

Florida SouthWestern State College
Student Handbook
2026-2027



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Message From Student Life Team

Dear Students,

At Florida SouthWestern State you are not just a student, but a valued member of our vibrant college community! The Student Life team is committed to your success and enriching your campus experience.

In Student Life, we believe in empowering students through transformative, person-centered, high-impact learning experiences. Our vision is to cultivate success through positive, intentional experiences. We are invested in providing leadership opportunities, campus engagement activities, and support systems that enhance your connection to the college and assist with your personal, academic, and professional growth. Our programs and resources aim to develop crucial career and workforce skills and provide the support you need to ensure your success through your academic journey.

The Student Life team is here to help you meet your academic and career goals! We encourage you to take advantage of the incredible resources and experiences FSW has to offer.

College Vision, Mission, & Goals

FSW Vision Statement

Florida SouthWestern State College will be a catalyst for educational success by providing innovative open-door pathways that prepare students to be knowledgeable, skilled and productive members of their communities.

FSW Mission Statement

The mission of Florida SouthWestern State College is to provide affordable and exceptional academic, cultural and workforce opportunities in a supportive environment that productively transforms the lives of our students and enhances the economic vitality of the communities we serve.

FSW Strategic Directions

1. Expand education opportunities

- **Goals**

- Work with regional partners to expand enrollment access to FSW degree and certificate programs through quality on-going avenues of communication, college readiness programs, articulation agreements and scholarships.
- Create a data-informed and seamless enrollment pipeline and increase the percentage of high school graduates from our service area who apply and enroll.
- Support students in goal identification and outline academic pathways to keep students on track to degree and certificate completion.

2. Advance a world-class educational experience

- **Goals**

- Create and enhance relevant academic and co-curricular programming that develops individuals as well-rounded scholars and educated members of society.
- Support curricular and programmatic innovation to enhance the academic experience, facilitate transdisciplinary research and thinking, and advance student achievement.
- Create robust student engagement programs that support student connections and promote intellectual, cultural, and civic awareness in the broader community.
- Promote a culture of mental, physical and social wellness through student activities programs and events.

3. Innovate classroom and distance education delivery methods to support optimal learning experiences.

- **Goals**

- Engage in best practices to expand educational delivery techniques and skills to make learning broadly accessible, and responsive to best practices in higher education.

- Identify and utilize innovative technologies and learning strategies across all educational programs to enhance academic support and achievement of learning objectives.
- Provide on-going professional development opportunities to promote engagement with technologies and teaching techniques that bolster academic achievement.

4. Prepare students for a competitive, skilled workforce.

- **Goals**

- Respond to community needs for postsecondary academic education and career degree education by identifying, developing, and appropriately expanding our workforce-related curriculum and industry certification, college credit certificate, and degree options.
- Develop and maintain relevant associate degrees, bachelor's degrees and certificates as well as articulation agreements to provide opportunities for comprehensive credential attainment that promotes employability of graduates.
- Provide non-credit training opportunities and experiences to meet the needs of local businesses, establish internship/apprenticeship opportunities, and provide articulation bridge pathways into high demand certificate and degree programs.

5. Create a Culture Focused on Continuous Improvement

- **Goals**

- Engage in ongoing professional development to create a positive, welcoming and responsive college climate that attracts a world-class faculty, staff and administration focused on ensuring student success.
- Provide support for emerging technologies that enhance learning opportunities and the timely delivery of services to all internal and external constituents.
- Develop self-supporting community education programs that highlight FSW's comprehensive outreach and meet a broad range of interests/needs within our community.

Student Records

Florida SouthWestern State College respects each student's right to privacy and the release and access of student information and maintaining a student's records in accordance with all applicable state and federal regulations.

Custodians of Student Records

Florida SouthWestern State College has designated the Office of the Registrar as the official custodian of general student records. The Director of Financial Aid has been designated as the official custodian of student financial aid records. The information contained in a student's record becomes the property of Florida SouthWestern State College and is not released without the written permission and consent by the student.

Policies Governing Student Records (FERPA)

Directory Information

Under the terms of the Family Educational Rights and Privacy Act (FERPA), Florida SouthWestern State College has established the following as directory information:

1. Student's name
2. Major
3. Date(s) of enrollment
4. Degree(s) and honors earned and dates
5. Participation in officially recognized activities or sports
6. Enrollment status (e.g., full-time, or part-time student status)
7. Previous colleges attended
8. Photographs
9. Awards

Although the above directory information may be available for release to the general public, Florida SouthWestern State College does not routinely release such information to third parties. Under FERPA, students have the right to inform Florida SouthWestern State College that any or all the student's directory information is not to be released.

Florida SouthWestern State College honors the student's request to restrict the release of "Directory Information" as stated previously. To withhold information, a student must notify the Office of the Registrar in writing prior to the end of the add/drop period each semester. Status of disclosure at the last registration period is binding, and all records are noted:

"CONFIDENTIAL" No information is to be released without the written consent of the student.

More information can be found through the [U.S. Department of Education](https://www.ed.gov/).

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review their education record within 45 days of Florida

SouthWestern State College receiving a request for access. The student should submit to the Office of the Registrar or other appropriate Florida SouthWestern State College official a written request that identifies the record(s) the student wishes to inspect. The Florida SouthWestern State College official arranges for access and notifies the student of the time and place where the student may inspect the record(s). In the case where a request is presented to a Florida SouthWestern State College official who does not maintain the requested records, the Florida SouthWestern State College official advises the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of their education records if the student believes the record is inaccurate or misleading. The student should submit to the Office of the Registrar or other appropriate Florida SouthWestern State College official a written request clearly identifying the part of the record the student wants changed and specifying why it is inaccurate or misleading. The Florida SouthWestern State College official notifies the student if it is decided not to amend the record as requested by the student. The Florida SouthWestern State College official advises the student of their right to a hearing regarding the request for amendment and provides additional information regarding the hearing procedures to the student.
3. The right to request the non-disclosure of personally identifiable information (PII) contained in their education record, except to the extent that FERPA authorizes disclosure without consent. Students should contact the Office of the Registrar for more information. One exception that permits disclosure without consent is the disclosure to school officials with legitimate educational interests. A school official is a person employed by Florida SouthWestern State College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel), a person serving on the District Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their duties. A school official may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from educational records (such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks). A school official has legitimate educational interests if the official needs to review an education record to fulfill their professional responsibility. Upon request, Florida SouthWestern State College discloses education records without consent to officials of school(s) to which the student seeks or intends to enroll.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida SouthWestern State College to comply with the requirements of FERPA.

Solomon Amendment

Under a 1997 rule adopted by the United States Department of Defense, the College, if requested, must provide to the U.S. military the student's name, address, telephone number, date of birth, level of education, current major, and degrees received for all students aged 17 or older.

Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to educational compliance, equal access or equal opportunity should be addressed to the College's Title IX Coordinator/Compliance Officer: Angela Hawke; Room N-124; 8099 College Parkway SW, Fort Myers, FL 33919; (239) 489-9051; Compliance@fsw.edu. FSW online anonymous reporting www.fsw.edu/report.

Inquiries/complaints can be filed with the Title IX Coordinator/Compliance Officer online, in person, via mail, via email, or with the US Department of Education, Office of Civil Rights, Atlanta Office: 61 Forsyth St. SW Suite 19T70, Atlanta, GA 30303-8927.

Academic Grievance Procedure

Per Florida SouthWestern State College, Code of Conduct, (2026–2027, p. 43), students are both citizens and members of the academic community. Upon registration, all students are entitled to the following rights and freedoms, provided that their exercise does not disrupt the orderly operation of the College:

- The right to freedom of expression
- The right to peaceful assembly
- The right to a fair and impartial hearing
- The right to appeal any administrative decision that adversely affects them
- The right to participate in Student Government

The College states that the exercise of these rights must comply with Florida law and with policies and procedures established by the College and its Board of Trustees. Additionally, each student is responsible for becoming familiar with and abiding by College policies and regulations published in official policy statements, the current College Catalog and Student Handbook, official manuals, and other institutional publications (Florida SouthWestern State College, Code of Conduct, 2026–2027, p. 43).

Purpose

Florida SouthWestern State College provides students with a structured process to seek review when they believe a College academic policy, procedure, or course requirement has been improperly applied.

This process is administrative in nature and is not a judicial proceeding.

Scope

An academic grievance may be filed when a student believes that:

- A published College academic policy or procedure has been incorrectly applied;
- A course policy, as stated in the syllabus, has not been followed; or
- An academic decision was made in an arbitrary or retaliatory manner.

State Board of Education Rules and officially adopted College policies are not subject to grievance; only their application or interpretation may be reviewed.

The course syllabus is the controlling academic document for course requirements, grading standards, attendance expectations, and evaluation criteria. Any review under this procedure will be based on the syllabus and applicable College policies.

The assignment of grades and evaluation of academic performance are the responsibility of the faculty member of record. Disagreement with academic judgment alone does not constitute grounds for a grievance. A grade may be reviewed only when a student provides clear documentation demonstrating that it was assigned arbitrarily, retaliatorily, or in a manner inconsistent with the syllabus.

Time Limits

- A grievance must concern an academic decision or incident that occurred within 30 calendar days of filing.
- The Informal Resolution Process must be completed before a formal grievance may be requested.
- A written request for formal review must be submitted within five (5) working days after the conclusion of the informal process.

A working day is a day the College is open for normal business operations.

The College reserves the right to extend procedural timelines for good cause.

Informal Resolution Process (Required)

Step 1: Meeting with Faculty Member

The student must first meet with the faculty member of record to discuss the concern. The syllabus will guide this discussion. Both parties are expected to make a good-faith effort to resolve the issue.

Step 2: Consultation with Academic Dean

If the concern is not resolved, the student may request a meeting with the appropriate Academic Dean (or designee). The Dean will review the matter and attempt to facilitate resolution.

If the issue remains unresolved after these steps, the student may request consideration for a formal grievance.

Formal Grievance Procedure

Step 1: Written Request

To request formal review, the student must submit a written, signed, and dated statement to the Academic Dean that includes:

1. A clear description of the academic decision or policy application being challenged;
2. Identification of the specific syllabus provision or College policy alleged to have been misapplied;
3. Documentation confirming completion of the informal resolution process; and
4. Supporting evidence substantiating the claim.

Submission of a request does not automatically result in a formal hearing.

Step 2: Dean Review and Determination

Upon receipt of the written request, the Academic Dean will determine whether:

- The matter falls within the scope of this procedure;
- The required informal steps have been completed; and
- Sufficient documentation has been provided to warrant formal review.

The Academic Dean's determination regarding whether a formal grievance will proceed to committee review is final and not subject to appeal.

If these criteria are not met, the Dean may determine that a formal grievance is not warranted. If approved, an ad hoc grievance committee will be convened.

Step 3: Committee Review

If a formal grievance is approved, the Academic Dean will appoint an ad hoc grievance committee composed of:

- The Department Chair, Program Coordinator, Director, or faculty designee (Chair);
- One full-time administrative employee; and
- One Student Government Association representative.

The Dean (or designee) will serve as recording secretary without vote.

Committee members must recuse themselves if a conflict of interest exists.

The committee will:

- Review submitted documentation;
- Interview relevant parties as appropriate; and
- Determine whether College policy or the syllabus was improperly applied or whether the academic decision was arbitrary or retaliatory.

The burden rests with the student to demonstrate, by a preponderance of the evidence, that College policy or the syllabus was improperly applied or that the action was arbitrary or retaliatory.

The committee will submit its findings and recommendation to the Vice President of Academic Affairs.

Final Decision

The Vice President of Academic Affairs (or designee) will issue the final decision. If a grievance is upheld, the Vice President (or designee) may direct appropriate corrective action consistent with College policy.

This decision concludes the College's internal academic grievance process.

This policy does not limit any rights that may exist under applicable state or federal law.

Record Retention

All documentation related to the grievance will be maintained by the Office of Academic Affairs in accordance with College record retention policies.

Academic Misconduct and Academic Grievance Process: Grades

The hearing process for Academic Misconduct may conclude with a determination that the student is not responsible; however, this determination does not affect the faculty member's

authority to evaluate coursework or assign grades.

Decisions regarding assignment grades and final course grades remain solely the responsibility of the professor assigned to the course. A finding of not responsible does not automatically result in a change to any assignment grade or final course grade.

This determination does not preclude the student from requesting a Late Withdrawal or Late Drop following the outcome.

Student Administrative Grievance Procedure (Non-Academic)

Purpose

Florida SouthWestern State College provides students with a structured process to seek review when they believe a College administrative policy or operating procedure has been improperly applied.

This process is administrative in nature and is not a court proceeding.

Scope

An administrative grievance may be filed when a student believes that:

- A published College administrative policy or operating procedure has been incorrectly applied; or
- An administrative decision was made in an arbitrary or retaliatory manner.

Officially adopted College policies and State Board of Education Rules are not subject to grievance; only their application or interpretation may be reviewed.

Disagreement with discretionary administrative judgment alone does not constitute grounds for a grievance.

Exclusions

Grievances pertaining to the following matters shall not be processed under this procedure:

1. Disciplinary actions taken under the Florida SouthWestern State College Student Code of Conduct.
2. The professional judgment exercised by an instructor in assigning a grade (see Academic Misconduct and Academic Grievance Process: Grades).
3. Complaints involving discrimination, harassment, or alleged violations of Title IX (see applicable College policies and procedures).

Time Limits

- A grievance must concern an administrative decision or incident that occurred within thirty (30) calendar days of filing.
- The Informal Resolution Process must be completed before a formal grievance may be requested.
- A written request for formal review must be submitted within five (5) working days after the conclusion of the informal process.

A working day is a day the College is open for normal business operations.

The College reserves the right to extend procedural timelines for good cause.

Ombudsperson Assistance

To facilitate an efficient and timely resolution process, the College provides access to an Ombudsperson to assist students in understanding and navigating informal and formal grievance procedures. The Ombudsperson serves in an advisory capacity and does not make determinations regarding grievances.

Informal Resolution Process (Required)

Step 1: Meeting with Appropriate Staff or Administrator

The student must first meet with the faculty or staff member, or administrator, directly involved in the matter to discuss the concern. Both parties are expected to make a good-faith effort to resolve the issue.

Step 2: Administrative Review

If the concern is not resolved, the student may present the matter through appropriate administrative channels, up to the vice president in whose area the grievance has occurred; but not including the Chief Student Affairs Officer (or designee) who issues the final decision on all Student Administrative Grievances.

If the issue remains unresolved after completion of these steps, the student may request consideration for a formal grievance.

Formal Grievance Procedure

Step 1: Written Request

To request formal review, the student must submit a written, signed, and dated statement to the Chief Student Affairs Officer (or designee) that includes:

1. A clear description of the administrative decision or policy application being challenged;

2. Identification of the specific College policy or operating procedure alleged to have been misapplied;
3. Documentation confirming completion of the informal resolution process; and
4. Supporting evidence substantiating the claim.

Submission of a request does not automatically result in a formal hearing.

Step 2: Review and Determination

Upon receipt of the written request, the Chief Student Affairs Officer (or designee) will determine whether:

- The matter falls within the scope of this procedure;
- The required informal steps have been completed; and
- Sufficient documentation has been provided to warrant formal review.

This determination is limited to whether the grievance meets procedural requirements and falls within the scope of this policy.

If these criteria are not met, the Chief Student Affairs Officer (or designee) may determine that a formal grievance is not warranted. If approved, an appropriate review body or administrator will be designated to evaluate the grievance.

Step 3: Review Process

If a formal grievance is approved, the designated review body or administrator will:

- Review submitted documentation;
- Interview relevant parties as appropriate; and
- Determine whether College policy or operating procedure was improperly applied or whether the administrative decision was arbitrary or retaliatory.

The burden rests with the student to demonstrate, by a preponderance of the evidence, that College policy or operating procedure was improperly applied or that the action was arbitrary or retaliatory.

The review body or administrator will submit findings and recommendations to the Chief Student Affairs Officer, or designee.

Final Decision

The Chief Student Affairs Officer (or designee) will issue the final decision. If a grievance is upheld, appropriate corrective action may be directed consistent with College policy. This decision concludes the College's internal process. This policy does not limit any rights that may exist under applicable state or federal law.

Record Retention

All documentation related to the grievance will be maintained by the Office of Student Affairs in accordance with College record retention policies.

Advisor*

In accordance with the *Code of Conduct* (2026–2027, pp. 23–24), a student may be accompanied by one (1) advisor during any administrative College process. The advisor may not serve in any other capacity in the process, including as an investigator, decision-maker, hearing officer, or member of a committee or panel convened to review or decide the matter or any appeal.

The advisor may be present at meetings or hearings at the student's own expense. The advisor's role is limited to providing guidance and support. Advisors may not speak on behalf of the student, submit documentation, file appeals, or correspond with the College in place of the student. All official communication will be directed to the student.

If an advisor fails to adhere to the defined role, the appropriate Case Administrator or presiding administrator may remove the advisor from the proceeding.

If the student elects to have legal representation, written notice must be provided to the appropriate administrator no fewer than three (3) business days prior to the scheduled proceeding. When an attorney is present, the College's General Counsel may also be present. A student may designate one advisor for the duration of the process. Requests to change an advisor must be submitted in writing and must identify the reason for the request.

***For this purpose, the term "Advisor" is not necessarily a student's academic advisor. An advisor can be any person chosen by the student to provide guidance, support, and advice throughout the grievance process. Students are not required to have an advisor – it is optional as determined by the student.**

Academic Catalog

The College Catalog contains information about FSW, degree requirements, course descriptions, academic policies, and procedures, along with other vital information. More information about the [Academic Catalog online](#).

Student Rights and Responsibilities

Florida SouthWestern State College students are both citizens and members of the academic community. Upon registration, all students are entitled to the following freedoms and/or rights provided that their exercise does not disrupt the orderly operation of the College:

- Right to freedom of expression
- Right to peaceful assembly
- Right to a fair and impartial hearing
- Right to appeal any administrative decision that adversely affects them
- Right to participate in Student Government

It is expected that the exercise of any of the aforementioned rights must be in compliance with Florida law as well as the policies and procedures established by the College and its Board of Trustees.

Each student is responsible for becoming familiar with and abiding by the College policies and regulations published in its policy statements, current College Catalog and Student Handbook, official manuals, and other publications.

Failure to comply with these rules may result in the initiation of disciplinary action. Florida SouthWestern State College reserves the right to sanction a student for activities that take place off campus when those activities adversely affect the college community. Disciplinary action by the College may proceed while criminal proceedings are pending and will not be challenged because criminal charges involving the same incident have been dismissed or reduced.

Student Code of Conduct

Statement of Philosophy

Florida SouthWestern State College is committed to maintaining an environment that fosters learning and personal development. All members of the Florida SouthWestern State College community are responsible for their own behavior and are expected to be familiar with the rules and regulations of the College. Students are expected to uphold these standards of behavior and to respect the rights of others.

Florida SouthWestern State College (FSW) upholds high standards of academic integrity, which are essential to the College's mission. All members of the academic community share responsibility for maintaining these standards. Faculty must communicate expectations for academic conduct, and students are expected to understand and follow them. While learning and personal conduct are individual responsibilities, everyone is expected to support academic integrity by refusing to engage in or tolerate dishonesty.

As part of Florida SouthWestern State College's (FSW) student conduct process, the Chief Student Affairs Officer (CSAO), or their designee, may periodically review the conduct records of students involved in co-curricular, Greek organizations, and other registered student clubs and organizations. The purpose of these reviews is to ensure that all students representing FSW uphold the College's standards and values.

Students who are found responsible for multiple conduct or academic integrity violations during their time at FSW may lose their eligibility to participate in co-curricular activities. This may include a temporary suspension or permanent removal from these activities. Repeated violations not only affect the student but also harm their organization and the FSW community. Such patterns of behavior go against the College's mission and expectations for personal responsibility and integrity.

Any recommendation to suspend or revoke a student's co-curricular eligibility must be approved by the College President or a majority of the President's Strategic Leadership Team. In serious cases, the College may also choose to rescind a student's admission or enrollment, or limit their access to FSW Campuses and facilities, in accordance with Florida law (Florida Statutes, Sections 1001.64(5) and 1001.64(8)(a)).

If a student's eligibility for co-curricular participation is suspended or revoked, they will receive written notice from the CSAO (or their designee) within three business days of the decision. Once notified, the student will be immediately removed from any active rosters, positions, or roles within teams, clubs, student government, or other organizations. Any unused scholarships, tuition waivers, or other forms of financial assistance connected to these activities will be cancelled unless specifically stated otherwise in the written notice.

All decisions made by the College President or the President's Strategic Leadership Team are final and cannot be appealed.

FSW expects students to be honest in all academic work, ensuring it accurately reflects their own knowledge and abilities. Academic integrity is essential to the mission and values of the College.

Scope

Jurisdiction: Florida SouthWestern State College's jurisdiction over student conduct issues is limited to conduct that occurs on College premises, or during college sponsored programs, or that adversely affects the College Community. However, when off-campus activities have a negative impact on the College Community and/or our external Community and partners, hinder the College in its pursuit of learning objectives, reflect poorly on the College, or are potentially harmful to other members of the College Community, Florida SouthWestern State College will exercise its right to sanction involved students.

Violation of Local, State, Federal law: Student Code of Conduct proceedings may be instituted based upon a student's alleged conduct that, if committed, could violate criminal law or the Student Code of Conduct without regard to the pendency of civil or criminal litigation. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Student Code of Conduct proceedings may also be instituted based upon a student's alleged conduct that, if committed, could violate other College policies, College procedures, written agreements, and this Code of Conduct.

Definitions

Definitions: This section of the Student Code of Conduct outlines the definitions of words commonly used in the code.

Student

- All persons taking FSW courses, both full-time and part-time; or
- All persons who are not officially enrolled for a particular term but have a continuing relationship with FSW or intend to enroll in the next term. This provision is intended to include those persons enrolled in the spring and fall semesters who engage in misconduct during the summer, students who are first time enrollees, or applicants, who engage in misconduct prior to the time of enrollment; and/or
- All people who are attending an FSW course although they may be enrolled students in other educational institutions.
- This definition also includes persons who may have committed violations of the code of conduct while a student but may no longer be actively enrolled at the College.

Campus

Campus means all land, buildings, facilities, and other property-including adjacent streets and sidewalks in the possession of or owned, used, or controlled by FSW.

Faculty Member or Instructor

Any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.

Case Administrator

Means a college official authorized on a case by case basis by the Associate Vice President, Student Life or designee to impose sanctions and to conduct the hearing process upon any student or students found to have violated the Student Code of Conduct.

Student Conduct Board

Any person or persons authorized by Associate Vice President, Student Life or designee to determine whether a student(s) has violated the student code of conduct and to recommend sanctions when a violation has been determined.

Appeals Designee

Any person or persons authorized by the Chief Student Affairs Officer to consider an appeal regarding whether a student has violated the Student Code of Conduct or of the sanctions imposed or recommended by the Case Administrator or Student Conduct Board.

Reporting Party

The individual or entity that initiates a report about an incident, offense, or transaction.

Respondent

The individual who has been reported to be the perpetrator of conduct that may violate the institution's policy against sex discrimination, such as sexual harassment, sexual assault, dating violence, or stalking, and is responsible for responding to the allegations during the investigation.

Complainant

The person alleging they've experienced sex-based discrimination, harassment, or violence, often defined as the alleged victim.

Witness

Any person with relevant information about an alleged incident, providing direct knowledge, secondary knowledge, or expert testimony.

Advisor

An Advisor is a support person who assists a student in navigating the student conduct process by providing guidance and procedural support, without serving as a representative or advocate unless otherwise allowed by policy (Refer to Statute 1006.60).

Attorney

As an attorney for the student, it is your responsibility to abide by all expectations established by the Florida Bar Association with respect to the autonomy of administrative processes. Additionally, the College expects that you will behave professionally and cooperate fully with the student disciplinary process; should your actions become disruptive to the process, you will be asked to remove yourself from the process.

Conduct Board Hearing Chair

The person at a Conduct Board Hearing responsible for maintaining order, determining the admissibility of information, facilitating deliberations, and announcing Conduct Board recommendation to the Case Administrator.

Peer Conduct Navigator

An individual who provides procedural guidance or consultation to a Respondent who is charged with a violation under the Code. The Peer Conduct Navigator is an assistant from the Conduct Board, another Student, or a faculty or staff member who is not an Attorney. Peer Conduct Navigators do not act as representatives or advocates for the Respondent. A Respondent is responsible for presenting their case even when a Peer Conduct Navigator is present.

Student Organization

Any organization at an institution of higher education – including, but not limited to, a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity or sorority, band, or student government – in which two or more members are students currently enrolled at the institution. This definition applies regardless of whether the organization is formally established, registered, or recognized by the institution.

Possession

Knowingly or intentionally having physical control of an item (such as alcohol, drugs, drug paraphernalia, weapons, or stolen property), or being responsible for a room, vehicle, or other space where the item is found and knowing, or reasonably expected to know, that it was there. If an item is found in a room, vehicle, or other space, it is generally assumed that the person responsible for that space knew about it, unless they can provide enough information to show otherwise.

Recusal

The act of removing oneself from participation in a decision-making process, investigation, hearing, review when a real or perceived conflict of interest, bias, or personal involvement could compromise impartiality.

Conduct Violations

The aiding, abetting, inciting of, attempting to commit or committing of any act or behavior by a student which tends to interfere with or otherwise disrupts the orderly conduct, process, function, and/or interests of the College is prohibited and subjects a student to sanctions under the Student Code of Conduct. Such acts and behaviors include but are not limited to the following:

Cheating (Academic Misconduct)

Copying and/or taking credit for another's work by gaining an unfair advantage through obtaining materials by unauthorized means or materials.

Commercial Use of Academic Materials

The selling, sharing, or distribution of course materials to another individual, or the uploading of course materials to any third-party website or vendor, without prior authorization or the express written permission of the instructor. Course materials include, but are not limited to, class notes, slide presentations, examinations, quizzes, laboratory materials, instructional materials, homework assignments, study guides, and handouts.

Violation of Syllabus

Any action by a student that fails to follow the rules, expectations, or policies state in the course syllabus.

Unauthorized Assistance

Any help, support, or use of materials that a student receives or provides that is not explicitly permitted by the instructor or outlined in the course syllabus. This includes getting help on exams, quizzes, assignments, or academic work from people, tools, or sources that are prohibited.

Plagiarism

Using another's words, ideas, or work without giving credit or acknowledgement, failing to provide accurate citations and/or, presenting another's work as one's own. This includes verbal or written communication.

Misrepresentation of Academic Information, Experiences, or Effort

Providing inaccurate or misleading information regarding academic information, experiences, or false information regarding coursework, absences, data, documentation, etc.

Academic Collusion (Collaborative Academic Misconduct)

Two or more students engage in actions which misrepresent an individual student's effort, academic experience or learning, and/or any contributions to assignments, exams, etc. This

includes unauthorized collaboration with another student during an examination or non-approved assignment, before, during, or after the course assignment or exam.

Self-Plagiarism

Reuse of a student's previous work in any academic course without proper citation or acknowledgement.

Academic Misconduct

Any other academic misconduct which violates the rules governing academic integrity at the College.

Disruptive Conduct

Obstructing or disrupting any College activity including teaching, research, administrative functions, social activities, and public service functions.

Identification

Impersonation or misrepresenting the authority to act on behalf of another or the College. Forgery, alteration or misuse of identification, documents, records, keys, or access codes or manufacturing, distribution, delivery, sale, purchasing, possession, or use of false identification.

Alcohol

- I. Possession or use of alcoholic beverages on campus or at a college-approved function for those individuals under the age of 21.
- II. Possession or use of alcoholic beverages, other than at a college function where service of alcohol has been approved by college administration, by students of any age.
- III. Driving while intoxicated.

Drugs

- I. Possession or use of drugs on campus or at any College-sponsored program or activity.
- II. Purchase, distribution, delivery or sale of drugs.
- III. Possession or use of drug paraphernalia.
- IV. Driving while under the influence of any substances.
- V. The misuse, purchase, distribution, sale, or delivery of a prescribed drug.
- VI. The intentional use, inhalation, or ingestion of any substance not prescribed to the student, including but not limited to, alcohol, illicit drugs, or misused prescription medications, that alters or impairs the student's cognitive, emotional, or physical functioning.

Campus Disturbances and Demonstrations, Parades, or Picketing

Unlawful interference with academic freedom or the freedom of speech of any member of the College Community and intentional interference with the educational function of the College.

Solicitation and Fundraising on Campus

Students are prohibited from entering the grounds or buildings of Florida SouthWestern State College for the purpose of transacting business with students, faculty, or other College personnel, unless they have been given permission by the appropriate College official.

Computers

Any act that violates the Technology Acceptable Use Policy.

Disruptive Conduct

- I. Obstructing or disrupting any College activity including teaching, research, administrative functions, social activities, and public service functions.
- II. Engaging in any obscene, profane, reckless, destructive, or unlawful course of conduct.
- III. Failure to comply with a directive of a college official or any non-College law enforcement official.
- IV. Providing false information to a College Official or to any public official that has a connection or impacts the College community. This also includes falsifying the Admissions Application or other documents submitted to the College.
- V. Acts that impair, interfere with, or obstruct the orderly processes and functions of the College or the rights of other members of the College Community. This includes acts that occur both inside and outside of the classroom and may involve the use of electronic or cellular equipment.
- VI. Any act which deliberately obstructs or interferes with the normal flow of pedestrian or vehicular traffic.
- VII. Any acts that disrupt the College disciplinary process.

Endangerment

- I. Physical violence towards another person or group.
- II. Engaging in conduct that infringes on the rights of others. Any action that puts the health, safety, or well-being of the student or others at risk. Knowingly making a false report of an explosive or incendiary device or any other threat and/or emergency, creating a safety risk or causing harm. Retaliation against a complainant or other person alleging misconduct.
- III. Interference with the freedom of another person to move about in a lawful manner.

Fire and Safety

- I. Illegal possession, removal of, damage to, tampering with and/or inappropriate activation of fire safety or other emergency warning equipment.
- II. Failure to evacuate a college building or facility when a fire alarm is sounded.
- III. Intentionally or recklessly causing a fire that may result in damage to college property or harm to an individual.

Gambling

- I. Engages in or offers games of chance for anything of value or other gain in violation of the laws of the State of Florida.
- II. Students, student organizations and athletic-related groups may not play, sponsor, or promote any unlawful game of chance involving money or items of value on College premises or at events sponsored by a registered student organization.
- III. Students, student organizations and athletic-related groups may not unlawfully sell, trade, distribute, or otherwise transfer vouchers or any items used for participation in a game or scheme of chance – by any name – on College premises or at activities sponsored by a registered student organization.
- IV. Utilizing campus Wi-Fi for online gambling/betting purposes.

Harassment

- I. Conduct (not of a sexual nature), that creates an intimidating, hostile, or offensive environment for another person.
- II. Action(s) or statement(s) that threaten harm or intimidate another.
- III. Acts that invade the privacy of another person.
- IV. Stalking: To follow or otherwise contact another person repeatedly, to put that person in fear for their life or personal safety.
- V. Unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation, or which interferes with the recipient's academic performance or employment.
- VI. Unlawful harassment related to an individual's race, color, sex, religion, national origin, ethnicity, age, marital status, veteran's status, genetic information, sexual orientation, pregnancy, or physical disability is a violation of this policy.

Note: Florida SouthWestern State College maintains a separate set of procedures to address complaints that entail accusations of unlawful discrimination, stalking or harassment. These types of complaints are addressed through Florida SouthWestern State College Board Policy 6Hx6:2.03. Students should notify the Equity Officer for assistance in resolving any discrimination or harassment issues. Please see the Discrimination and Harassment Complaint Procedure (COP05-0107) for more information.

Hazing

The term 'hazing', for purposes of reporting statistics on hazing incidents means any intentional, knowing, or reckless action taken by one person or a group against another person, whether or not the person agrees to participate, which meet both or all of the following conditions:

Connection to a Student Organization:

The action occurs as part of:

- Joining a student organization;

- Being affiliated with a student organization, or maintaining membership in a student organization

Identification

- I. Shares or permits the use of their identification (Driver's License, Buc ID, Social Security Card, Birth Certificate, etc.) by another person.
- II. Inappropriate use of another person's identification.
- III. Impersonation or misrepresenting the authority to act on behalf of another or the College. Forgery, alteration or misuse of identification, documents, records, keys, or access codes.
- IV. Manufacture, distribution, delivery, sale, purchase, possession, or use of false identification.

Property

- I. The intentional or reckless damage, misuse or destruction of public property or property of another
- II. Possession, sale, or purchase of property or services that are known or, should have been known to have been stolen.
- III. Enters or uses public property or property of another without the proper consent or authorization.
- IV. No swimming/wading or fishing is allowed on campus lakes.
- V. Animals are not permitted on campus except for service animals assisting individuals with disabilities or animals approved for specific college-sanctioned events or activities.
- VI. The use of any recreational wheeled device, including, but not limited to, electric micro mobility devices, scooters, skateboards, hover boards, and bicycles, inside any campus building, including Light House Commons, is prohibited.
- VII. Except for approved recreational, educational or research activities, no person shall disturb or harm any wildlife which is found on campus.

Sexual Misconduct

Note: Florida SouthWestern State College maintains a separate set of procedures to address complaints that entail sexual misconduct. Students should notify Title IX Coordinator for assistance in resolving any sexual misconduct or sexual harassment issue

Tobacco/Electronic Cigarettes

FSW is a smoke-free campus. Tobacco use is prohibited on all property and in all facilities owned, leased or operated by Florida SouthWestern State College, including all vehicles owned or rented by the College. Tobacco use includes all types of tobacco and tobacco-like products including smokeless tobacco and any other smoking or smoking simulation products including electronic cigarettes.

Tobacco is defined as any product made of tobacco including, but not limited to, cigarettes, cigars, cigarillos, hookahs, pipes, and any smokeless tobacco product. The use of any tobacco

product, whether intended to be lit or not, which includes smoking as well as the use of electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco is prohibited on college-owned, operated, or leased property.

Weapons

- I. Possession of firearms, electric weapons or devices, destructive devices, or other weapons as defined in Section 790.001(13), Florida Statutes, is prohibited on any College campus, at College facilities, or at College-sponsored events.
- II. Possession of firearms, ammunition (such as bullets), explosives, knives, or any other weapons or dangerous items on College campuses, at College facilities, or at College-sponsored events is prohibited. This prohibition includes, but is not limited to: non-lethal weapons, such as pellet guns.
- III. Any item that can be used as a weapon, including but not limited to, tasers, stun guns, or any other object, as well as any item that resembles a weapon.
- IV. Using any item as a weapon.

Disciplinary procedures for violations of the FSW Code of Conduct are detailed later in this document.

Other Violations

- I. Violation of Federal or State law or local ordinance on or off campus.
- II. Aids or abets any other violation of Federal law, State law or local ordinance.
- III. Violation of any other College regulation or policy as described in the College Catalog, Student Handbook, College Housing Contract, the Guide to Residence Living, other College housing publications, Board of Trustees Policies, College Operating Policies, FSW Safety in Private Spaces Policy, Hazing Policy, Freedom of Speech & Expression Policy, and Student Government Association manuals/policies, all of which are hereby adopted by reference.

Preponderance of Evidence

Standard shall be used in all Code of Conduct proceedings to determine responsibility. Under this standard, a finding of responsibility shall be made when the evidence, taken as a whole, establishes that it is more likely than not that the alleged violation occurred.

Consolidation of Cases and Assignment of Hearing Officer

In cases where conduct involves multiple allegations of violations, the Chief Student Affairs Officer or designee has the authority to handle all matters simultaneously through a joint hearing. If a Student is found Responsible for simultaneous Conduct and/or Academic Misconduct violations, sanctions from both processes may be imposed.

Conduct Procedures

Student's Rights & Responsibilities

- Students are entitled to a fair and impartial hearing in accordance with the Student Code of Conduct.
- Students will receive written notice of the alleged violations and the misconduct on which the charges are based. Students will have reasonable access to the case file before and during the Hearing.
- Students may request the recusal of a participant by submitting a written request outlining the basis for the concern to Community Standards. The determination regarding recusal will be made by Community Standards. If a recusal is granted, an alternate will be appointed in accordance with College procedures.
- Students may review any available information supporting the charges during the Information Session and at the Hearing. Students may take notes from this information for use during the Hearing.
- Students may choose not to make a statement in response to the allegations. Choosing not to speak will not be considered an admission of responsibility.
- Students may have an advisor of their choice, at their own expense. Students are responsible for arranging the advisor's attendance.
- Students may hear and question witnesses who participate in the Hearing. For cases involving sexual misconduct or abuse, please refer to the FSW Title IX Reporting and Resolution Process for specific procedures.

Students who need Accommodations

Students who anticipate the need for disability-related accommodations for an information session or administrative hearing must self-identify with Adaptive Services if they have not already registered. Accommodation requests must be submitted at least five (5) business days in advance of the scheduled session or hearing to allow sufficient time for review and implementation.

Please note, should the student fail to attend the scheduled Information Session, the Hearing will be held in the student's absence and the findings, including any sanctions, will be made using the information available at the time of the Information Session.

Conduct Process

This section of the code describes Student Conduct proceedings for Students and Student Organizations at Florida SouthWestern State College.

Filing an Incident Report

A student and student organization's conduct may be reported by any individual or entity for review of a potential conduct violation(s). A report may be submitted in writing using the designated referral form. Currently, the form is the Incident Reporting Form.

Timely Reporting

Any Code of Conduct incident (academic or conduct) should be submitted as soon as possible after the incident takes place. If an incident is not reported within six (6) months of the time it becomes known by the reporting party, it will be considered untimely unless Community Standards concludes that there has been good cause for the delay and that it is still feasible to hold a fair hearing.

Upon receipt of the Incident Report (Academic or Conduct) Community Standards will determine if the incident is unfounded or frivolous, and if so, they shall dismiss the report. Community Standards will also determine of the level of seriousness of an incident or report.

All reported information will be reviewed by Community Standards to determine appropriate next steps to include, but are not limited to, further fact gathering, issuance of Charges, referral to another department, or an Information Session to determine resolution of the report and potential conduct violations.

Note: Nothing in this regulation shall prevent the mediation of a complaint when deemed appropriate by the College.

Notice of Charges

The notice of potential violations of the Code of Conduct will be sent in the Information Session Letter via the student's official FSW Buc's email.

Information Session

The purpose of the Information Session is to provide the student with notice of potential Code of Conduct violation(s) and to ensure the student is aware of their rights, responsibilities, and available procedural options. The session is scheduled with consideration of the student's academic class schedule and serves as the initial step in the student conduct process.

During the Information Session, the following will be covered:

- I. Student's Rights & Responsibilities
- II. Student Code of Conduct and the basis of the charges
- III. Review the Incident Report and any additional information related to the incident
- IV. Provide an overview of the student conduct process, including applicable procedures and potential outcomes.

Following this review, the student will be given the opportunity to select how they wish to proceed. Resolution options may include:

- I. An Administrative Conference, when appropriate and if the student elects to proceed at that time;
- II. Scheduling an Administrative Hearing; or
- III. Requesting resolution through a Student Conduct Board Hearing.

In specific circumstances, the Case Administrator may determine the type of hearing based on the nature and severity of the alleged violations, the circumstances of the incident, and the range of potential sanctions that may apply.

If the student fails to appear for scheduled Information Session, Administrative Hearing, or Student Conduct Board Hearing, or fails to respond to written notification after being properly notified at their official student FSC Buc's email, the student has waived the right to appear and the hearing may proceed as scheduled. If the student requests multiple reschedules that unreasonably delay the process, the case may proceed in absentia. Absence of the student in such circumstances does not constitute grounds for an appeal. The Case Administrator will determine the outcome of the case based on the information provided in the student's absence.

Administrative Conference

Student decides to resolve through an Administrative Conference during the Information Session with the Case Administrator. The purpose of an Administrative Conference is to provide the student with an opportunity to resolve their case informally with the Case Administrator. During the conference, the Case Administrator will review the information provided by the student, along with the available evidence, and decide regarding the case. Administrative Conference resolutions and sanctions are intended to provide the student with an immediate resolution. With the Administrative Conference, the student waives the right to seven (7) business day notification of an Administrative Hearing.

Administrative Conferences are not recorded by the College or the student.

Administrative Hearing

The purpose of an Administrative Hearing is to provide a student with the opportunity to resolve a case through a more formal process with the Case Administrator. During the Administrative Hearing, the Case Administrator will review the information provided by the student, along with any relevant evidence, and determine regarding the case.

Students may present relevant witnesses and submit additional relevant evidence for consideration. All witness names and contact information, as well as any supporting documentation or evidence, must be submitted to the Case Administrator in writing and in a readable format (e.g., Word or PDF) no later than three (3) business days prior to the scheduled Administrative Hearing.

Students must notify the Case Administrator at least five (5) business days in advance if an advisor will be present at the Administrative Hearing and must indicate whether the advisor is an attorney. If the student's advisor is an attorney, FSW's General Counsel will be present at all proceedings.

Administrative Hearings are not recorded by the College or the student.

Student Conduct Board Hearing

The purpose of a Student Conduct Board Hearing is to provide a student with the opportunity to resolve a case through a formal process before the Student Conduct Board. During the Student Conduct Board Hearing, the Board-comprised of one (1) Student Chair, three to five (3-5) student members, one (1) faculty member, and one (1) staff member-will review the information provided by the student, along with any relevant evidence, and determine regarding the case.

Students may present relevant witnesses and submit additional relevant evidence in accordance with the procedures outlined above. All witness information and supporting documentation must be submitted within the established timelines prior to the scheduled hearing.

The Case Administrator will serve as an advisor to the Student Conduct Board but is not a voting member and will not influence or participate in the Board's decision-making process. The Case Administrator's role is limited to providing procedural guidance and support to the Board. The voting members of the Student Conduct Board will make the determination of the outcome of the case. If the Student Conduct Board cannot reach a decision, the determination will be made in the student's favor, resulting in a finding of not responsible.

Students must notify the Case Administrator of any advisors or other applicable requirements in accordance with the procedures outlined above.

Postponement of Hearing

Any request to postpone any Hearing or Meeting must be submitted in writing by the student and/or student organization at least five (5) business days prior to the Hearing to Community Standards. The request must state the reason(s) for the postponement. Community Standards will review the request and make the final decision. The College is not required to postpone the Student Conduct Process pending the outcome of any civil or criminal case.

Hearing Structure

The purpose of this hearing structure is to ensure a fair, consistent, and transparent process for addressing alleged violations of the Code of Conduct. This unified hearing structure applies to both academic misconduct and non-academic (behavioral) conduct violations. This hearing structure is designed to provide a fair, consistent, and educational process for reviewing alleged violations of the Code of Conduct. The procedures used do not follow a formal courtroom or legal model, and the hearing process is not intended to function as a legal proceeding in any form. Instead, the process is educational in nature, emphasizing accountability, learning, and the reinforcement of community standards. The unified hearing structure applies to both academic and non-academic (behavioral) violations, this ensures procedural consistency, impartial treatment, and allows for due process for all participants, while upholding community standards and institutional integrity.

Preponderance of Evidence Standard

The preponderance of evidence standard is used to determine responsibility in Code of Conduct proceedings. Under this standard, a determination is made based on whether it is more likely than not that a violation of the Code of Conduct occurred. This standard requires that the evidence, taken as a whole, supports the conclusion that a violation is more probable than not. The preponderance of evidence standard reflects the educational nature of the conduct process and is not a legal or criminal burden of proof.

Notification

Written notice is provided seven (7) business days before the Hearing to the official student FSW Buc's email. This written notice will include: a brief description of the incident and the alleged violations of the Student Code of Conduct including:

- I. The date, time and location of the Hearing.
- II. Student Rights and Responsibilities.
- III. The Hearing process and procedures.

The following outlines the general order of the hearing process for Conduct Hearings.

This format serves as a guide and may be modified at the discretion of Community Standards, Associate Vice President for Student Life, or designee.

Note: The Student Conduct Board or Case Administrator may question any party or witness at appropriate points during the hearing.

Order of Proceedings

- I. Review of hearing procedures and information/evidence in case
- II. Presentation of Code of Conduct violations (academic or conduct) and information or evidence pertaining to the case
- III. Opening statement and presentation of relevant information by the student
- IV. Questions posed to the student by the Student Conduct Board or Case Administrator, and/or review of the student's statements (written or verbal)
- V. Questioning of relevant, voluntary College witnesses, followed by questioning of the student's relevant voluntary witnesses
 - Questioning order
 - Case Administrator
 - Student/Student Organization
 - Advisor
- VI. Questions directed to the student by the Student Conduct Board or Case Administrator
- VII. Closing statements by the student
- VIII. Closed deliberation by the Student Conduct Board or Case Administrator
- IX. Notification of determination of responsibility to the student at the official student FSW Buc's email within seven (7) business days

- X. Appeal deadline is seven (7) business days upon receipt of notification of determination of responsibility.

Advisor

If the advisor, advocate, or legal representative does not adhere to their defined role in the Student Conduct Process, they may be removed from the disciplinary proceeding at the discretion of the Case Administrator or Student Conduct Board Chair. The student has the right to a chosen advisor, who may not serve in any other role, including as an investigator, decider of fact, hearing officer, or member of a committee or panel convened to hear or decide the charge or any appeal.

The student's advisor, at the student's, or student organization's own expense, may be present at any proceeding or meeting and may participate in the proceeding, including the presentation of relevant information and questioning of witnesses, at a designated time determined by the Case Administrator.

Advisors may not speak on behalf of the student, submit documentation, file appeals, or send emails in place of the student. The advisor's role is limited to providing guidance and support and does not include acting as the student's representative or defense. In addition, Community Standards will correspond at all times directly with the student, and not through any third party regardless of the student's relationship with the chosen advisor, advocate, or legal representative.

If a student chooses to have legal representation, notification must be given to the Case Administrator no less than three (3) business days prior to the hearing, in writing. FSW's General Counsel will be present any time legal representation is present. Note, the General Counsel may, as deemed appropriate, be present at any proceeding.

A student may select one advisor for the duration of the hearing process. Requests to change an advisor due to extenuating circumstances must be submitted in writing to the Case Administrator and must identify the reason for the request and the proposed new advisor.

Witnesses

The witnesses must provide relevant information to the case. The Hearing process is educational in nature, as such, no character witnesses will be a part of the process. All witness participation in hearings is voluntary. The College cannot compel any person to attend a student disciplinary hearing on behalf of a student. Any coercion by the student may result in additional conduct charges.

Student must provide a list of witnesses in writing to the Case Administrator no later than three (3) business days prior to the hearing.

The Case Administrator or the Student Conduct Board Chair shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony of these

witnesses is repetitious or irrelevant. The College cannot compel any person to attend a student disciplinary hearing on behalf of a student.

Questioning of witnesses shall be conducted by the Hearing Officer or, where applicable, the Student Conduct Board Chair, the student, and at applicable times, the student's advisor. Each witness will be advised of the obligation to provide truthful statements. If it is later determined that a student provided false or inaccurate statements during a hearing, the student may be charged with a violation of the Code of Conduct.

Recordings

No audio, video, or other recordings are permitted during any hearing, meeting, or disciplinary proceeding by any participant, Case Administrator, or Student Conduct Board.

*Note: The hearing process may vary at the discretion of the Associate Vice President for Student Life, Community Standards, or designee.

College Adjudication of Academic Misconduct

Adjudication of Academic Misconduct

When a faculty member believes there is sufficient evidence that academic misconduct may have occurred, the following procedures will apply. *All procedures must be completed within seven (7) business days of the initial report.*

Initial Faculty-Student Communication

- I. The faculty member will communicate directly with the student via the student's official FSW Buc's email, informing them of the allegations and charges.
- II. This correspondence will include:
 - a. A review of the alleged academic misconduct.
 - b. Possible Code of Conduct violations.
 - c. Any evidence, witnesses, and supporting documentation.
 - d. Any proposed academic sanction(s).

Faculty-Student Meeting

- I. The faculty member will request a meeting with the student to review the allegations, evidence, and proposed sanctions.
- II. This meeting may take place in person or through mutually agreed-upon electronic means.
- III. The faculty member may request an impartial advisor to be present but must inform the student in advance, providing the advisor's name and role.
- IV. The student has the right to contest the advisor's presence if they believe the advisor may be biased.

Advisor-Student Representation

- I. The student has the right to a chosen advisor, who may not serve in any other role, including as an investigator, fact-finder, hearing officer, or member of any committee or panel convened to hear or decide a charge or appeal.
- II. The advisor, at the student's own expense, may be present at any proceeding and may participate, including presenting relevant information and questioning witnesses, during the hearing with the faculty.
- III. Advisors may not speak on behalf of the student, submit documentation, file appeals, or communicate in place of the student.
- IV. The advisor's role is limited to providing guidance and support and does not include acting as the student's representative or defense.

Academic Misconduct Report Submission

- I. The faculty member will submit an Academic Misconduct Report, including:
 - a. All documentation related to the allegation.
 - b. Any correspondence with the student.
 - c. Evidence of the violation and supporting materials.

Student Responsibility

Student Accepts Responsibility with the Faculty Member

- I. If the student accepts responsibility, Community Standards will notify the student, faculty member, and Dean.
- II. The Outcome Letter will be placed in the student's conduct file, and the matter is considered resolved.

Student Does Not Accept Responsibility

- I. If the student does not accept responsibility or fails to respond, the case is referred to the Conduct process.
- II. The Associate Vice President of Student Life or designee will notify the student of the Information Session details.
- III. The student may attend the Information Session to ask questions and review documentation.
- IV. The student may resolve the case with the Hearing Officer during the Information Session.
- V. If student does not accept responsibility or fails to respond to Faculty, the case will be referred to the Conduct process and follow the Conduct Process as outlined in the Code of Student Conduct.

*Note: The hearing process for academic misconduct may conclude with a determination that the student is not responsible; however, this determination does not affect the faculty member's authority to evaluate coursework or assign grades. Decisions regarding assignment grades and final course grades remain solely the responsibility of the professor assigned to the

course. A finding of not responsible does not automatically result in a change to any assignment grade or final course grade. This determination does not preclude the student from requesting a Late Withdrawal or Late Drop following the outcome.

Formal Hearing Process

If student does not accept responsibility or fails to respond to Faculty, the case will be referred to the Conduct process and follow the Conduct Process as outlined in the Code of Student Conduct.

*Note: The hearing process for academic misconduct may conclude with a determination that the student is not responsible; however, this determination does not affect the faculty member's authority to evaluate coursework or assign grades.

Decisions regarding assignment grades and final course grades remain solely the responsibility of the professor assigned to the course. A finding of not responsible does not automatically result in a change to any assignment grade or final course grade.

This determination does not preclude the student from requesting a Late Withdrawal or Late Drop following the outcome.

Appeals

The Chief Student Affairs Officer or designee is the final appeal at Florida SouthWestern State College. The Chief Student Affairs Officer or designee is responsible for reviewing substantive or procedural appeals from the decisions of a Student Conduct Board or Case Administrator. The appeal of the outcome of a conduct case must be based on one or more of the following causes:

- I. Due process errors including the College's failure to provide the student with notice or an opportunity to be heard.
- II. The sanction is extraordinarily severe in relation to the offense committed.
- III. New material or information that can be provided that was not available at the time of the original proceeding.

All appeals must be postmarked or received in correspondence within seven (7) business days of the date of the "Notice of Decision and Sanction" to the Chief Student Affairs Officer or designee, via the form in the outcome letter, for consideration. All appeals must specify the basis for the appeal. No person may hear or decide an appeal if he/she conducted or participated in the Hearing.

The student's status will remain unchanged pending the appeal determination by the Chief Student Affairs Officer or designee, (that is, a student shall remain eligible to attend classes and College activities pending the College's final decision in the student conduct proceeding), except where the Chief Student Affairs Officer or designee, determines that the safety, health or general welfare of the student or the College Community is involved, in which case a student's privileges at the College, including the ability to attend classes or engage in College

activities, may be suspended on an interim basis as described under Interim Measures Provision.

After considering the appeal, the Chief Student Affairs Officer or designee, may reopen the Hearing, with a new Conduct Board or Case Administrator, uphold or reverse the prior decision of the Case Administrator or board, or revise the sanction. The Chief Student Affairs Officer or designee, shall provide the student written notice of the decision within seven (7) business days of receipt of the appeal request.

The appeal determination of the Chief Student Affairs Officer or designee, is final and binding on all parties. There are no further appeals within the College.

Sanctions

Florida SouthWestern State College strives to apply educational sanctions that help students make better choices in the future. Sanctions are designed to support the development of the student while also protecting the safety and wellbeing of the campus community. Sanctions will become progressively more serious if a student continues to violate College policies, showing that the intended learning has not occurred. Accumulating multiple violations may result in severe consequences, including suspension, administrative dismissal, or expulsion. Violations involving academic dishonesty or those that affect the health, safety, or wellbeing of the College community are considered especially serious and may result, even on a first offense, in suspension, administrative dismissal, or expulsion.

Sanctions include, but are not limited to:

- I. **Warning:** A formal notice that a student has violated the Code of Conduct. It serves to inform the student that their behavior was unacceptable and that further violations may result in more severe disciplinary action. A warning is intended a guidance and is not recorded on the student's official disciplinary record.
- II. **Disciplinary Probation:** A formal status indicating that a student has violated the Code of Conduct. During the probation period, the student is allowed to remain enrolled but must comply with all institutional rules and any additional conditions set by the institution. Any further violations or failure to meet the conditions of probation may result in more severe disciplinary action, up to and including suspension or removal from the institution.

Interim Measures

The Chief Student Affairs Officer or designee, is authorized to determine if an alleged violation of the Student Code of Conduct warrants interim measures. Interim Measures may be implemented any time prior to the conclusion of the conduct process, including the appeal process.

The criteria used in making this determination is:

- I. Whether a student poses an ongoing threat of harm, or interference with the normal operations of the College; and
- II. Whether interim measures are necessary to protect the health and wellness, safety or general welfare of the College Community, or to protect and preserve College property.

Interim measures include, but are not limited to, one or more of the following:

- I. Interim Suspension. If the Chief Student Affairs Officer or designee, determines that other interim measures are necessary to protect the health, safety, or welfare of the student or the College Community, they may:
 - a. Restrict or ban attendance of any or all classes.
 - b. Restrict or ban access or contact with individuals in the College Community.
 - c. Restrict or ban access to college property, places, facilities, or equipment.
 - d. Restrict or ban participation in college activities or organizations, or activities.
 - e. Restrict or ban college housing.
 - f. Suspend the FSW student organization and/or advisor.

The Chief Student Affairs Officer or designee, may immediately place a registration hold on any student. A registration hold may prevent the student from accessing, changing, or altering their course registration and/or admission status.

The Chief Student Affairs Officer or designee, may also request that a student's access to the portal, email, Canvas and other online information access be suspended.

Implementation of interim measures, requires the student be notified in writing immediately upon the determination that an interim measure(s) is warranted. The notice shall state the basis for the interim measure(s) and that the student will have the opportunity to inspect all information that initiated the interim measure(s). The written notice will be sent to the student's official FSW Buc's email. The College may also communicate the determination verbally to the student but must also concurrently deliver the written notice as described above. The student has three (3) business days from the date of the notice to make a written request to appeal the interim measure(s). The appeal of the interim measure(s) will be heard by the Chief Student Affairs Officer or designee, within three (3) business days of receipt of the appeal. The Hearing may be delayed due to a semester break or closing of the College. The notification of decision shall be in correspondence via email to the student's official FSW Buc's email within three (3) business days of hearing the appeal. The student's appeal of the interim measure(s) must be based on one of the following:

- A. An egregious error pertaining to the student's or organization's involvement.
- B. Contention that the violation, even if proven, does not pose a threat to the health, safety or general welfare of the College Community and thus does not warrant interim measures.

As a result of an appeal, if it is determined by the Chief Student Affairs Officer or designee, that the interim measure be overturned, the student's status will be reinstated, and the conduct process will continue in accordance with the Student Code of Conduct.

If the student does not appeal the interim measure, the conduct process will continue in accordance with the Student Code of Conduct.

Deferred Suspension

A disciplinary sanction in which a student is permitted to remain enrolled under specified conditions for a defined period. If the student is found responsible for any violation of the Code of Conduct or fails to comply with the conditions of the deferral, the suspension will be enacted immediately, and the student will be removed from FSW.

Disciplinary Suspension

A disciplinary action in which a student is temporarily removed from enrollment and all campus activities for a specified period of time. During the suspension, the student is not permitted to attend classes, participate in institutional activities, or access campus facilities. The college will impose Disciplinary Suspension immediately following the completion of the Student Code of Conduct process. All recommendations for suspension must be reviewed and approved by the Associate Vice President, Student Life or designee. Requirements for admission after suspension can be specified.

Administrative Dismissal

Separation from the College for a determined period of time. Readmission may be possible, based on meeting all readmission criteria and obtaining clearance from the Chief Student Affairs Officer or designee. All recommendations for dismissal must be reviewed and approved by the Chief Student Affairs Officer or designee.

Expulsion

The permanent removal of a student from the institution by the Chief Student Affairs Officer or designee with no possibility of re-enrollment. The student is prohibited from attending courses, participating in campus activities, or accessing institutional facilities. Expulsion is the most severe disciplinary sanction and is imposed for the most serious violations of the Code of Conduct.

Other

An action for follow up to ensure compliance and success for the student, and the welfare of the community. This also includes any actions determined by the student and/or the Chief Student Affairs Officer.

Additional Sanctions

- I. No Contact Order: Prohibition of contact with a specified person within the College Community. More information is provided in communication with the student.
- II. Disciplinary measures that may be imposed on a student in conjunction with other primary sanctions (such as warning, probation, or suspension). These may include, but are not limited to, educational assignments, community service, restitution, loss of privileges, or other requirements deemed appropriate by the institution. Additional sanctions are intended to promote accountability, repair harm, and prevent future violations.

Accommodations

Students who anticipate the need for disability-related accommodations for an information session or administrative hearing must self-identify with Adaptive Services if they have not already registered. Accommodation requests must be submitted at least five (5) business days in advance of the scheduled session or hearing to allow sufficient time for review and implementation.

Medical Amnesty Policy

Amnesty from Student Code of Conduct Sanctions Where Medical Attention is Sought:

Student health and safety are of primary concern at Florida SouthWestern State College. As such, in cases of extreme intoxication or other medical emergency as a result of the ingestion of alcohol or drugs, the College encourages individuals to seek medical assistance for themselves or others. If an individual seeks such medical attention, Community Standards will not pursue student conduct sanctions against the student for alcohol or drug violations of the Code of Conduct. Students who seek or assist in obtaining medical attention for themselves or others are exempt from Code of Conduct violations related solely to alcohol or drug use. This protection does not apply to other Code violations and does not limit police or law enforcement action. This policy does not grant amnesty to possession with intent to distribute drugs or alcohol.

In lieu of sanctions under the *Student Code of Conduct*, the intoxicated student, as well as the referring student(s), will be required to meet with a member of the Community Standards staff or designee, who may issue educational sanctions that may include, but are not limited to, alcohol and/or drug education, and/or any other educational sanction they deem appropriate. Serious or repeated incidents will prompt a higher degree of concern/response/possible charges. Failure to complete educational sanctions issued under this policy will result in disciplinary action.

The Medical Amnesty Policy does not preclude sanctions due to any other violations of the Code of Conduct. Likewise, this policy does not prevent action by police or other law enforcement personnel.

Application to Student Organizations:

In circumstances where an organization is found to be hosting an event where medical assistance is sought for a member or guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol Beverage or Drugs Policy. However, the organization's willingness to seek medical assistance for a member or guest **will** be viewed as a mitigating factor in determining a sanction for any Code of Conduct violations.

Policies on discrimination and harassment are implemented and managed in Human Resources, specifically within the office of Title IX.

Academic Policies and Procedures Relating to Students – Florida SouthWestern State College

The hearing process for academic misconduct may conclude with a determination that the student is not responsible; however, this determination does not affect the faculty member's authority to evaluate coursework or assign grades. Decisions regarding assignment grades and final course grades remain solely the responsibility of the professor assigned to the course. A finding of not responsible does not automatically result in a change to any assignment grade or final course grade. This determination does not preclude the student from requesting a Late Withdrawal or Late Drop following the outcome.

Anti-Hazing/Hazing Prevention

Purpose Statement: In compliance with Federal and State Guidelines, the purpose of this College Operating Procedure (COP) is to prevent, identify, document, and respond to hazing and hazing-related misconduct in compliance with the Stop Campus Hazing Act. This COP establishes standardized processes for education, reporting, investigation, recordkeeping, and accountability to promote student safety, protect individual rights, and ensure institutional transparency.

Guidelines

Introduction

At Florida SouthWestern State College, we are committed to creating a campus where every student feels safe, supported, and respected. As part of that commitment, we are complying with the Stop Campus Hazing Act. Any form of hazing is strictly prohibited at FSW.

Definition

The term ‘hazing’, for purposes of reporting statistics on hazing incidents under paragraph (l)(F)(iv), means any intentional, knowing, or reckless action taken by one person or a group against another person, whether or not the person agrees to participate, which meet both or all of the following conditions:

Connection to a Student Organization

The action occurs as part of:

- Joining a student organization,
- Being affiliated with a student organization, or
- Maintaining membership in a student organization.

Risk of Harm Beyond Normal Participation

The action causes, or creates a reasonable risk of causing, physical or psychological harm that goes beyond what is normally expected in college life or organizational participation.

This includes behaviors that may result in:

- Physical injury
- Emotional or psychological harm
- Significant discomfort, stress, or fear

A person’s willingness or consent to participate does not make the behavior acceptable or allowed. This includes, but is not limited to:

- Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;
- Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements,

- confinement in a small space, extreme calisthenics, or other similar activity;
- Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances
- Causing, coercing, or otherwise inducing another person to perform sexual acts;
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Definition of a Registered Student Organization:

A student-led group recognized by FSW, consisting of at least five current FSW students, two of which act as executive leadership, and an FSW faculty or staff advisor, formed around shared interests or goals.

Definition of a Student Organization:

Any organization at an institution of higher education – including, but not limited to, a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity or sorority, band, or student government – in which two or more members are students currently enrolled at the institution. This definition applies regardless of whether the organization is formally established, registered, or recognized by the institution.

Procedures

Scope and Applicability

All allegations of hazing shall be investigated and, if substantiated and meets the preponderance of evidence standard, processed through the College conduct process. This rule applies to all students and all student organizations, including acts carried out by non-students acting on behalf of or in association with any student organization.

Student Accountability

Individual students found responsible for hazing shall be subject to disciplinary action in accordance with the Student Handbook and Code of Conduct, including but not limited to disciplinary probation, suspension, and dismissal.

Organizational Accountability

Any student organization accused of hazing shall be subject to immediate investigation and any disciplinary action resulting from the findings.

Criminal Referral

Any student, College employee, or community member found responsible for hazing may be referred for criminal investigation when applicable, and if a report involves potential criminal activity, the FSW Campus Police and appropriate local law enforcement agencies

will be notified.

Prevention and Compliance

All student organizations must include the College's anti-hazing rule in their bylaws. Organization advisors and members are required to complete hazing-prevention training.

Notice and Publication

The College shall publish and have available anti-hazing statements, associated violations, investigations, and sanctions, in the Student Handbook and Code of Conduct.

Reporting Incidents of Hazing

Reports can be made online through the FSW Hazing Reporting Form. After a report is submitted, Community Standards will review all information and, when appropriate, initiate the investigation process. Reports may be submitted anonymously; however, anonymous reports may limit the College's ability to investigate fully. The investigation process is outlined in the Code of Student Conduct. All investigations will be conducted in a fair, impartial, and timely manner and will follow the preponderance of the evidence standard.

Retaliation

Retaliation is any adverse action, threat, intimidation, harassment, coercion, or discrimination taken against an individual for reporting, opposing, participating in, or cooperating in an investigation of hazing or any related misconduct. Retaliation includes actions intended to discourage a person from making a report, providing information, or exercising their rights under College policy, whether carried out directly or through others. Retaliation is prohibited and will be addressed through the College's conduct and disciplinary processes.

Campus Hazing Transparency Report

- **Purpose**
The College shall maintain a Campus Hazing Transparency Report summarizing findings of hazing violations by recognized student organizations.
- **Effective Date**
Data collection begins July 1, 2025.
- **Publication**
The report shall be posted on the College's public website within 12 months of the Stop Campus Hazing Act and updated at least twice per year.
- **Content**
Each update shall include:
 - Name of the student organization
 - General description of the violation, including alcohol or drug involvement, findings, and sanctions
 - Key dates: alleged incident, investigation start, investigation conclusion, and notice to the organization
- **Privacy**

The report shall not include any personally identifiable student information (FERPA compliance).

- **Additional Information**

The report may include additional details required by state law or deemed necessary by the College.

- **Retention**

Updates shall be maintained on the public website for 5 years from publication.

- **Exemption**

The College is not required to create or update the report unless a hazing violation has been found.

Prevention Programming

Florida SouthWestern State College (FSW) implements a campus-wide hazing prevention and awareness program designed to educate students, faculty, and staff and to reduce the likelihood of hazing before it occurs.

Education and Awareness

FSW provides hazing prevention education through the following methods:

Online Hazing Prevention Training Video

FSW maintains a hazing prevention training video available on the College's website. The video outlines:

- The College's definition of hazing and related policies
- How to recognize hazing behaviors
- How and where to report suspected hazing
- Potential institutional and legal consequences of hazing

Annual Registered Student Organization (RSO) Training

Hazing prevention education is incorporated into the required annual training for Registered Student Organizations. Student leaders are expected to review the training materials and share responsibility for promoting hazing-free practices within their organizations.

Primary Prevention Strategies

FSW's prevention efforts emphasize primary prevention strategies intended to stop hazing before it occurs. These strategies include, but are not limited to:

- **Awareness-building** to help students identify behaviors that may constitute hazing, including practices that are normalized or framed as "tradition".
- **Ethical leadership education**, reinforcing expectations of responsible leadership and accountability within student organizations.
- **Promotion of healthy group cohesion**, encouraging organizations to use research-based

non-hazing methods to build community and belonging.

Campus Responsibility

Preventing hazing is a shared responsibility. Students, faculty, staff, and advisors are expected to:

- Engage with available training and educational resources
- Intervene or report concerns when potentially harmful behaviors are observed
- Support a campus culture that prioritizes safety, dignity, and mutual respect

Program Review

FSW will periodically review its hazing prevention and awareness efforts to ensure continued compliance with federal requirements and alignment with best practices in higher education.

Freedom of Speech and Expression

Introduction

Freedom of speech is a constitutional right as outlined in the United States Constitution, which states, "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances."

Freedom of expression aligns with the constitutional definition and is defined by the Campus Free Expression Act as, "any lawful oral or written communication of ideas, including all forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; circulating petitions; faculty research, lectures, writings, and commentary, whether published or unpublished; and the recording and publication, including the Internet publication, of video or audio recorded in outdoor areas of campus. Expressive activities protected by this section do not include defamatory or commercial speech."

FSW Code of Conduct

According to the FSW Code of Conduct, any demonstrations, whether by students, organizations, or non-FSW entities, must not unlawfully interfere with academic freedom or freedom of speech. Intentional interference with the College's educational function is not permitted, except as allowed by law.

Purpose

This policy affirms FSW's commitment to freedom of speech and expression. The College values these rights and supports individuals engaging in lawful expressive activities, provided they do not disrupt the functioning of the College or infringe upon the rights of others.

Definitions

- Non-student - any person or party who is not an affiliated person (e.g., businesses, non-profit organizations, independent contractors).
- Affiliated person - FSW faculty, staff, student, and/or administrator.
- Student - a person currently registered or enrolled in FSW classes
- Groups - groups officially recognized by the college through the Office of Student Engagement.
- Speech - any lawful oral or written communication directed to a general audience or nonspecific person.
- Expression - any lawful oral or written communication of ideas, including all forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; circulating petitions; faculty research, lectures, writings, and commentary, whether published or unpublished; and the recording and publication, including the Internet publication, of video or audio recorded in outdoor areas of campus.
- Facility - any defined space of the university, including a room, lab, building, or controlled

outdoor area.

- Rights and responsibilities - as defined in the FSW Code of Conduct, "Students are both citizens and members of the academic community. Upon registration, all students are entitled to the following freedoms and/or rights provided that their exercise does not disrupt the orderly operation of the College:
- Right to freedom of expression
- Right to peaceful assembly
- Right to a fair and impartial hearing
- Right to appeal any administrative decision that adversely affects them
- Right to participate in Student Government"
- Commercial speech - speech in which the individual is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial.
- Time and Place - alternative space, provided by FSW, for expressive events to preserve order and ensure participants' physical safety.

Scope

This policy applies to students, faculty, staff, administration, and non-students on any FSW campus. FSW Facilities include rooms, labs, buildings, or controlled outdoor areas. The College reserves the right to establish reasonable, viewpoint-neutral restrictions on the time, place, and manner of expressive activities, ensuring clear, published guidelines with ample alternative means of expression.

Policy

The College acknowledges and upholds protected expressive activities under the First Amendment. Demonstrations, assemblies, and information dissemination are valid expressions if they do not materially disrupt the academic and administrative functions of the College or infringe on others' rights.

Conditions for Exercising Free Speech and Expression

Individuals wishing to exercise their right to free speech and expression must adhere to the following conditions:

- Space must be reserved through FSW Event Services
- Spontaneous expression is permitted in outdoor areas such as sidewalks, walkways, and grassy areas between buildings as long as the conduct is lawful and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities or materially disrupt previously scheduled or reserved activities on campus.
- Information tables hosted by or with recognized student clubs and organizations are governed by policies related to college events and student clubs/organizations.
- Conduct that may materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities may include:
 - Violating student rights and responsibilities

- Disrupting educational environment
- Activities that break federal or local laws and ordinances
- Blocking/Barricading access to buildings/walkways, vehicular, bicycle, and pedestrian traffic
- Forcibly detaining students, staff, faculty, administrators, and non-students
- Damaging property
- Use of sound amplification
- Activities that threaten the safety of students, staff, faculty, administrators, and non-students
- Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I of the Florida Constitution.

Alternative Spaces and Time, Place, Manner Restrictions

The College may provide alternative spaces for protesters attending an event to preserve order and ensure participants' physical safety. The statute allows the creation and enforcement of reasonable, content-neutral restrictions on the time, place, and manner of expression.

Disciplinary Action

FSW will not take disciplinary action against students based solely on the content of their speech or expression. However, if freedom of speech or expression violates college-related regulations and policies, participants may be subject to the conduct process. The College may request the violation to cease, relocate the activity, or enlist the assistance of the FSW Police Department if necessary. Disruptive actions may result in declaring a demonstration or assembly disruptive, disorderly, or in violation of the law, requiring participants to cease, desist, and vacate the FSW campus immediately.

State Statutes and College Policies Affecting Students

Policies on discrimination and harassment are implemented and managed in Human Resources, specifically within the office of Title IX.

Policy Regarding Employees and Students with Human Immunodeficiency Virus (HIV) (Florida SouthWestern State College Board of Trustees Policy 6Hx6:6.2.15)

(1) For purposes of this policy, an infected individual includes a person diagnosed as having Acquired Immune Deficiency Syndrome (AIDS); or a person who is determined to be positive for the Human Immunodeficiency Virus (HIV) but who has not developed the symptoms of AIDS. Florida SouthWestern State College recognizes that discrimination against such individuals is expressly prohibited by federal and state law. (2) In accordance with law, the College will offer students and employees with AIDS/HIV the same opportunities and benefits offered to other students and employees and such individuals shall not be denied the benefits of, or otherwise be subjected to discrimination under any College program or activity. At the same time the College shall attempt to balance the rights of such infected individuals to an education and to employment at the College against the rights of other students and employees to an environment in which they are protected from contracting the disease.

- A. Employees (Student Employees) (1) The College shall not require an individual to take an HIV test as a condition of hiring, promotion, or continued employment unless the absence of HIV is an occupational qualification for the job in question. (2) The College shall not fail or refuse to hire or discharge any individual, segregate or classify an individual in any way which would deprive or tend to deprive that individual of employment opportunities or adversely affect their status as an employee, or otherwise discriminate against any individual on the basis of the results of an HIV test unless the absence of HIV is an occupational qualification for the job in question. (3) The College will not require an infected individual to cease working on the basis of a diagnosed infection unless such person has been determined not to be otherwise qualified based on a determination that no reasonable accommodation can be made to prevent the likelihood that the individual will, under the circumstances involved, expose other individuals to a significant possibility of being infected with HIV or to enable such person to perform the essential functions of the job. (4) An employee who informs the College that he/she has HIV/AIDS shall be accorded confidentiality regarding disclosure of the medical condition consistent with state and federal law. In instances where an infected employee is unable to fulfill their regular responsibilities, or portions of these responsibilities, but is able and desires to continue working in a less physically demanding capacity, the College shall make a reasonable effort, if requested, to accommodate the employee's physical disability and ensure "reasonable" efforts to accommodate the special needs of an employee with AIDS and AIDS related diseases unless the accommodation places "undue burdens" on the College.
- B. Students: (1) The College will deny the admission or continued attendance nor

participation in College programs or activities by an otherwise qualified student on the basis of a known or suspected with AIDS/HIV infection unless a determination has been made that no reasonable accommodation can be made to prevent the likelihood, under the circumstances involved, that such admission, attendance, or participation will expose other individuals to a significant possibility of being infected with HIV or to enable such persons to meet the substantial requirements of the educational program. Anyone who believes they have been subject to unlawful harassment or discrimination is encouraged to contact the College's Compliance Officer.

Substitution Policy for Students with Disabilities (Florida SouthWestern State College Board of Trustees Policy 6Hx6:6.03)

1. **Eligibility:** Students who are hearing impaired, visually impaired, or who have a specific learning disability are eligible for reasonable substitution for any requirement(s) where it can be documented that the student's failure to meet the requirement(s) is related to the disability. Substitutions shall be provided in the areas of admission to the college, admission to a program of study, or graduation where the substitution does not constitute a fundamental alteration in the nature of the program.
2. **Documentation:** Documentation that is no more than three years old, substantiating the nature of the disability, shall be provided by the student concurrent with their request for a reasonable substitution for admission to a program of study, or graduation. Such documentation shall be provided by a medical doctor, psychologist, or other specialist recognized to treat the specific disability.
3. **Review Policy:** Students with disabilities requesting course substitutions must submit an academic petition to the Office of the Registrar. The petition at minimum shall identify the substitution desired and the justification for the substitution and shall contain the documentation described in paragraph two above. The Office of the Registrar, in consultation with the appropriate Academic Dean and the Director of Adaptive Services will consider reasonable substitutions appropriate for each individual student.
4. **Substitution Decision:** The decision will be communicated in writing by the Office of the Registrar to the student and the Director of Adaptive Services.
5. **Articulation:** Florida SouthWestern State College will recognize any substitution previously granted to a transfer student by a Florida State post-secondary institution. In accordance with FAC 6A-10.041(3), substitutions granted by Florida SouthWestern State will be honored at any Florida State post-secondary institution. The College will assist the student in contacting the out-of-state or private institution receiving the course substitution(s) to determine how the substitution(s) will be treated in the program of study he/she is pursuing. The student will be advised accordingly.
6. **Student Appeal:** A student may appeal a denial of the substitution request(s) or determination of ineligibility in writing to the Vice President of Academic Affairs and Vice President for Academic Affairs, who shall make the final decision. The appeal must be filed within 21 days (about 3 weeks) of receipt of the written denial by the Office of the Registrar. Any decision of the Vice President of Academic Affairs and

Vice President for Academic Affairs is subject to the right of any person whose substantial interests are determined to request a hearing pursuant to Title X, Chapter 120, Florida Statutes.

7. Records: The Office of the Registrar and the Director of Adaptive Services shall maintain records on the number of students granted substitutions by type of disability, the substitution provided, the substitutions identified as available for each documented disability and the number of requests that were denied.

Campus Violence Prevention Policy (Florida SouthWestern State College Board of Trustees Policy 6Hx6:2.07)

It is the policy of the District Board of Trustees of Florida SouthWestern State College to prohibit, as being incompatible with the mission of the College, the commission of all forms of sexual violence and other crimes of violence by, or upon, any member of the college community, including students, employees, and guests.

In the implementation of this policy the President is authorized to adopt, periodically review, and enforce procedures, including, but not limited to:

- a. The provision of information identifying laws prohibiting such misconduct;
- b. Information regarding the rights of complainants, victims, the respondents, and the services available to them;
- c. Administrative procedures for the investigation by the college of cases involving sexual misconduct and other crimes of violence;
- d. Administrative proceedings, disciplinary actions, and penalties which may be imposed upon violators; and,
- e. A comprehensive educational program to assure awareness within the College community of the problems of sexual misconduct, in order to discourage and attempt to prevent such misconduct, and to encourage reporting and the receipt of assistance.

Discrimination And Harassment Policy (Florida SouthWestern State College Board of Trustees Policy 6Hx6:2.03)

Florida SouthWestern State College is committed to maintaining an educational and work environment in which no member of the College community is excluded from participation in, denied the benefits of, or subjected to discrimination or harassment in any College program or activity on the basis on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination which in the educational environment may deny or limit an individual's ability to participate in or benefit from college programs or activities.

Florida SouthWestern State college in compliance with Title VII of the Civil Rights Act of 1964, the American with Disabilities Act, Section 504 of the Rehabilitation Act, the Florida Civil Rights Act of 1992, Title IX of the Education Amendments of 1972, and relevant sections of the Violence Against Women Reauthorization Act opposes any act of discrimination or harassment and prohibits such action.

In the implementation of this policy, the President is authorized to adopt, review, and enforce

procedures, including, but not limited to:

- a. The provision of information identifying laws prohibiting such misconduct;
- b. Information regarding the rights of complainants, victims and respondents and the services available to them;
- c. Administrative procedures for the investigation by the college of cases involving discrimination or harassment--including sexual harassment, sexual discrimination and sexual violence and misconduct; including procedures prohibiting retaliation
- d. Administrative proceedings, disciplinary actions, and penalties which may be imposed upon violators; and,
- e. A comprehensive educational program to assure awareness within the College community of the problems of sexual misconduct, to discourage and attempt to prevent such misconduct, and to encourage reporting and the receipt of assistance.

Angela Hawke is the Title IX Coordinator/Compliance Officer. Questions pertaining to discrimination or harassment should be addressed to Angela Hawke at 239-489-9051 or 8099 College Parkway, Fort Myers, FL 33919.

College Operating Procedures

Drug-Free Campus and Workplace (College Operating Procedure 05-0803)

It is the policy of Florida SouthWestern State College to promote and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on and off College premises. The possession or use of alcohol under the circumstances described herein is also prohibited. All students and employees are required to abide by the terms of this policy as a condition of initial and continued enrollment and/or employment.

This policy is based on the Drug Free Workplace Act, 41 U.S.C. 70-1 et. seq., as amended and is supplemented by college administrative policies and procedures.

- A. The illegal use, possession, manufacture, dispensation, and distribution of any controlled substance, at any time, whether on or off duty or on or off college premises is prohibited as a matter of college policy.
- B. Except as hereinafter provided, use or possession by an employee or student of alcohol in the workplace, or use of alcohol on college property is prohibited. The possession or consumption of alcohol by employees or students of legal age at a College-sponsored or approved function where alcoholic beverages are served by the College or sponsor is not a violation of this Section.
- C. Any employee or student who reports to work or class or performs his/ her duties while under the influence of drugs or alcohol will be in violation of this policy.
- D. Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion, or termination, and/or a requirement of satisfactory participation in a college-approved drug or alcohol rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.

Legal & Disciplinary Sanctions (For violations of standards of conduct)

The College will impose sanctions (consistent with local, state, and Federal law) upon all employees and students who violate these standards of conduct. Such sanctions may include but are not limited to: (1) referral for prosecution; (2) probation, suspension, or expulsion of students; or (3) suspension or termination of employees.

The College requires that any employee who is convicted of any offense relating to the sale, purchase, delivery, use, manufacturing or distribution of illegal drugs or controlled substances on campus, or while attending a College-sponsored event or conducting College business to report such conviction to the Human Resources Office, 239-489-9294, no later than 24 hours after the arrest or conviction.

Employee/Student Employee Assistance Program

Florida SouthWestern State College recognizes illegal drug use and/or dependency to be a health, safety and security problem. Employees who need assistance with problems related to drug abuse are encouraged to contact the Employee Assistance Program:

Southwest Florida Employment Assistance Programs 3949 Evans Avenue, Suite 202, Ft. Myers, FL 33901
Phone: 239-278-7435
Toll Free: 800-226-7930
Email: swfeap@swfeap.com

Legal Sanctions – Disciplinary Sanctions

It is “unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public college or other post- secondary educational institution.” Legal action will be taken for violation of these Statutes and policies, as appropriate. Any person who violates this paragraph with respect to a controlled substance named or described in s.893.03(1)(a), (1)(b), (1) (d), (2)(a), or (2)(b) commits a felony of the first degree punishable as provided in s. 775.082, s.775.083., or s. 775.084 and shall not be eligible for parole or release under the Control Release Authority or statutory gain time.

State law prohibits the possession of alcoholic beverages by persons under age 21, punishable for the first offense by a definite term of imprisonment not exceeding 60 days and/or a \$500 fine, and for a subsequent offense by a definite term of imprisonment not exceeding one year and a fine of \$1,000. It is similarly prohibited and punishable to distribute alcohol to minors.

State law makes it a crime for any person to possess or distribute illicit drugs (controlled substances as described in Section 893.03, Florida Statutes) under Section 893.13, Florida Statutes. Law provides certain limited exceptions. The crimes range from second degree misdemeanors (up to 60 days imprisonment and up to a \$500 fine) to first degree felonies (up to 30 years imprisonment and up to \$10,000 fine).

Trafficking (distributing specified large quantities of various controlled substances under Section 893.03, Florida Statutes) under Section 893.135, Florida Statutes is punishable, depending on the particular illicit drug and quantity involved, by a minimum term of imprisonment of 3 to 25 calendar years and a fine of \$25,000 to \$500,000.

Federal trafficking penalties for first offenses, depending upon the illicit drug involved, range from not more than one-year imprisonment and a fine of not more than \$100,000 for an individual to 40 years to life imprisonment and a fine of not more than \$200,000 for an individual to not less than life imprisonment and a fine of not more than 8 million dollars for an individual.

The College requires that any employee who is convicted of any offense relating to the sale, purchase, delivery, use, manufacturing or distribution of illegal drugs or controlled substances on campus, or while attending a College-sponsored event or conducting College business to report such conviction to the Human Resources Office, 239-489-9294, no later than five days after the conviction.

Drug Education and Treatment Programs

Florida SouthWestern State College recognizes illegal drug use and/or dependency to be a health, safety, and security problem. Those who need assistance with problems related to drug abuse

are encouraged to use any available resources including:

American With Disabilities (ADA) Act (College Operating Procedure 01-0104)

The ADA, Section 504 and their implementing federal regulations prohibit discrimination on the basis of disability under any program or activity receiving Federal financial assistance. As provided by law, Florida SouthWestern State College prohibits discrimination against individuals with disabilities. In addition, the College provides individuals with disabilities with equal employment and educational opportunities and with reasonable accommodations.

The College assures students, staff or faculty members, or other members of the College community the college will work towards eliminating and preventing disability harassment.

For Students Seeking an Accommodation - the Director of Adaptive Services is responsible for coordinating the College's compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and serves as the College ADA and Section 504 Coordinator.

For Employees and Persons Other Than Students Seeking an Accommodation – the College's Title IX Coordinator and Compliance Officer is responsible for coordinating the College's compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and serves as the College ADA and Section 504 Coordinator with respect to all non-student matters. ("Compliance Officer"). The Compliance Officer's contact information appears at the end of this procedure.

The Director of Adaptive Services and the Compliance Officer, or their designee, conduct activities such as (but not limited to):

1. Assisting College offices in making their programs and services accessible;
2. Overseeing communication with all College constituents and campus visitors regarding how they can access programs and services consistent with the ADA/Section 504;
3. Reviewing College policies, facilities, and activities to assure institutional compliance with the ADA/Section 504;
4. Responding to any questions or concerns regarding the ADA/Section 504 accommodations and assure prompt resolution.

Requesting an Accommodation:

1. For Students Seeking an Accommodation - It is the obligation of the individual with a disability to request a reasonable accommodation. Students and applicants must submit any request for accommodations to the Adaptive Services for consideration. Individuals with a disability must provide recent documentation from a qualified, licensed professional that addresses the disability and the requested accommodation. Adaptive Services shall determine that the request for accommodation is supported by appropriate documentation. The College and the student have a mutual obligation to engage in a good faith interactive process to explore and discuss options for reasonable accommodations. Once a student has been registered with Adaptive Services, it is the

student's responsibility to request accommodations for each semester in which accommodation is desired. Additional information regarding the process by which students can seek accommodations for a disability is available through Adaptive Services.

2. For Employees Seeking an Accommodation - The College provides reasonable accommodations for employees with a disability who can perform their essential job duties with or without accommodation. Reasonable accommodations are provided only when an employee self-identifies as a qualified individual with a disability and provides the appropriate documentation from a healthcare provider. In determining which accommodations are 'reasonable,' the College and the employee have a mutual obligation to engage in a good faith interactive process to explore and discuss options for reasonable accommodations. Additional information regarding the process by which employees can seek accommodations for disability is available through the Compliance Officer. Employees may request reasonable accommodations by submitting the [Reasonable Accommodation Request Form](#).
3. For Persons Other Than Employees and Students Seeking an Accommodation - Participants at College public meetings, entertainment events, athletic events and other public gatherings may seek accommodations by contacting the Compliance Officer. The College will use its best effort to make campus programs and events reasonably accessible to individuals with disabilities. Any individual, including visitors to campus, who require an accommodation is urged to contact the responsible department at least one week in advance of the event. Please be aware that it may be difficult to provide an accommodation on less than one week's prior notice.

Responding to Complaints Regarding Failures to Accommodate

1. Students: In the event the student or the student's advocates report disability discrimination or harassment then such complaints shall be treated as a separate matter under Paragraph 2(C), below.
2. Employees and Persons Other Than Students: Resolving issues through the Human Resources Office. A College employee who believes that the Compliance Officer did not follow College procedures in the determination regarding an accommodation or consider relevant information during the process may request a reconsideration of the decision.

In order to request reconsideration of a decision regarding an accommodation, the employee should request a meeting with the Director of Human Resources to present additional information and/or documentation and to discuss the nature of the issue or complaint. This meeting must be requested within thirty days of the determination at issue. The Director of Human Resources may contact the Compliance Officer and other professionals who can provide information pertinent to the case.

Following the review of the request for reconsideration, the Director of Human Resources will notify the employee of the decision. In the absence of unusual circumstances, the review process will be completed within thirty calendar days. Unusual Circumstances would include such matters as scheduled and unscheduled College closures, the need to obtain new or additional evidence from third parties or the unavailability of the complainant or necessary witness.

In the event that unusual circumstances will delay disposition, all parties will be notified of the delay and the anticipated date of completion.

Discrimination or Harassment Based Upon Disability

Definitions

Disability Harassment: Disability harassment under Section 504 and the ADA is intimidation or abusive unwelcome behavior directed toward an individual based on disability that creates a hostile environment by interfering with an individual's participation in or receipt of benefits, services, or opportunities in the institution's programs and activities. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

Hostile Environment: When harassing conduct directed at an individual is sufficiently and objectively and subjectively severe, persistent, or pervasive that it interferes with or limits a student's ability to participate in or benefit from the services or opportunities offered by a school or, in the employment context, it alters the employees conditions of employment and creates an abusive work environment which violates an individual's rights under the Section 504 and Title II regulations. A hostile environment may exist even if there are no tangible effects on the individual, where the harassment is serious enough to adversely affect the individual's ability to participate in or benefit from the College's programs and activities including its educational programs. Examples of harassment that could create a hostile environment follow.

- Several students continually remark out loud to other students during class that a student with dyslexia is "retarded" or "deaf and dumb" and does not belong in the class. The student tries to act as though she doesn't hear and makes no comments. Then one day as a result of the comments, the harassed student stops attending the class.
- A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom.
- A faculty member repeatedly points out to other students in the class that a blind student is using an audio recorder related to the student's disability, with the result that the student stops attending the class to avoid further embarrassment.
- A professor repeatedly belittles and criticizes a student with a disability for requesting testing accommodations to the point that the student stops utilizing the accommodation and, as a result, her grades decline.
- Several college employees repeatedly tease a visually impaired employee while making use of an enhanced computer monitor calling her "blind as a bat" and, as a consequence, the employee transfers out of the department.

Title IX Reporting: Harassment/Discrimination

FSW will act on any formal or informal allegation or notice of violation of the policy on Disability Harassment and Nondiscrimination that is received by the Compliance Officer, Director of Adaptive Services, or a member of administration, faculty, or other employee. The procedures described below apply to all allegations of disability harassment or discrimination involving students, staff or faculty members, or third parties. All complaints involving disability harassment or discrimination should be promptly submitted to the Compliance Officer for disposition under this College Operating Procedure.

The College reserves the right to initiate an investigation without a complaint of disability harassment or discrimination or participation by a complaining party. The Compliance Officer will notify the complainant if an investigation commences, or if there is no reasonable cause to pursue an investigation.

Following receipt of notice, the Compliance Officer engages in a preliminary inquiry to determine if there is reasonable cause to believe the Discrimination and Harassment Policy has been violated and if interim remedies should be provided during the investigation.

The interim remedies may include, but are not limited to:

- A. Referral to counseling and health services
- B. Referral to the Employee Assistance Program
- C. Education to the community
- D. Altering the housing situation of the responding party (resident student or resident employee (or the reporting party, if desired)
- E. Altering work arrangements for employees
- F. Providing campus escorts
- G. Providing transportation accommodations
- H. Implementing contact limitations between the parties
- I. Offering adjustments to academic deadlines, course schedules, etc.

In cases where the reporting party wishes to proceed or the College determines it will proceed, and the preliminary inquiry shows that reasonable cause exists, the Compliance Officer will direct an investigation to commence. The process followed considers the preference of the complainant but is ultimately determined at the discretion of the Compliance Officer.

All parties involved in the investigation shall be afforded the opportunity to present witnesses and other evidence and all parties shall be provided with the written outcome of the investigation and, if applicable, the appeal finding.

If, during the preliminary inquiry or at any point during the investigation, the Compliance Officer determines that there is no reasonable cause to believe that the policy has been violated, the process will end unless the reporting party requests that the Compliance Officer makes an extraordinary determination to re-open the investigation. This decision lies in the sole discretion of the Compliance Officer.

Any evidence that the investigator believes is relevant and credible may be considered,

including history and pattern evidence. The investigator may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility or that is improperly prejudicial.

Unless the investigator determines it is appropriate, the investigation and the finding will not consider: (1) incidents not directly related to the possible violation, unless they show a pattern, (2) or the character of the responding party.

In the absence of unusual circumstances, the College will complete all investigations within sixty (60) calendar daytime period. The time period for the completion of the investigation may be extended as necessary for appropriate cause by the Compliance Officer with notice to the parties as appropriate. Unusual Circumstances would include such matters as scheduled and unscheduled College closures, the need to obtain new or additional evidence from third parties or the unavailability of the complainant or necessary witnesses. In the event that unusual circumstances will delay disposition all parties will be notified of the delay and the anticipated date of completion.

The investigator(s) will base the determination(s) on the preponderance of the evidence -- whether it is more likely than not that the responding party violated policy as alleged.

Typically, within ten (10) calendar days of the close of an investigation, the Compliance Officer or designee will provide the complaining parties and the responding parties with written finding(s) of the investigation and may make recommendations for further action. If the responding party is an employee, the findings and recommendations will be forwarded to the Director of Human Resources for disposition. If the responding party is a student, the case will proceed under the Student Code of Conduct for disposition.

Title IX Reports & Complaints

Sr. HR Manager, Employee Relations/Title IX Coordinator/Compliance Officer
8099 College Parkway, Fort Myers, FL 33939
or by calling 239-489-9051
or call through the Florida Relay Service at 1-800-955-8771 (TTY)

Chief Student Affairs Officer or Designee
8099 College Parkway
Fort Myers, FL 33919
239-489-9067

Human Resources Department
8099 College Parkway
Fort Myers, FL 33939
239-489-9357

Florida Relay Service at 711 (<http://www.ftri.org/relay>).

Additional information:

- The Office of the Assistant Secretary for Civil Rights (<https://www.usda.gov/oascr/home>)

- Office of Civil Rights (<https://www.hhs.gov/ocr/index.html>)

Title IX and Compliance

Florida SouthWestern State College is committed to maintaining an educational and work environment in which no member of the College community is excluded from participation in, denied the benefits of, or subjected to discrimination or harassment in any College program or activity on the basis on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination which in the educational environment may deny or limit an individual's ability to participate in or benefit from college programs or activities.

Florida SouthWestern State College in compliance with Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Florida Civil Rights Act of 1992, Title IX of the Education Act of 1972, and relevant sections of the Violence Against Women Reauthorization Act opposes any act of discrimination or harassment and prohibits such action.

Students, staff and faculty can learn more about their rights and FSW's responsibility by visiting the Title IX and Compliance page. Reports of harassment, discrimination and retaliation can be submitted online by completing the Harassment, Discrimination and Retaliation Reporting Form.

Reports of harassment, discrimination and sexual misconduct can be submitted online by completing the Harassment, Discrimination and Sexual Misconduct Reporting Form.

Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational compliance, equal access, or equal opportunity should be addressed to:

Angela Hawke, Sr. HR Manager, Employee Relations, Title IX Coordinator/Compliance Officer
Compliance@fsw.edu
239-489-9051

Florida Statutes

The following Florida Statutes, District Board of Trustee Policies, and College Operating Procedures affect students at Florida SouthWestern State College. For the benefit of all students, adherence to these laws is expected. Any questions concerning these Statutes and policies may be directed to the Vice President of Academic Affairs for Student Affairs.

Chapter 1006 Part II

Includes the following subsections regarding Public Postsecondary Education Support for Learning and Student Services.

Participation by Students in Disruptive Activities at Public Post Secondary Educational Institutions; Penalties

(Florida Statute Section 1006.61)

Expulsion and Discipline of Student of Florida College System Institutions and State Universities

(Florida Statute Section 1006.62)

Hazing Prohibited

(Florida Statute Section 1006.63)

Vaccination Against Meningococcal Meningitis and Hepatitis B

(Florida Statute Section 1006.69)

Chapter 810

Includes the following subsections regarding Burglary and Trespass.

Trespass In Structure or Conveyance

(Florida Statute Section 810.08)

Trespass on Property Other Than Structure or Conveyance

(Florida Statute Section 810.09)

Trespass on School Property with Firearm or Another Weapon Prohibited

(Florida Statute Section 810.095)

Chapter 877

Includes the following subsections regarding Miscellaneous Crimes. EDUCATIONAL INSTITUTIONS OR SCHOOL BOARDS; PENALTY

For Disruption

(Florida Statute Section 877.13)

Safety & Security

Campus Police Information

<https://www.fsw.edu/campuspolicy>

Alert Emergency Messaging System

The FSW Alert emergency notification system is the official source for emergency alerts, warnings, and information from Florida SouthWestern State College. FSW Alert delivers emergency alerts to students, faculty, staff, and campus partners simultaneously through 20 primary and secondary delivery methods in 5 minutes or less.

Response to Active Threats

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities across the United States to disclose information about the number of criminal offenses, hate crimes and arrests on and around their campuses.

By October of each calendar year, Florida SouthWestern State College compiles a campus security report covering the past three consecutive years. Statistics are collated from monthly reports on file in the Campus Police offices and the various sheriff's offices.

The Annual Security Report is available in the Campus Safety Guide on the website. Additionally, copies are available by mail upon request.

Safety Service

Safety Service police escort to your car: FSWPD Non-Emergency 239-489-9203.

Student Resources

- Adaptive Services: AdaptiveServices@fsw.edu
 - <https://www.fsw.edu/adaptiveservices>
- Care Services: Care@fsw.edu
 - <https://www.fsw.edu/careservices>
- Community Standards: CommunityStandards@fsw.edu
 - <https://www.fsw.edu/communitystandards>
- Student Involvement: Involve@fsw.edu; RSO@fsw.edu; CampusRecreation@fsw.edu
 - <https://www.fsw.edu/studentengagement/studentinvolvement>
- Student Leadership: Lead@fsw.edu
 - <https://www.fsw.edu/studentengagement/studentleadership>
- Student Transitions: StudentTransitions@fsw.edu
 - <https://www.fsw.edu/studentengagement/studenttransitions>
- Residence Life: ResLife@fsw.edu
 - <https://www.fsw.edu/housing>
- Veteran & Military Services: VeteranServices@fsw.edu
 - <https://www.fsw.edu/veteranservices>