary procedures were violated in a way that could have substantially affected the outcome of the case; or 3) the sanction was disproportionately harsh and not justifiable when compared to the nature of the violation.
 - d. The Dean of Students will inform the student of the decision in writing. This decision is the final decision of the university.

Student Rights

1. Pending action by the Dean of Students or designee on disciplinary charges, the status of the student shall not be altered or his/her right to be present on campus and attend classes suspended. However, because situations may arise and may not be fully covered by this code, the Dean of Students is granted the authority to exercise his/her good judgment in emergency situations.
2. Cases will typically be conducted administratively before a disciplinary conference officer. However, either the student or the disciplinary conference officer may request that the case be heard by the University Disciplinary Committee (UDC).
 - a. The UDC is composed of five (5) students and two (2) faculty/staff members. Five (5) members shall constitute a quorum.
 - b. The student members shall be appointed by the President of the Student Government, through a process he/she shall determine. All student members must be in good academic and disciplinary standing and must have indicated a willingness to serve on the committee.
 - c. Each student committee member is appointed for a maximum term of one (1) academic year.
 - d. The faculty/staff member shall be appointed by the Provost.
 - e. Should vacancies occur in the membership, replacements will be made in accordance with the above procedures.
 - f. A chair shall be elected from among the membership to preside at all UDC disciplinary conferences and shall rule on all questions of procedure or relevancy of information.
 - g. The records of the committee shall be maintained by the Office of the Dean of Students.
 - h. A representative from the Office of the Dean of Students will present the case to the University Disciplinary Committee.
 - i. Immediately following the disciplinary conference, the UDC will meet in private to determine if the student or student group is responsible for a violation of university policy. This finding is based on a "preponderance of information" and determined by majority vote of the committee. If the student is found in violation, the representative of the Office of the Dean of Students will present any information about previous disciplinary action taken against the student or student group. The UDC will then decide on the appropriate sanction.
 - j. The representative of the Office of the Dean of Students shall inform the student of the findings of the Disciplinary Committee, as well as the right to appeal the action.
 - k. The student has the right to appeal the action of the UDC to the Dean of Students.
3. The student has the right not to attend a disciplinary conference or to attend the disciplinary conference and make no statement. Neither circumstance will be taken into consideration when determining the outcome of the disciplinary conference.

4. The student has the right to be assisted by an adviser who must be a current member of the Florida Tech faculty, staff or student body. An adviser, however, is not eligible to participate in the disciplinary conference (e.g., by presenting the student's case or questioning witnesses or the victim). Disciplinary conferences are not legal proceedings and as such, attorneys are not permitted.
5. The student has the right to present information and witnesses in his/her behalf and the right to examine witnesses presented by the university. Requests to present/examine witnesses must be made in writing to the Dean of Students at least 48 hours prior to the scheduled disciplinary conference.
6. A student who withdraws from the university after being charged with a violation will not be exempt from campus disciplinary action and will be unable to re-register pending resolution of disciplinary charges.
7. A student who is charged with a violation and who is a graduating senior will be ineligible to graduate until disciplinary action on the case has been completed and eligibility to graduate is confirmed by the Dean of Students. If the disciplinary action results in suspension, the student will be ineligible to graduate until the term of the suspension has been served.
8. A student who is charged with a violation before the end of a semester, where there is not sufficient time to hold a disciplinary conference before the semester ends, will be given a disciplinary conference as soon as possible, but no later than the second week of the next semester in which the student is registered.
9. With the exception noted in number (10) below, all disciplinary conferences are closed. A student who is charged may request, in writing, permission from the Dean of Students or designee for the disciplinary conference to be open to a particular person or persons. If, in the opinion of the Dean of Students, the presence of said persons will cause substantial disruption to the disciplinary conference or if the number of persons exceeds the space limitations of the room, the request may be denied.
10. In cases resulting from charges of sexual assault or relationship violence, the victim has the right to attend the disciplinary conference and bring an adviser who must be a current member of the Florida Tech faculty, staff or student body. An adviser, however, is not eligible to participate in the disciplinary conference (e.g., by presenting the victim's case or questioning witnesses or the accused).
11. In accordance with the Family Educational Rights and Privacy Act of 1974, the university may release information pertaining to individual's disciplinary conferences to appropriate college personnel, to the parents of dependent students, to parents of students under the age of 21 involved in alcohol or drug violations and to victims of crimes of violence or non-forcible sex offenses. (See "Release of Student Disciplinary Records" below. With those exceptions, information from the student's disciplinary file will not be made available to anyone other than the student, without that student's written consent. The disciplinary file is not part of the academic record of a student and no disciplinary decision (other than expulsion or suspension) is recorded on the academic transcript.
12. Individuals who have been suspended or dismissed and who are found on campus without permission as granted by the Dean of Students or designee will be subject to arrest for trespass.

Release of Student Disciplinary Records to Third Parties

A student's written disciplinary record will be maintained for a period of five years from the date of last entry, except in matters of suspension or dismissal, in which case the record is maintained indefinitely.

Information in a student's disciplinary record will only be released to third parties in the following circumstances:

- a. The individual(s) requesting the information is a university official with a legitimate educational interest in such records.
- b. The individual(s) requesting the information is the parent of a dependent student or a student under the age of 21 involved in a campus alcohol or drug violation. This information may be released to parents whether or not a formal disciplinary conference has been held, if in the opinion of the university the behavior presents a danger to the health and safety of the student or other members of the community.

- c. The individual(s) requesting the information has obtained a subpoena from a duly authorized law enforcement agency or a written waiver from the student whose records are being requested.
- d. The individual is the victim of a crime of violence or non-forcible sex offense and is requesting the final results of the disciplinary proceeding against the alleged perpetrator of said crime or offense.

In all of the above cases, the only information released will be the name of the student involved in the disciplinary proceeding, the violation committed and any sanction imposed by the institution on that student.

NATURAL DISASTERS

Emergency Notification System

Notification regarding cancellations and evacuations will be sent to each person using all campus emergency notification systems.

Hurricanes and Tornadoes

Tornadoes and hurricanes can inflict heavy casualties and damage. It is very difficult to make anything other than routine preparation for tornadoes because of their unpredictability and the lack of reliable warning information. Hurricanes, however, generally allow for sufficient lead-time to take actions that minimize losses and contribute to timely recovery.

Hurricane Information

For the purpose of clarification, the following definitions are noted:

Hurricane Season—June 1–November 30

Hurricane Watch/Alert—This is the first warning that a hurricane is a definite threat to a portion of the Florida East Coast. The watch is usually given 36 hours before the storm is expected to hit the coast. Landfall of the hurricane is uncertain and broad geographic areas are alerted. This is the time for preliminary storm preparation.

Hurricane Warning—Normally issued 24 hours before the storm is expected to strike the coast (Space Coast). More accurate landfall is predicted, with narrower geographic boundaries.

Should Florida Tech fall under a Hurricane Watch, students are requested to keep their radio or television tuned to one of the stations listed in this section for up-to-date information on the hurricane.

Before the Storm

- All electrical equipment (stereos, computers, radios, etc.) should be secured and unplugged.
- All loose objects should be placed in drawers or lockers. Paper, books, etc., are not be left on top of desks.
- All windows should be closed tightly and locked, and curtains should be closed. Do not tape or board windows.
- Valuables should be placed in lockable drawers or lockers and should remain locked throughout the storm. Doors should be locked when occupants are not in the room.
- Students who own cars should set the emergency brake and put the car in park or reverse gear. All windows should be closed and the car locked.
- No motor vehicles of any type may be stored inside the apartments. This is a violation of local fire codes and endangers residents in neighboring apartments. Any vehicles found inside apartments will be removed at the owner's expense.
- Students should supply their own battery-powered flashlights in case of power failure. Candles or other flame-type lighting should not be used under any circumstance; fire is uncontrollable during a hurricane.
- Evans Dining will be the center for all food service activity during a hurricane emergency period.
- The last meal served at Evans will end a minimum of 12 hours before the expected landfall of the storm. Depending on the severity of the storm (category 1 or higher), "survival bags" of snack food and water will be issued during the last meal service.
- When picking up food and water supplies, students and staff remaining in the area will be identified and asked to state where they intend to stay during the storm. That information will be forwarded to the Office of Security and Safety.
- In the event of a hurricane, all students are encouraged to contact their parents/legal guardians and Residence Life regarding their evacuation plans and seek shelter out of the predicted strike area.
- In the event of a hurricane, all students are strongly encouraged to seek appropriate shelter off campus for the duration of the storm and to notify the Residence Life staff before departure. In addition, all students are asked to contact their parents/legal guardians regarding their evacuation plans.

- Complete a Hurricane Evacuation Plan form with your Resident Assistant or Resident Director.

During the Storm

If the university has not evacuated the campus/closed the residential facilities, it is essential that all residents who have chosen to remain on campus stay indoors throughout the entire hurricane. Residents must not leave their living units unless directed by the Residence Life staff. Depending on the severity of the storm, campus curfews may be in effect during and after the storm.

- For maximum safety during the peak of the storm, residents should close their doors and remain in the hall. If you are not familiar with a hurricane, there is always a lull in the storm when the eye passes through the area. Once the eye passes through, the storm begins again but with the winds coming from the opposite direction.
- Remain away from danger areas, such as glass windows. Do not attempt to open doors or windows to see what is happening.
- Report all accidents, injuries, broken windows and excessive water to your RA.
- Telephone calls should only be made in case of an emergency.
- "Hurricane parties" are not allowed. Do not drink alcohol. Everyone needs to think clearly during a hurricane.

Southgate Apartments/Columbia and Harris Village Suites

In addition to the procedures outlined above, the residents of Southgate Apartments and Columbia and Harris Village Suites are alerted to the following procedures:

- Fill cooking containers with water for drinking purposes and store them in your refrigerator.
- Fill the bathtub one-half full of water for washing, flushing the toilet, etc., in case the water supply is shut down.
- Have enough canned food and other non-perishables on hand to last at least three (3) days.

Note: Do not rely on the use of electric can openers.

Evacuation

Evacuation of the campus may be ordered by the Brevard County Emergency Management Division or depending on the severity of the storm, the university may evacuate the campus and close the residential facilities. The campus and/or residential facilities will remain closed until such time as all services have been restored and it has been deemed safe to reopen. There will be no refund of charges or fees for the time the university is closed due to hurricanes, tornados, other natural disasters or acts of God. In the event an evacuation of campus is ordered, the university is NOT a designated shelter and WILL NOT provide shelter to anyone.

The evacuation center for students living on campus is Riviera Elementary School, 351 Riviera Drive NE. (See Hurricane Evacuation Map) This center will be used until capacity is reached. At that time, a secondary facility will be opened and people will be redirected to the alternate facility. If, before the storm, students are concerned for their safety and would prefer to go to the evacuation center, they should do so, but first should notify their RA and parents/legal guardians of their intentions.

Those who own and operate motor vehicles should transport themselves to the evacuation site and offer transportation to others. The university will provide limited shuttle service to the designated shelter as long as it is determined to be safe to provide said transportation. Shuttle schedules will be posted at Evans Dining Hall, the residential facilities and Campus Security.

The university reserves the right to make emergency reassignments and/or restrict access to residence halls/apartments before, during or after any storm

Information Sources

AM RADIO

WMMB 1240 KHZ

WTAI 1560 KHZ

FM RADIO

WFIT 89.5 MHZ

WRLQ 99.3 MHZ

WGGD 102.3 MHZ

WHKR 102.7 MHZ

WAIA 107.1 MHZ

TELEVISION

WESH Channel 2

WCPX Channel 6

WFTC Channel 9

Additionally, more information about hurricanes and procedures can be found on the following Web sites:

www.redcross.org (preparation/safety tips)

www.nhc.noaa.gov (storm information)

www.fema.gov (relief information)

Tornado Precautions

Before the storm, develop a plan for you and your family at home, work, school and when outdoors. Keep a map of approaching storm movements by listening to weather bulletins. Have a NOAA weather radio to receive warnings. If planning to be outdoors, listen to latest forecasts and plan accordingly.

Occasionally, tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado. Flying debris from tornadoes causes most deaths and injuries. If you see a dark, often greenish sky, a wall cloud, large hail or hear a loud roar similar to a freight train, take shelter immediately.

If a Tornado Warning is Issued

In a home or building, move to a pre-designated shelter, such as a basement, interior room or hallway on the lowest floor, and get under a sturdy piece of furniture. Stay away from windows. Get out of automobiles. Do not try to outrun a tornado in your car; instead, leave it immediately. If caught outside or in a vehicle, lie flat in a nearby ditch or depression.

Florida Institute of Technology

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