



# **STUDENT**

## **PLANNER & HANDBOOK**

FLORIDA  
SOUTHWESTERN  
STATE COLLEGE

# DEDICATE To GRADUATE

[www.FSW.edu/graduate](http://www.FSW.edu/graduate)

Florida SouthWestern State College is dedicated to providing you the tools and assistance you need to graduate! We encourage you to learn more about the campus resources that will keep you on the path to becoming an FSW graduate.

**ACADEMIC ADVISING, CAREER, &  
TRANSFER CENTER**

[www.FSW.edu/advising](http://www.FSW.edu/advising)

**ACADEMIC SUPPORT CENTER**

[www.FSW.edu/academicsupport](http://www.FSW.edu/academicsupport)

**ADAPTIVE SERVICES**

[www.FSW.edu/adaptiveservices](http://www.FSW.edu/adaptiveservices)

**COUNSELING**

[www.FSW.edu/counseling](http://www.FSW.edu/counseling)

**FINANCIAL AID**

[www.FSW.edu/financialaid](http://www.FSW.edu/financialaid)

**LIBRARY**

[www.FSW.edu/library](http://www.FSW.edu/library)

**PEER TUTORING CENTER**

[www.FSW.edu/tutoring](http://www.FSW.edu/tutoring)

**STUDENT ENGAGEMENT**

[www.FSW.edu/engage](http://www.FSW.edu/engage)

[www.FSW.edu/calendar](http://www.FSW.edu/calendar)

The Office of Student Engagement & many other departments also provide events to help you succeed! Keep an eye out for event posters on campus and check out [www.FSW.edu/calendar](http://www.FSW.edu/calendar) for details.

FLORIDA SOUTHWESTERN STATE COLLEGE

## CAREER COACH



Discover The Path To Your Career

[www.FSW.edu/careercoach](http://www.FSW.edu/careercoach)



## This Book Belongs to

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Follow FSW on Social Media!

FSW posts deadlines, activities, and more on social media.

Follow us to get the most up-to-date information.



**@FSWSTUDENTS**



**@FSWSGA**

The information in this book was the best available at press time. Watch for additional information and changes.



an sdi innovations company

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2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883

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## Message From the Vice Provost for Student Affairs



Dear FSW Bucs,

I am very pleased to welcome you to Florida SouthWestern State College!

The FSW Division of Student Affairs complements the college's academic mission by offering programs, activities, and services that advance your personal, social, and intellectual development.

If you haven't already, look at what is available to you through our "Dedicate to Graduate" initiative at [www.FSW.edu/graduate](http://www.FSW.edu/graduate). From your first time on campus to the day you proudly shake my hand crossing the stage at Commencement, our division is here to ensure your success.

I encourage you to take advantage of all you can during your time as a student at FSW. Whether it's having fun at activities and game nights hosted by the Office of Student Engagement, Campus Rec, or Athletics; attending workshops and tutoring sessions provided by the Academic Support Centers or FSW Library; or joining a student club or organization, getting involved on campus is an important part of your college experience. You will find many of these opportunities listed in the pages of this planner.

As the Vice Provost for Student Affairs, I look forward to working with you and the dedicated individuals within the division to provide programs and services to foster your academic success.

We wish you much success and rewarding experiences this academic year.

All the best and GO FSW BUCS!

*Christine Davis*

Christine Davis, Ed.D.  
Vice Provost for Student Affairs

# Get Involved!

## The Office of Student Engagement

Florida SouthWestern State College is committed to providing opportunities to enhance the academic experience of the student population through services and diverse programming that allow students to fulfill their personal, social, and intellectual growth and development. Each college location offers a variety of student activities including but not limited to:

- Civic Engagement and Community Service
- Leadership Development
- Social Events
- Student Organizations
- Student Government Association
- Student Recreation and Fitness
- Peer Mentoring
- Career Programming

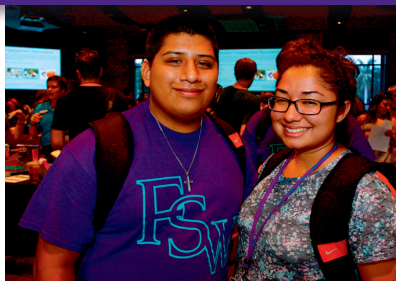
Ready to make the most of your college experience?

Visit us online at  
**[www.FSW.edu/engage](http://www.FSW.edu/engage)**

Follow us on social media:



**@FSWSTUDENTS**



## Student Engagement Office Locations

**Charlotte**  
Building O, Room 105  
941-637-5634

**Collier**  
Building A, Room 106  
239-732-3908

**Hendry/Glades Curtis**  
Building A, Room 123  
863-674-6001

**Thomas Edison (Lee)**  
Building Q, Room 127  
239-489-9246

# Student Government Association



## Your School, Your Voice!

The Student Government Association is your voice at Florida SouthWestern State College. Members of the FSW SGA work hard to:

- Represent FSW Students Statewide
- Promote Campus Activities
- Organize Community Service Projects
- Attend Legislative Conferences
- Provide Leadership and Professional Development Workshops

### E-Board Meetings

The SGA Executive Board represents the entire college. The positions include President, Vice President, Secretary, Treasurer, Historian, Chief Justice, and the Senate Chair.

**Mondays at 2 PM**



### Campus Congress Meetings

The SGA Campus Congress represent each of the college's four locations: Lee, Charlotte, Collier, and Hendry/Glades. Visit your campus SGA office for dates and times.

Visit us online at [www.FSW.edu/studentengagement/sga](http://www.FSW.edu/studentengagement/sga)

Follow Us on Social Media



@FSWSGA



# Clubs and Organizations

FSW has over 50 student organizations, honor societies, professional organizations, and faith-based groups. Clubs are open to all students and a great way to get connected on campus!



Learn how to get involved now at [www.FSW.edu/engage](http://www.FSW.edu/engage)

# FSW Campus Recreation

FSW Campus Recreation is dedicated to providing a spot for students, faculty, and staff to exercise, play, and connect. Our offerings focus on promoting health, wellness, recreation, and fun. Everyone is encouraged to participate!

Whether you are getting started or have an established workout routine, Campus Rec and the FSW Fitness Center have something for you:

- A 3,600 square foot Fitness Center located in the Suncoast Credit Union Arena
- Special Fitness & Wellness Programs
- Intramural Sports
- Special Events
- Personal Training
- Group Fitness Classes
- Access to Cardio Equipment, Weight Machines, and Free Weights



Visit us online at

**[www.FSW.edu/campusrec](http://www.FSW.edu/campusrec)**

Follow us on social media:

  ***@FSWCAMPUSREC***

## Campus Recreation Office Locations

**Thomas Edison (Lee)**  
Building X  
239-489-9290

[campusrec@fsw.edu](mailto:campusrec@fsw.edu)

# Athletics



## We Are The FSW Buccaneers!

Be a part of the excitement of FSW Athletics! The FSW Bucs softball team played in the NJCAA Division I Softball Championships in Utah in 2018 and our men's basketball team made it to the quarterfinals of the NJCAA National Championships.

## Enjoy a Game

Support our teams – baseball, softball, and basketball – at upcoming games in City of Palms Park or the brand new Suncoast Credit Union Arena.

Admission to all home games is **FREE** for students who bring a valid **BUC CARD**.

**Suncoast Credit Union Arena**  
13350 FSW Parkway  
Fort Myers, FL 33919

**City of Palms Park**  
2201 Edison Avenue  
Fort Myers, FL 33901

## Student Game Nights

The Office of Student Engagement hosts special student game nights every semester. Check in with your BUC CARD to receive:

- Free Food
- Free Swag
- Prizes

Check [www.FSW.edu/calendar](http://www.FSW.edu/calendar) for upcoming game nights!

## GAME DAY!

Admission is **FREE** to every game with your **BUC CARD**!

Visit us online at [www.FSWBUCS.com](http://www.FSWBUCS.com)



@FSWBUCS

# Get Connected



## Your Buc Card is the Key to the College!

The BUC Card is the FSW identification card, but this little card is much more than your official College ID.

- Access to student activities, library services, and on-campus housing
- Add Campus BUC\$ to your BUC Card for FSW dining, FSW bookstore, and WEPA student printing kiosks
- Get student discounts at many local businesses
- Entry to student events on campus
- Food and entry to student game nights at the Suncoast Credit Union Arena and City of Palms Park

Visit us online at

**[www.FSW.edu/buccard](http://www.FSW.edu/buccard)**

Follow us on social media:



### BUC Card Office Locations

For questions or concerns contact the BUC Card  
District Office at (239) 432-6700

**Charlotte**  
Building J, Room 102

**Collier**  
Building M, Lobby

**Hendry/Glades Curtis**  
Building A, Room 113

**Thomas Edison (Lee)**  
Building S, Room 102

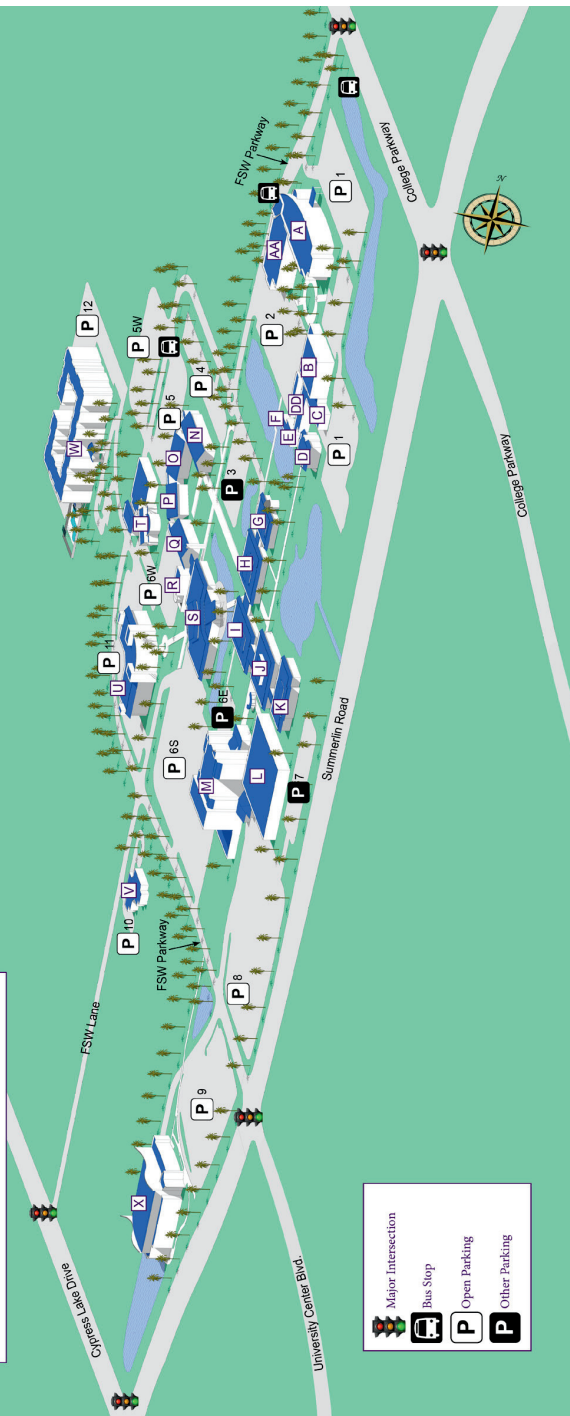




Thomas Edison (Lee) Campus  
8099 College Parkway • Fort Myers, Florida 33919  
(239) 489-9300  
www.FSW.edu/lee

#### Map Key

Walker Hall/	BB Main Performing Arts Hall.....M
Medical Museum of History.....A	Royal Palm Hall.....O
Nursing Building.....AA	Sabal Hall.....P
Gresham Hall.....B	Arca Hall.....Q
White Hall.....C	Howard Hall.....R
Physical Plant-Central.....DD	Taeni Student Services Hall.....S
Facilities Annex.....E	Florida Southwestern Collegiate
Shipping and Receiving.....F	High School Lee.....T
Presidio Information.....G	Chickadee Building.....U
Technology Center.....H	Lockmiller Child.....V
Robinson Hall.....I	Development Center.....W
Rush Library.....J	LightHouse Commons.....X
Hendry Hall.....K	Suncoast Credit Union Arena.....X
Humanities Hall/	
Bob Rauschenberg Gallery.....L	







# FLORIDA SOUTHWESTERN STATE COLLEGE

Collier Campus  
7505 Grand Lely Drive • Naples, Florida 34113  
(239) 732-3700  
[www.FSW.edu/collier](http://www.FSW.edu/collier)

Rattlesnake Hammock Road



Collier Boulevard CR 951

Grand Lely Drive

Lely Cultural Parkway

**Map Key**

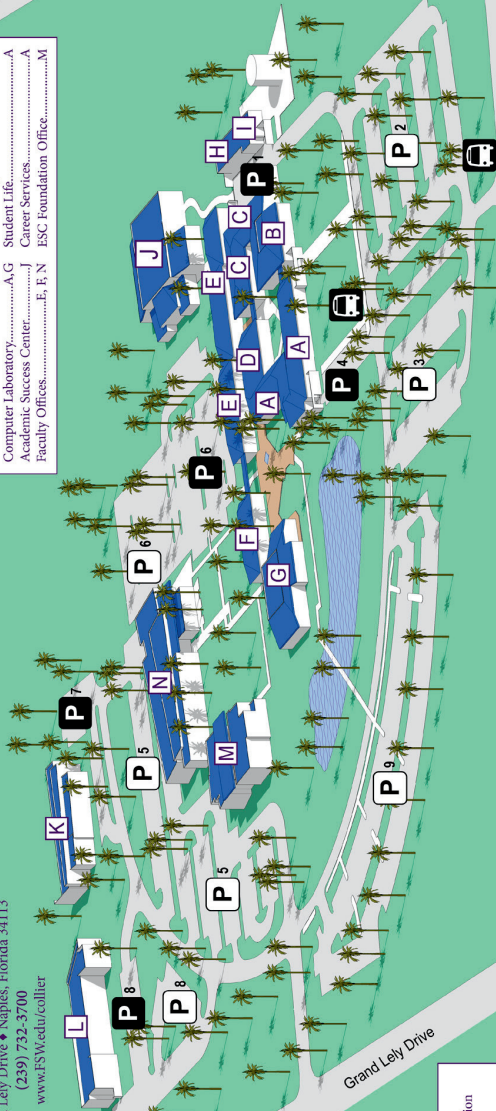
Administration.....	M	Business & Technology Center.....	J
Admissions & Student Services.....	M	Plant Operations.....	H, I
Cashier.....	M	NCEF Early Childhood Development Center.....	K
Auditorium.....	B	NCEF Pediatric Dental Center/ Cafeteria.....	L
Book Store.....	M	UF College of Dentistry.....	L
Student Center.....	D	Allen & Maria Weiss Health Sciences Hall.....	N
Library.....	G	Public Safety.....	A
Classrooms.....	A, B, E, F, G, I, N	Student Life.....	A
Computer Laboratory.....	A, G	Career Services.....	A
Academic Success Center.....	J	ESC Foundation Office.....	M
Faculty Offices.....	E, F, N		

Major Intersection

Bus Stop

Open Parking

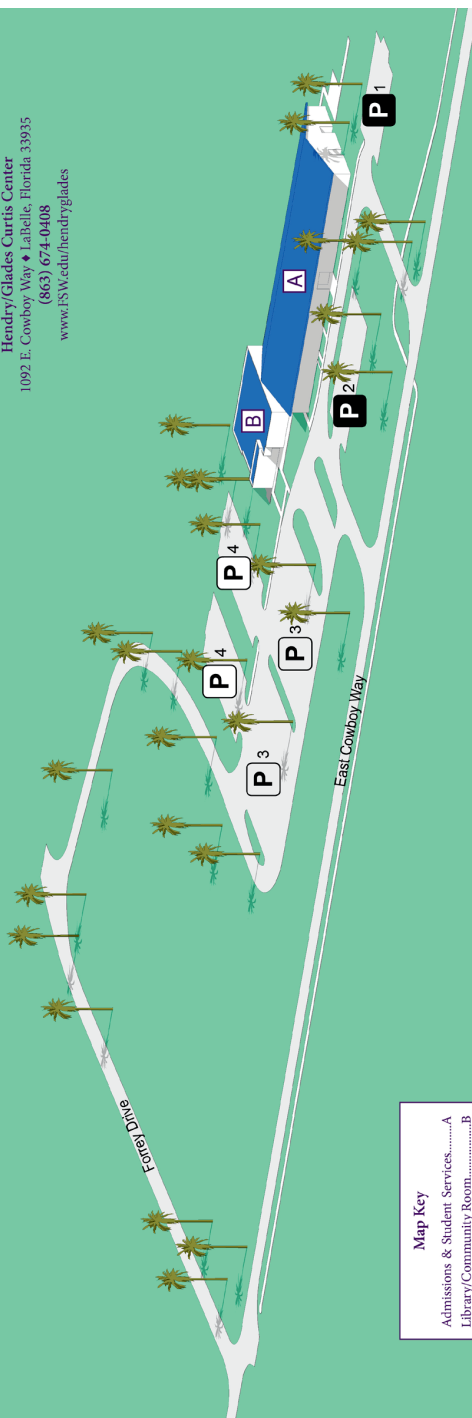
Other Parking







Hendry/Glades Curtis Center  
 1092 E. Cowboy Way • Labelle, Florida 33935  
 (863) 674-0408  
[www.FSW.edu/hendryglades](http://www.FSW.edu/hendryglades)



**Map Key**

Admissions & Student Services.....A  
 Library/Community Room.....B

**P** Open Parking  
**P** Other Parking

# FALL 2018

Full term

Mini-A

Mini-B

ADMISSIONS DEADLINES			
Application deadline	8/5/18	8/5/18	10/7/18
Apply for a change of Florida residency status	8/27/18	8/27/18	10/24/18
REGISTRATION DEADLINES			
Priority: veterans, honors, housing, athletes	3/15/18	3/15/18	3/15/18
Degree-Seeking	3/16/18	3/16/18	3/16/18
Open registration	3/19/18	3/19/18	3/19/18
State employees	8/20/18	8/20/18	10/18/18
Late registration (\$75 penalty)	8/20/18	8/20/18	10/18/18
CLASSES AND FINAL EXAMS			
First day of classes	8/20/18	8/20/18	10/18/18
Last day of classes	12/3/18	10/1/18	12/3/18
Final exams (exam schedule on the web)	12/4 - 12/10	10/2 - 10/8	12/4 - 12/10
LAST DATE TO			
Add courses, drop courses, change credit/audit	8/27/18	8/27/18	10/24/18
Add course for financial aid eligibility	8/27/18	8/27/18	8/27/18
Add or change a program	8/27/18	8/27/18	N/A
Withdraw from courses	10/26/18	9/19/18	11/19/18
GRADES AND ATTENDANCE VERIFICATION			
Last day to replace 'I' grade- previous semester	9/17/18	9/17/18	9/17/18
Attendance verification due	8/28/18	8/28/18	10/25/18
Final Grades due - 4:30PM	12/12/18	10/9/18	12/12/18
FINANCIAL ACTIVITIES			
60% of the Semester <i>(students who stop attending before this date may have to return financial aid funds)</i>	10/26/18	9/19/18	11/19/18
Financial aid book buying days	8/6 - 8/27	8/6 - 8/27	10/4 - 10/24
Classes dropped for non-payment and then daily	8/2/18	8/2/18	10/3/18
GRADUATION & COMMENCEMENT CEREMONY			
Last day update auto graduation status (opt in/out)	12/3/18	10/1/18	12/3/18
Commencement ceremony application deadline	3/29/19	3/29/19	3/29/19
Commencement ceremony	5/3/19	5/3/19	5/3/19
ADDITIONAL IMPORTANT DATES			
Placement testing for new students begins	2/12/18	2/12/18	2/12/18
New student orientation & advising sessions begins	3/16/18	3/16/18	3/16/18
COLLEGE CLOSED			
	9/3/18 11/11-11/12 11/22-11/25 12/17 - 1/2	9/3/18	11/11-11/12 11/22-11/25 12/17 - 1/2

# Spring 2019

Full term

Mini-A

Mini-B

ADMISSIONS DEADLINES			
Application deadline	12/9/18	12/9/18	2/24/19
Apply for a change of Florida residency status	1/14/19	1/14/19	3/19/19
REGISTRATION DEADLINES			
Priority: veterans, honors, housing, athletes	10/18/18	10/18/18	10/18/18
Degree-Seeking	10/19/18	10/19/18	10/19/18
Open registration	10/22/18	10/22/18	10/22/18
State employees	1/7/19	1/7/19	3/12/19
Late registration (\$75 penalty)	1/7/19	1/7/19	3/12/19
CLASSES AND FINAL EXAMS			
First day of classes	1/7/19	1/7/19	3/12/19
Last day of classes	4/22/19	2/14/19	4/22/19
Final exams (exam schedule on the web)	4/23 - 5/1	2/15-2/20	4/23 - 5/1
LAST DATE TO			
Add courses, drop courses, change credit/audit	1/14/19	1/14/19	3/19/19
Add course for financial aid eligibility	1/14/19	1/14/19	1/14/19
Add or change a program	1/14/19	1/14/19	N/A
Withdraw from courses	3/19/19	2/4/19	4/11/19
GRADES AND ATTENDANCE VERIFICATION			
Last day to replace 'I' grade- previous semester	2/4/19	2/4/19	2/4/19
Attendance verification due	1/15/19	1/15/19	3/20/19
Final Grades due - Noon	5/3/19	2/25/19	5/3/19
FINANCIAL ACTIVITIES			
60% of the Semester <i>(students who stop attending before this date may have to return financial aid funds)</i>			
	3/19/19	2/3/19	4/11/19
Financial aid book buying days	12/10 - 1/14	12/10-1/14	2/18 - 3/19
Classes dropped for non-payment and then daily	1/2/19	1/2/19	2/27/19
GRADUATION & COMMENCEMENT CEREMONY			
Last day update auto graduation status (opt in/out)	4/22/19	2/14/19	4/22/19
Commencement ceremony application deadline	3/29/19	3/29/19	3/29/19
Commencement ceremony	5/3/19	5/3/19	5/3/19
ADDITIONAL IMPORTANT DATES			
Placement testing for new students begins	9/17/18	9/17/18	9/17/18
New student orientation & advising sessions begins	10/19/18	10/19/18	10/19/18
COLLEGE CLOSED			
	1/21/19	1/21/19	
	3/4-3/10		3/4-3/10

# Summer 2019

Full term

Mini-A

Mini-B

ADMISSIONS DEADLINES			
Application deadline	4/28/19	4/28/19	6/9/19
Apply for a change of Florida residency status	5/15/19	5/15/19	7/1/19
REGISTRATION DEADLINES			
Priority: veterans, honors, housing, athletes	3/14/19	3/14/19	3/14/19
Degree-Seeking	3/15/19	3/15/19	3/15/19
Open registration	3/18/19	3/18/19	3/18/19
State employees	5/9/19	5/9/19	6/24/19
Late registration (\$75 penalty)	5/9/19	5/9/19	6/24/19
CLASSES AND FINAL EXAMS			
First day of classes	5/9/19	5/9/19	6/24/19
Last day of classes	8/1/19	6/17/19	8/1/19
Final exams (exam schedule on the web)	Last Class	Last Class	Last Class
LAST DATE TO			
Add courses, drop courses, change credit/audit	5/15/19	5/15/19	6/27/19
Add course for financial aid eligibility	5/15/19	5/15/19	5/15/19
Add or change a program	5/15/19	5/15/19	N/A
Withdraw from courses	6/27/19	6/3/19	7/18/19
GRADES AND ATTENDANCE VERIFICATION			
Last day to replace 'I' grade- previous semester	6/6/19	6/6/19	6/6/19
Attendance verification due	5/16/19	5/16/19	7/2/19
Final Grades due - 4:30PM	8/3/19	6/19/19	8/3/19
FINANCIAL ACTIVITIES			
60% of the Semester <i>(students who stop attending before this date may have to return financial aid funds)</i>	TBD	TBD	TBD
Financial aid book buying days	4/25-5/15	4/25-5/15	6/10-7/1
Classes dropped for non-payment and then daily	5/2/19	5/2/19	6/19/19
GRADUATION & COMMENCEMENT CEREMONY			
Last day update auto graduation status (opt in/out)	8/1/19	6/17/19	8/1/19
Commencement ceremony application deadline	3/29/19	3/29/19	3/29/19
Commencement ceremony	5/3/19	5/3/19	5/3/19
ADDITIONAL IMPORTANT DATES			
Placement testing for new students begins	2/11/19	2/11/19	2/11/19
New student orientation & advising sessions begins	3/15/19	3/15/19	3/15/19
COLLEGE CLOSED			
	5/27/19 7/4/19	5/27/19	7/4/19

## VISION

Florida SouthWestern State College will be the catalyst for creating an innovative education system which provides accessible educational pathways that prepare students to be enlightened and productive citizens.

## VALUES

We value student success, integrity, intellectual inquiry, and academic rigor.

## MISSION

Every FSW student comes with the intent and commitment to graduate and every FSW employee is engaged in facilitating that commitment – students Dedicate to Graduate.

## STRATEGIC DIRECTIONS

1. Focus recruiting and admissions upon entering FSW with the intent and commitment to graduate.
  - Continue to recruit high-achieving students
  - Encourage full-time enrollment
  - Facilitate student completion of financial aid/scholarship applications
2. Explore new workforce-related certificate and degree options benefiting potential FSW students.
3. Support curricular and programmatic innovation to enhance the academic experience, engender student achievement, and increase the number of successful FSW graduates.
  - Continue to reinforce best teaching and learning practices through professional development offerings
  - Upgrade and increase academic technology to support active and engaged learning across the disciplines
  - Strengthen the academic learning community through opportunities for dialogue and collaboration within and across disciplines
4. Review college processes and procedures based on facilitating graduation. For example, the “opt-out” process for graduation.
5. Create a college experience that enhances FSW students’ – both residential and commuter, traditional and nontraditional – education to become a well-rounded FSW graduate.
  - Continue to enhance residence life programs
  - Continue to involve students in extracurricular activities – academic enrichment experiences, athletic events, cultural experiences,



international experiences, research opportunities, etc.

- Expand internship experiences
- Explore how students can get a full program/degree/certificate on a satellite campus by articulating the satellite campus program of study including timelines of classes on each campus
- Increase scholarly activity, including opportunities for student research
- Expand international education

*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 equity, equal access, or equal opportunity should be addressed to Title IX Coordinator/Equity Officer, 8099 College Parkway, Fort Myers, Florida 33919, [equity@fsw.edu](mailto:equity@fsw.edu), 239.489.9051 or to the Assistant Secretary for Civil Rights, United States Department of Education.*

## STUDENT RECORDS

Florida SouthWestern State College respects each student's right to privacy and releases, provides access to, and maintains a student's record in accordance with all applicable state and federal regulations.

### Custodians of Student Records

Florida SouthWestern State College has designated 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 of 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. Current term hours enrolled and expected date of completion in enrolled courses of study
3. Major
4. Date(s) of enrollment
5. Degree(s) and honors earned and dates
6. Participation in officially recognized activities or sports
7. Enrollment status (e.g., full-time or part-time student status)



8. Previous colleges attended

9. Photographs

10. 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 of 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.

Florida SouthWestern State College has designated the National Student Clearinghouse and Higher One Inc. as agents of the college, authorized to release student information in the performance of their contracted duties.

### **Notification of Access and Review of Student Records (Public Law 93-380 Buckley Amendment)**

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 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 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 his or her 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 his or her tasks). A school official has legitimate educational interests if the official needs to review an education record to fulfill his or her 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. 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 age 17 or older.

### **Enrollment Verifications**

Students needing official verification of their enrollment should submit a completed Enrollment Verification Request to the Office of the Registrar at least one week before the verification is needed. Enrollment Verification

Requests should include the specific information needed, including actual dates of attendance, full-time/part-time status, residency status, etc. Enrollment Verification Requests are only processed for the current or previous semesters. Future semester enrollment verifications are only processed after the last day to drop with a refund for that semester. Enrollment Verification Requests are not processed for any student or alumnus with an obligation to Florida SouthWestern State College such as unpaid fees, overdue loans, library books, audiovisual equipment, or whose admission records are not complete. Students may also contact the National Clearinghouse at (703) 742-4200 for official enrollment verifications.

### **Final Grade Reports**

Final grades are available to students after the end of each semester through Florida SouthWestern State College's student online services or through Florida Virtual Campus at [www.FloridaShines.org](http://www.FloridaShines.org). Florida SouthWestern State College does not mail final grade reports.

### **Grade Corrections**

A request for a grade correction must be made during the semester immediately following the semester in which the incorrect grade was assigned. The instructor who taught the class and the appropriate Academic Dean must approve the grade correction. No grade will be changed after a degree is awarded.

### **Petitions**

The Petitions process is designed to review, based on a student's written request, Florida SouthWestern State College policies or procedures related to:

1. Exception to the Maximum Attempts Policy;
2. Exception to the Third Attempt Surcharge; or
3. Exception to Registration Policies or deadlines.

Students begin the process by completing an official Petition Form available in the Office of the Registrar, Office of Advising, or the Campus Dean's Office. Completed petitions must be submitted to the same office by the end of the semester immediately following the semester in which the event occurred. Petitions that are more than one academic year old are not considered.

Many petitions are handled directly in the Office of the Registrar. The Office of the Registrar makes a determination based on the information collected by the Registrar's Office or provided by the student and may request a meeting with the student for further information or clarification. If necessary, additional college administrators responsible for the area of the petition may be involved in the decision. The Office of the Registrar will inform the student of the decision by Florida SouthWestern State College email. Petitions without third party

supporting documentation will not be considered.

### **Appeal of an Academic Petition**

A student has a right to appeal a decision made on an academic petition. A student wishing to appeal a decision must submit a written request and return it to the Office of the Registrar or the Campus Dean. The appeal is forwarded to the appropriate Campus or Academic Dean, if the appropriate Campus or Academic Dean has not previously reviewed the petition. A copy of the original petition is automatically part of the subsequent appeal. An appeal is not simply a review of the original petition decision but a request to reverse the original decision. They must supply new, relevant, previously undisclosed information, or present an argument as to why the original petition decision should be reversed. For an appeal to be successful, new information must be critical to the case, and new consideration or arguments should prove the student's case conclusively. The reviewing office may request a meeting or additional information for clarification. The College Registrar has the responsibility for making the final academic decision for Florida SouthWestern State College.

### **Release of Student Information**

Florida SouthWestern State College may, without the written consent of the student, release information from the student's education record to a court of competent jurisdiction in compliance with a court order of that court or to the attorney of record pursuant to a lawfully issued subpoena, provided that in advance of compliance with the court order or subpoena Florida SouthWestern State College notified the student. A student who objects to the release of his or her records must file a motion to invalidate the court order or subpoena and provide Florida SouthWestern State College with copies of the relevant legal documents. All releases of student information are made in compliance with state and federal regulations.

### **Student Holds**

Holds are placed on a student's account, records, transcript, grades, diploma, or registration if the student does not fulfill all financial or other obligations to the College. Satisfaction of the obligation is required prior to the release of the hold by the appropriate College office.

### **Transcripts**

Students needing an official Florida SouthWestern State College transcript can request one using our online Transcript Ordering Services through Credential Solutions. Official transcripts may also be requested via Florida SouthWestern State College's student online services or directly through the Credential Solutions link on the FSW website. Credential Solutions will require the

following information to process a transcript request: full name, correct mailing address, social security number, date of birth, name and address of recipient, and payment. If the student is not automatically authorized, an additional authorization form with the student's signature and date will be required. Transcript requests are not processed for any student or alumnus with an obligation to Florida SouthWestern State College such as unpaid fees, overdue loans, library books, audiovisual equipment, or whose admission records are not complete. Students who attended Florida SouthWestern State College prior to 2001 may have a non-electronic (microfiche) record. The need to convert the record to our electronic system may delay the transcript process an additional 3-5 working days. There is a \$5 charge for an official transcript and rush and International delivery is available at an additional cost. Unofficial transcripts may be obtained via Florida SouthWestern State College's student online services.

## FINANCIAL AID

### Eligibility for Financial Aid

In general, students must meet the following requirements in order to be eligible for financial aid:

- Be a citizen or eligible non-citizen of the United States
- Be registered with the Selective Service or are exempt from registration
- Not be in default on any federal student loan or not owing a refund on any federal grant
- Be in good academic standing (see Satisfactory Academic Progress)
- Have a high school diploma, GED, or if the student enrolled in a degree or certificate program prior to July 1, 2012, successfully completed at least 6 college level credits
- Students enrolling for the first time after July 1, 2012 with high school certificates of completion are not eligible for financial aid.

### Applying For Financial Aid

#### FIRST TIME APPLICANTS:

Florida SouthWestern State College (FSW) offers a variety of grants, scholarships, loans, and employment opportunities to assist students in meeting the cost of education that cannot be met through the family's own resources. To apply for Federal financial aid, students must submit the Free Application for Federal Student Aid (FAFSA). In order to apply for Institutional scholarships, student must complete the online scholarship application.

**YOU MUST APPLY FOR FINANCIAL AID EACH ACADEMIC YEAR.**

There are several options to fill out the FAFSA:

- Online: Fill out and submit at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Students who cannot complete the FAFSA online can call 800-4-FED-AID (1-800-433-3243) to find out about other filing options.

## RETURNING STUDENTS:

Student who previously submitted a FAFSA should automatically receive a renewal reminder by e-mail to the email address provided on their previous application.

The Office of Student Financial Aid at FSW will notify you via your [bucs.fsw.edu](mailto:bucs.fsw.edu) email if additional information or documentation is required to complete your financial aid application.

## FREE HELP WITH THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

- Each student at FSW has a financial aid specialist assigned by last name and available to answer any questions students may have.
- In addition, each student can contact the U.S. Department of Education, Office of Federal Student Aid at 1800-433-3243 if necessary. You can also chat online with an agent by visiting <https://studentaidhelp.ed.gov>

## Student Aid Report

The Student Aid Report (SAR) is an electronic document that gives students some basic information about their eligibility for federal student aid as well as listing the answers to the questions the student listed on their FAFSA. The SAR will list the student's Expected Family Contribution (EFC)—a dollar amount calculated from a standard formula by the government that indicates how much a student's family should be able to contribute to their educational expenses. This number is critical to the Office of Student Financial Aid because it is used to determine a student's financial need, or how much financial aid a student is eligible to receive.

Notification of the SAR will be emailed to the email address provided on the FAFSA. If FAFSA signed with FSA ID, the SAR should arrive within 3- 5 days. If FSA ID is not used to sign FAFSA, SAR should arrive within 2 weeks. For more information on the timeline visit the Office of Federal Student Aid.

Students should check over their SAR report carefully to make sure the information from their FAFSA is correct and that it is being sent to FSW; our school code is 001477.

We recommend that students contact their Financial Aid Specialist at FSW to make sure their application has been received and is being processed.

## Satisfactory Academic Progress (SAP) Procedure

Florida SouthWestern State College (FSW) evaluates Satisfactory Academic Progress (SAP) for financial aid eligibility purposes annually at the end of the Summer semester. The SAP status is effective the first semester of the next academic year. SAP will be evaluated based on the last semester of attendance for students who decide not to enroll for the Summer semester. The academic year (for financial aid purposes) at FSW begins with the Fall semester and ends with the Summer semester.

If a student changes majors or academic programs, all credit hours reflected on the FSW transcript will be included in the SAP calculation.

As per federal guidelines, students enrolled in an aid eligible certificate program, SAP will be evaluated at the end of each enrollment period.

A student's SAP status can be located on the FSW Portal.

For more information about the SAP procedure, please read the Financial Aid Guidelines.

### **Consumer Information availability**

Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA), Florida SouthWestern State College is required to disclose certain information to consumers – current and prospective students, employees, and the public. The College has developed a website which information can be accessed at <https://www.fsw.edu/consumerinformation>.

## **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.

It is the responsibility of each student to become familiar with and to abide 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 subjected to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

## ACADEMIC INTEGRITY POLICY

Florida SouthWestern State College recognizes that adherence to high principles of academic integrity is vital to the academic function of the College. Therefore, the entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Those in charge of academic tasks have an obligation to make known the standards and expectations of acceptable academic conduct. Each student has an obligation to know and understand those standards and expectations. While the academic community recognizes that the responsibility for learning and personal conduct is an individual matter, all students and faculty members are expected to help maintain academic integrity at the College by refusing to participate in, or tolerate, any dishonesty.

Florida SouthWestern State College expects all students to be honest in their academic endeavors. All academic work should be performed in a manner which will provide an honest reflection of the knowledge and abilities of each student. All members of the community understand the rationale for, and the critical nature of, academic integrity.

Violations of student academic integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means. The following are some examples of actions that are violations of academic integrity:

1. Cheating on an academic exercise. Cheating includes giving or receiving unauthorized aid or information by copying, by using materials not authorized, by attempting to receive credit for work performed by another, or by otherwise failing to abide by academic rules. The person who aids an individual in cheating will be held equally responsible.
2. Plagiarism is an act of academic dishonesty that involves a scholar committing one or more of the following actions: portraying any portion of another's work as the scholar's (including turning in work that an individual other than the scholar prepared, regardless of the willingness of the individual), portraying another author's idea(s) as the scholar's, misrepresenting a source's meaning or content, or inadequate citation or missing citation. Plagiarism can occur in three main categories:



wording, content, and citation. Plagiarism due to wording occurs when a scholar uses the wording of the original without quotes. Plagiarism due to content occurs when a scholar rewords the original but does so too closely and often without giving the original author credit. It can also occur when a scholar misconstrues the meaning of the source, effectively claiming the original author stated content or opinions that he/she did not. Citation plagiarism occurs when parenthetical citations or works cited entries are missing or inaccurate. Using a source in a paper and failing to include a citation entry is also considered plagiarism as it does not allow the readers to access the original source. \*

3. The principles of academic integrity require that all work submitted or presented without citation of sources will be the student's own work, not only on tests, but in themes, papers, homework, and class presentations, unless it has been clearly specified that the work is a team effort.
4. Fabricating information with intent to deceive. Fabrication includes, but is not limited to, falsifying experimental data or results, inventing research or laboratory data or results for work not done, knowingly presenting falsified or invented results, citing information not taken from the source indicated, falsely claiming sources not used, known to be false, misleading, or not supported by evidence. Submitting any academic accomplishment in whole or in part for credit more than once, whether in the same course or different courses without the prior consent of the instructor is considered self-plagiarism.
5. Submitting any academic accomplishment in whole or in part for credit more than once whether in the same course or in different courses without the prior consent of the instructor.
6. Obtaining or attempting to obtain an examination, or any part of it, before, during, or after the examination has been given.
7. Failing to follow approved test taking procedures by performing such acts as changing answers after an exam is scored and communicating verbally, non-verbally or electronically with another person during an exam, or leaving while an exam is still in progress.
8. Copying, editing, deleting, or intentionally damaging Florida SouthWestern State College computer files without permission.
9. Altering, changing, or forging College academic records or forging the signature of any academic officer.
10. Offering, giving, receiving, or soliciting any materials, items or services of value to gain academic advantage for one's self or another.

11. An oral citation is a spoken acknowledgement of a source provided as part of an oral presentation (i.e., speech), and an absence of oral citations when providing information or ideas that are not the student's constitutes plagiarism. Orally cited information includes statistics, non-original materials (e.g., tables, pictures, graphs), quotes, arguments, and ideas of others, even if paraphrased.

*\*See Florida SouthWestern State College Plagiarism Definition expanded in the Student Handbook.*

## **ACADEMIC INTEGRITY POLICY PROCEDURES**

When a faculty member determines that a violation of the Academic Integrity Policy has occurred, the faculty member will notify the student of the offense.

The following actions may be taken by faculty for students in violation of the Academic Integrity Policy:

- Referral to the appropriate support service
- Assignment of a reduced grade on the plagiarized academic exercise
- Assignment of a final letter grade/reduction for the course
- Assignment of an "F" for the course

The faculty member will then send an Academic Misconduct Report, for tracking purposes, to the Chief Student Affairs Officer on the appropriate campus within 10 business days after the date in which the faculty member identifies the violation. The Academic Misconduct Report will document the circumstances surrounding the accusation and any adjustment to a grade or other action recommended by the faculty member.

Students with multiple Academic Integrity Policy violation referrals will be subject to the Student Code of Conduct process. A printed notation may be included on the student's official academic transcript indicating that the student has been found to be in repeat violation of the Academic Integrity Policy (see the Student Code of Conduct for information regarding the conduct procedures and sanctions). Violation of the Academic Integrity Policy will not be approved as an extenuating circumstance for purposes of late drop or withdrawal.

## **ACADEMIC INTEGRITY POLICY VIOLATION APPEAL PROCEDURES**

Students may appeal grade, and/or grade-related penalties assigned for an Academic Integrity Policy violation. To appeal a grade or other action recommended by a faculty member in regards to an Academic Integrity Policy violation, the student must submit a written appeal to the School Academic Dean within 10 business days from the date the faculty member notified the student of the offense. The student's appeal should describe why the student does not agree with the grade assigned by the faculty member or the faculty member's

academic integrity findings and/or penalty. The Dean will provide a copy of the appeal to the faculty member.

The Academic Dean will respond to the student's request for an appeal and schedule a meeting with the student within 10 business days.

After the meeting, the Academic Dean will send a written response to the student with copies to the faculty member and the Chief Student Affairs Officer within 10 business days.

The appeal determination of the Academic Dean is final. There are no further appeals within the College.

### **Florida SouthWestern State College Plagiarism Definition**

Plagiarism is an act of academic dishonesty that involves a scholar committing one or more of the following actions:

- Portraying any portion of another's work as the scholar's (including turning in work that an individual other than the scholar prepared, regardless of the willingness of the individual).
- Portraying another author's idea(s) as the scholar's.
- Misrepresenting a source's meaning or content.
- Inadequate citation or missing citation.

Plagiarism can occur in three main categories: Wording, Content, and Citation. Below are examples of plagiarism (and the solutions to avoiding it) in all three categories. Examples are based on the following excerpt from an original source.

*"Biology, we are frequently told, is the science of the twenty-first century. Authority informs us that moving genes from one organism to another will provide new drugs, extend both the quantity and quality of life, and feed and fuel the world while reducing water consumption and greenhouse gas emissions. Authority also informs that novel genes will escape from genetically modified crops, thereby leading to herbicide-resistant weeds; that genetically modified crops are an evil privatization of the gene pool that will with certainty lead to the economic ruin of small farmers around the world; and that economic growth derived from biological technologies will cause more harm than good. In other words, we are told that biological technologies will provide benefits and will come with costs--with tales of both costs and benefits occasionally inflated--like every other technology humans have developed and deployed over all of recorded history."*

Carlson, Rob. "Staying Sober About Science." The Hastings Center Report July-Aug. 2011: 22-25. Gale Science in Context. Web. 29 July 2012.

## Wording

Plagiarism due to wording occurs when a scholar uses the wording of the original without quotes. **EXAMPLE: Word for Word Plagiarism**

*Science has helped us solve many problems throughout history. Biology, we are frequently told, is the science of the twenty-first century. Authority informs us that moving genes from one organism to another will provide new drugs, extend both the quantity and quality of life, and feed and fuel the world while reducing water consumption and greenhouse gas emissions, but we must be careful about using science without any regulation (Carlson 22).*

Here the scholar has directly used the words of the original without quotes. The citation does not allow a scholar to use direct wording; only quotes allow a scholar to use the original wording.

**TO CORRECT:** Add quotes around word for word sections, or use an entirely reworded paraphrase to convey information.

**EXAMPLE: Mosaic Plagiarism**

*Sources inform that new genes will escape from genetically modified crops, hence leading to herbicide- resistant weeds; that genetically modified crops are a terrible privatization of the pool of genes that will definitely cause the financial ruin of smaller farmers around the globe; and that economic growth derived from biological technology will lead to more bad than good (Carlson 22).*

In this case, the scholar has directly used many of the original words in the same order and grammatical structure as the original and has only replaced a few areas with synonyms.

**TO CORRECT:** Add quotes around word for word sections that cannot be reworded or (preferably) use entirely reworded paraphrase to convey information.

## Content

Plagiarism due to content occurs when a scholar rewords the original but does so too closely and often without giving the original author credit. It can also occur when a scholar misconstrues the meaning of the source, effectively claiming the original author stated content or opinions that he/she did not.

**EXAMPLE: Misrepresented Meaning**

*Carlson claims that genetically modified foods offer little risk and will be the solution to many of the 21st century's problems (22).*

This represents Carlson as making a claim he did not make.

**TO CORRECT:** Make sure any attributed opinions accurately match the original author's intent – this may require a few re-readings of original sources.

### EXAMPLE: Failure to Represent the Entire Message (Misconstrued Meaning)

*Carlson discusses many positive outcomes of genetically modified crops, including addressing poverty, economic issues and environmental concerns (22).*

This does not represent the whole argument or thought process to readers. If this were the only information presented from Carlson in the work, the audience would have the mistaken impression that he completely supported genetically modified crops.

**TO CORRECT:** Make sure to convey the entire thought process from the original author.

### EXAMPLE: Poor Paraphrasing Plagiarism

*Original Source: Biology, we are frequently told, is the science of the twenty-first century. Poor Paraphrase: Most believe that in the modern world Biology is an important science.*

*Original Source: Authority informs us that moving genes from one organism to another will provide new drugs, extend both the quantity and quality of life, and feed and fuel the world while reducing water consumption and greenhouse gas emissions.*

*Poor Paraphrase: Well respected individuals claim that genetic modification of materials will lead to new cures for illness, poverty, and environment issues.*

*Original Source: Authority also informs that novel genes will escape from genetically modified crops, thereby leading to herbicide-resistant weeds; that genetically modified crops are an evil privatization of the gene pool that will with certainty lead to the economic ruin of small farmers around the world; and that economic growth derived from biological technologies will cause more harm than good.*

*Poor Paraphrase: Additionally, they may claim that the same genetic modifications could lead to complications such as new strains of plants with unwanted side effects that could ultimately decimate rural, independent farmers, ultimately doing more damage than creating solutions.*

*Original Source: In other words, we are told that biological technologies will provide benefits and will come with costs--with tales of both costs and benefits occasionally inflated--like every other technology humans have developed and deployed over all of recorded history.*

*Poor Paraphrase: Genetic alteration may not be worth the risks involved just for the money it may generate. Both sides of the issue may be overstating the gains or losses, since all advancement in history has come with positives and negatives.*

The issue here is not that the scholar has used the same wording but rather that he/she has not clearly portrayed the ideas or thought patterns as being another individual's. The scholar has also plagiarized the organization and grammatical

structures from the original. Basically, he/she has sentence by sentence rewritten someone else's work with different words. Simply adding a citation would not correct the issue of too closely paraphrasing.

TO CORRECT: Mention the original author at the beginning of the paraphrase. Instead of looking at the original source while writing the paper, read the original and take notes while completely rewording the information. Read notes prior to writing the paraphrase and then the rewritten work will necessarily be condensed with original (non-plagiarized) organization and grammatical structures. Be sure to use proper parenthetical citation.

### Citation

Citation plagiarism occurs when parenthetical citations or works cited entries are missing or inaccurate.

#### EXAMPLE: Missing Citation

*Genetically modified foods will likely have both positive effects for dealing with hunger, the economy and the environment, but there may also be negative consequences like unforeseen mutations in various plants.*

There is no citation here and the idea is clearly from the source.

TO CORRECT: Add proper parenthetical citation: (Carlson 22).

#### EXAMPLE: Inadequate Citation

*Genetically modified foods will likely have both positive effects for dealing with hunger, the economy and the environment, but there may also be negative consequences like unforeseen mutations in various plants (22).*

While there is a citation here, the author is missing and does not allow readers to access the original source.

TO CORRECT: Add proper parenthetical citation: (Carlson 22).

\*\*Using a source in a paper and failing to include a works cited entry is also considered plagiarism as it does not allow the readers to access the original source

## ACADEMIC GRIEVANCE PROCEDURE

The Florida SouthWestern State College Academic Grievance Procedure is designed to provide resolution to legitimate academic issues. State Board Rules and College Policies are not subject to academic grievance; only the application or interpretation of rules or policies may be grieved. To facilitate an efficient and timely resolution process, Florida SouthWestern State College has an Ombudsperson to assist students through informal and formal grievance procedures. The College also maintains a clear chain of escalation for grievances.

The Academic Grievance Procedure is based on the assumption that academic disagreements should be resolved by student and faculty interaction via an

informal process. The formal grievance procedures are intended to provide all Florida SouthWestern State College students with opportunities for objective review of facts and events that are related to the cause of a grievance when the involved faculty members and students are not able to resolve a dispute on their own. These reviews will be accomplished in a collegial, non-judicial atmosphere. All parties are expected to behave in a civil manner.

When a student feels that an error has been made in the assignment of a course grade, it is the responsibility of the student to first meet with the faculty member to try to resolve the issue. The Academic Dean or designee in the appropriate school may be consulted if necessary. Grades are assigned solely by the faculty member of record. This assignment of grades is not subject to change through the Formal Academic Grievance Process. The decision of the faculty member is binding, except in cases where a grade can be shown to have been arbitrary, capricious, and/or retaliatory in nature.

### **Time Limits**

A grievance must be filed in a timely fashion. Formal written grievances must involve a specific event or incident occurring within 30 days of filing. The student must participate in an Informal Grievance Procedure before filing a formal written grievance. Grievances will generally be resolved within 30 days. If more time is required to reach a resolution, all parties involved must agree in writing to the extension. If agreement cannot be reached, the Provost and Vice President of Academic Affairs will make the final time determination.

### **Informal Grievance Procedure**

The aggrieved student feels that published College policies or procedures have been violated and that this has negatively affected his/her academic status.

- The student shall meet with the faculty member and both shall make an effort to reach a mutual resolution. The syllabus will be the guiding document. Every effort should be made to resolve the problem at this level.
- If the grievance remains unresolved, the Academic Dean or designee shall be consulted, and a second attempt will be made to solve the grievance informally.
- If resolution is not successful, then the student may move to place a formal grievance. The formal grievance must be submitted within five working days of denial of the informal grievance.

### **Formal Grievance Procedure**

The aggrieved student should submit a request in writing to the Academic Dean for a formal student grievance hearing.

A formal written grievance is distinguished from an informal grievance in the following manner:

- The grievance must be in writing, and must be dated and signed by the student making the grievance.
- The grievance must clearly identify the department(s) and issue(s) involved.
- The grievance must indicate that the student has attempted to resolve the issue with the involved staff member prior to the date of the grievance.

The Academic Dean shall appoint an ad hoc grievance committee consisting of the faculty Department Chair (or faculty designee), and two other members: one regular, full-time administrative employee and one member of the Student Government Association Board. The Department Chair will serve as the chairperson.

1. The Dean or his/her designee will serve as recording secretary to the committee, but shall have no vote.
2. The committee shall, within seven working days of being constituted, meet to hear the grievance, review documentation, and interview all witnesses deemed pertinent to the matter.
3. The committee shall, within four working days after the close of the hearing, report its findings, and make a recommendation for resolution of the matter. The Academic Dean will report the finding to the Provost and Vice President of Academic Affairs for a final decision. That decision is binding. There are no further appeals within the College.
4. When the grievance has been resolved, all paperwork shall be forwarded to the Vice President for Student Affairs and Enrollment Management for archiving.

## **STUDENT ADMINISTRATIVE GRIEVANCE PROCEDURE (NON-ACADEMIC)**

A grievance is a student complaint regarding a violation, interpretation, or application of a College policy or College operating procedure. The written grievance procedure is based on the assumption that grievances, disagreements, and complaints should be resolved by direct interaction among students and staff. To facilitate an efficient and timely resolution process, Florida SouthWestern State College has an Ombudsperson to assist students through informal and formal grievance procedures. The College also maintains a clear chain of escalation for grievances

### **Exclusions**

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



rule:

- Disciplinary actions taken under the Florida SouthWestern State College Student Code of Conduct.
- The professional judgment exercised by an instructor in assigning a grade.
- Complaints involving discrimination, harassment, or violations of Title IX.

### **Time Limits**

A grievance must be filed in a timely fashion. Formal written grievances must involve a specific event or incident occurring within 30 days of filing. The student must participate in an informal grievance resolution before filing a formal written grievance. Grievances will generally be resolved within 30 days. If more time is required to reach a resolution, all parties involved must agree in writing to the extension. If agreement cannot be reached, the Vice President for Student Affairs and Enrollment Management will make the final time determination.

### **Note Concerning Discrimination, Harassment and Title IX Complaints:**

Florida SouthWestern State College maintains a separate set of procedures to address complaints that entail accusations dealing with violations of Title IX, discrimination, or harassment. These types of complaints are addressed through Florida SouthWestern State College Board Policy 6Hx6:2.03 and College Operating Procedures 01-0108, 01-0104, and 05-0107. Students should notify the Campus Chief Student Affairs Officer, Associate Dean of Students, or the Title IX Coordinator/Equity Officer for assistance in resolving any discrimination or harassment issue.

### **Informal Grievance Resolution**

The student must first attempt to resolve a grievance informally by meeting with the staff member who is alleged to have caused the grievance. If the grievance cannot be resolved at this level, the student is encouraged to continue informal resolution presenting the problem orally through appropriate administrative channels up to, but not including, the Office of the Vice President in whose area the grievance has occurred. If an informal resolution still cannot be reached, then the student may initiate the formal grievance procedure. All formal written grievances should be submitted to the Chief Student Affairs Officer.

### **Formal Grievance Resolution**

A formal written grievance is distinguished from an informal grievance in the following manner:

- The grievance must be in writing, and must be dated and signed by the student making the grievance.
- The grievance must clearly identify the department(s) and issue(s)

involved.

- The grievance must indicate that the student has attempted to resolve the issue with the involved staff member prior to the date of the grievance.
- Once a formal grievance has been submitted to the Chief Student Affairs Officer, the following process is engaged:
- The Chief Student Affairs Officer will route the grievance to the appropriate employee within the department where the issue resides. This employee will initiate an investigation of the issues identified in the grievance.
- Within 10 business days of receiving the grievance, the employee will provide the student with a written response to the grievance; the written response will contain a description of any findings and decisions made regarding the grievance. The employee will send the Chief Student Affairs Officer a copy of the written response for documentation purposes.
- If the student feels the response does not address the grievance properly, the student may request that it be referred to the next higher administrative level. At each administrative level, the administrator will be given 10 business days to investigate the issue and provide the student with a written response. The administrator at each level will send the Chief Student Affairs Officer a copy of the written response for documentation purposes.
- The determination of the Vice President in whose area the grievance has occurred will be the final decision. There are no further appeals within the College. The Vice President will send the Chief Student Affairs Officer a copy of the final determination for documentation purposes.

## **STATE STATUTES AND COLLEGE POLICIES AFFECTING STUDENTS**

(See also Student Information and Policies.) 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 Chief Student Affairs Officer on any Florida SouthWestern State College campus or center.

### **FLORIDA STATUTES**

#### **PARTICIPATION BY STUDENTS IN DISRUPTIVE ACTIVITIES AT PUBLIC POST SECONDARY EDUCATIONAL INSTITUTIONS; PENALTIES (Florida Statute**

## **Section 1006.61)**

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

## **EXPULSION AND DISCIPLINE OF STUDENT OF FLORIDA COLLEGE SYSTEM INSTITUTIONS AND STATE UNIVERSITIES (Florida Statute Section 1006.62)**

1. Each student in a Florida College System institution or state university is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the State Board of Education, the Board of Governors regarding the State University System, or the board of trustees of the institution.
2. Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the institution's authorities.
3. Each president of a Florida College System institution or state university may, after notice to the student of the charges and after a hearing thereon, expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education, the Board of Governors regarding the State University System, or the board of trustees of the institution. A student may be entitled to waiver of expulsion:
  - A. If the student provides substantial assistance in the identification, arrest, or conviction of any of his or her accomplices, accessories, coconspirators, or principals or of any other person engaged in violations of chapter 893 within a state university or Florida College System institution;
  - B. If the student voluntarily discloses his or her violations of chapter 893 prior to his or her arrest; or
  - C. If the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

## HAZING PROHIBITED (Florida Statute Section 1006.63)

1. As used in this section, “hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
2. A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.
3. A person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.
4. As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.
5. It is not a defense to a charge of hazing that:
  - a. The consent of the victim had been obtained;
  - b. The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not

otherwise sanctioned or approved by the organization; or

- c. The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.
6. This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.
7. Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.
8. Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.
  - a. Such penalties at Florida College System institutions and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.
  - b. In the case of an organization at a Florida College System institution or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.
  - c. All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.
9. Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.
10. Upon approval of the anti-hazing policy of a Florida College System institution or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules, and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules, and penalties in the bylaws of every organization operating under the sanction of the institution.

## **VACCINATION AGAINST MENINGOCOCCAL MENINGITIS AND HEPATITIS B (Florida Statute Section 1006.69)**

1. A postsecondary educational institution shall provide detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and known contraindications of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission.
2. An individual enrolled in a postsecondary educational institution who will be residing in on campus housing shall provide documentation of vaccinations against meningococcal meningitis and hepatitis B unless the individual, if the individual is 18 years of age or older, or the individual's parent, if the individual is a minor, declines the vaccinations by signing a separate waiver for each of these vaccines, provided by the institution, acknowledging receipt and review of the information provided.
3. This section does not require any postsecondary educational institution to provide or pay for vaccinations against meningococcal meningitis and hepatitis B.

Meningitis is a serious disease that affects the brain and spinal cord. Because bacterial meningitis is a grave illness and can rapidly progress to death, it requires early diagnosis and treatment. This is often difficult because the symptoms closely resemble those of the flu and the highest incidence occurs during late winter and early spring (flu season). When not fatal, bacterial meningitis can lead to permanent disabilities such as hearing loss, brain damage or loss of limbs.

Hepatitis B is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause life-long infection that leads to cirrhosis (scarring) of the liver, liver cancer, or liver failure. There is no cure for hepatitis B, but the infection can be prevented by vaccination. Each year, about 200,000 people are infected with the virus and 5,000 people die.

Although there have been no reported cases of meningitis or hepatitis B at our College in recent years, we are taking the proactive step towards informing and protecting our students.

## **TRESPASS IN STRUCTURE OR CONVEYANCE (Florida Statute Section 810.08)**

1. Whoever, without being authorized, licensed, or invited, willfully enters or remains in any structure or conveyance, or, having been authorized, licensed, or invited, is warned by the owner or lessee of the premises, or by a person authorized by the owner or lessee, to depart and refuses to do so, commits the offense of trespass in a structure or conveyance.

- a. Except as otherwise provided in this subsection, trespass in a structure or conveyance is a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.
  - b. If there is a human being in the structure or conveyance at the time the offender trespassed, attempted to trespass, or was in the structure or conveyance, the trespass in a structure or conveyance is a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
  - c. If the offender is armed with a firearm or other dangerous weapon, or arms himself or herself with such while in the structure or conveyance, the trespass in a structure or conveyance is a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084. Any owner or person authorized by the owner may, for prosecution purposes, take into custody and detain, in a reasonable manner, for a reasonable length of time, any person when he or she reasonably believes that a violation of this paragraph has been or is being committed, and he or she reasonably believes that the person to be taken into custody and detained has committed or is committing such violation. In the event a person is taken into custody, a law enforcement officer shall be called as soon as is practicable after the person has been taken into custody. The taking into custody and detention by such person, if done in compliance with the requirements of this paragraph, shall not render such person criminally or civilly liable for false arrest, false imprisonment, or unlawful detention.
2. As used in this section, the term “person authorized” means any owner or lessee, or his or her agent, or any law enforcement officer whose department has received written authorization from the owner or lessee, or his or her agent, to communicate an order to depart the property in the case of a threat to public safety or welfare.

## **TRESPASS ON PROPERTY OTHER THAN STRUCTURE OR CONVEYANCE**

### **(Florida Statute Section 810.09)**

(1)(a) A person who, without being authorized, licensed, or invited, willfully enters upon or remains in any property other than a structure or conveyance:

1. As to which notice against entering or remaining is given, either by actual communication to the offender or by posting, fencing, or cultivation as described in s. 810.011; or
2. If the property is the unenclosed curtilage of a dwelling and the offender

enters or remains with the intent to commit an offense thereon, other than the offense of trespass, commits the offense of trespass on property other than a structure or conveyance.

### **TRESPASS ON SCHOOL PROPERTY WITH FIREARM OR OTHER WEAPON PROHIBITED (Florida Statute Section 810.095)**

1. It is a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084, for a person who is trespassing upon school property to bring onto, or to possess on, such school property any weapon as defined in s. 790.001(13) or any firearm.
2. As used in this section, “school property” means the grounds or facility of any kindergarten, elementary school, middle school, junior high school, secondary school, career center, or postsecondary school, whether public or nonpublic.

### **EDUCATIONAL INSTITUTIONS OR SCHOOL BOARDS; PENALTY FOR DISRUPTION (Florida Statute Section 877.13)**

1. It is unlawful for any person:
  - a. Knowingly to disrupt or interfere with the lawful administration or functions of any educational institution, school board, or activity on school board property in this state.
  - b. Knowingly to advise, counsel, or instruct any school pupil or school employee to disrupt any school or school board function, activity on school board property, or classroom.
  - c. Knowingly to interfere with the attendance of any other school pupil or school employee in a school or classroom.
  - d. To conspire to riot or to engage in any school campus or school function disruption or disturbance which interferes with the educational processes or with the orderly conduct of a school campus, school, or school board function or activity on school board property.
2. This section shall apply to all educational institutions, school boards, and functions or activities on school board property; however, nothing herein shall deny public employees the opportunity to exercise their rights pursuant to part II of chapter 447.
3. Any person who violates the provisions of this section is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.



# STUDENT CODE OF CONDUCT

## I. 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. Each student shall comply with the rules and regulations of the College, including these standards. Definitions – This section of the Student Code of Conduct outlines the definitions of words commonly used in the Code.

### **Student**

1. All persons taking FSW courses, both full-time and part-time; or
2. 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 and students who are first time enrollees, or applicants, who engage in misconduct prior to the time of enrollment; and/or
3. All persons who are attending an FSW course although they may be enrolled students in other educational institutions.
4. 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**

1. 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.

## II. SCOPE

- A. 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.

- B. 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.

### **III. 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:

#### **A. Academic Misconduct**

- i. Cheating
- ii. Plagiarism
- iii. Any other academic misconduct which violates the rules governing academic integrity at the College.

#### **B. Alcohol and Illegal Drugs**

- 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. Possession or use of illegal drugs on campus or at any College-sponsored program or activity.
- iv. Purchase, distribution, delivery or sale of illegal drugs.
- v. Possession or use of illegal drug paraphernalia.
- vi. Driving while under the influence of alcohol or any illegal substances.
- vii. The misuse, purchase, distribution, sale, or delivery of a prescription drug.

- viii. The non-prescribed use, inhalation or ingestion of a substance that will alter a student's mental state.

### **C. Campus Disturbances and Demonstrations, Parades, or Picketing**

- i. 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.

### **D. Commercial Solicitation and Fundraising on Campus**

- i. 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.

### **E. Computers**

- i. Any act that violates the Technology Acceptable Use Policy of the College-policy, which is hereby adopted by reference.

### **F. 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, including disciplinary hearing bodies. This also includes falsifying the Admission 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. Only currently enrolled students are authorized to be in classrooms, except for situations involving an approved accommodation for a student with a disability. All other persons require express prior approval of the academic dean.

viii. Any acts that disrupt the College disciplinary process.

## **G. Endangerment**

- i. Physical violence towards another person or group.
- ii. Intentional touching or striking a person against his/her will.
- iii. An action that endangers the health, safety, or well-being of one's self or another person or group.
- iv. Intentional threat by word or act to do violence to a person or persons.
- v. A false report of an explosive or incendiary device, which constitutes a threat or bomb scare.
- vi. Retaliation against a complainant or other person alleging misconduct.
- vii. Interference with the freedom of another person to move about in a lawful manner.

## **H. Fire and Safety**

- i. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
- ii. Illegal possession, removal of, damage to or tampering with fire safety or other emergency warning equipment.
- iii. Failure to evacuate a College building or facility when a fire alarm is sounded.
- iv. Intentionally or recklessly causing a fire that may result in damage to College property or harm to an individual.

## **I. 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.

## **J. 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, so as to put that person in fear for his or her 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.

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 (COP 05- 0107) for more information.

## **K. Hazing**

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes including but not limited to: of initiation or admission into or affiliation with any organization operating under the sanction of Florida SouthWestern State College. Such term includes, but is not limited to, pressuring or coercing the student into violating any state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.<sup>3</sup> Please refer to Florida State Statutes Section 1006.63 for more information.

## **L. Identification**

- i. Permits another person to use his or her identification.
- ii. Inappropriate use of another person's identification.
- iii. Impersonation or misrepresenting the authority to act on behalf of another or the College.
- iv. Forgery, alteration or misuse of identification, documents, records, keys or access codes.

- v. Manufacture, distribution, delivery, sale, purchase, possession or use of false identification.

## **M. 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 reasonably, 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 is allowed on campus lakes.
- v. No pets or animals are allowed on campus unless that animal is assisting a person who has a disability, or if the pet is present on campus for a specific college-sanctioned event or activity
- vi. The use of any recreational wheeled device, including, but not limited to 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.

## **N. Sexual Misconduct**

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

## **O. Tobacco/Electronic Cigarettes**

- i. 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. There are no designated smoking areas on such College property. Tobacco use includes all types of tobacco and tobacco-like products including smoke-less 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.

#### **P. Weapons**

- i. Except as authorized by Florida or federal law, on-campus possession or use of firearms (even with a permit), explosives, knives and other weapons or dangerous articles or substances, including but not limited to, non-lethal weapons such as pellet guns, look-alike weapons, or the use of any item as a weapon.
- ii. Off-campus, illegal possession or use of firearms, explosives or other weapons or dangerous articles or substances.
- iii. Except as authorized by Florida or federal law, off-campus possession of ammunition or other weapons and/or setting off any explosive device, fireworks or flammable liquid or objects.

#### **Q. 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. Failure to Complete Sanctions: A student who fails to adhere to or complete sanctions will have a disciplinary hold placed on his or her record. This hold will affect the student's ability to register for classes and the student may receive additional charges under the Student Code of Conduct. Disciplinary holds will not be removed until the sanctions are completed.
- iv. 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, and Student Government Association manuals/policies, all of which are hereby adopted by reference.

### **IV. SANCTIONS**

Florida SouthWestern State College makes every attempt to provide an educational sanction that will help a student to make better choices in the future. The educational sanction applied will become progressively more demanding if the student repeats violations, demonstrating that learning has not taken place. An accumulation of a variety of violations may result in severe sanctions such as suspension, expulsion or negative notation on a transcript. Academic dishonesty and violations affecting the health, safety and wellbeing of the community are deemed the most severe and may result, upon the first violation, in a negative



notation being placed on a transcript, suspension, or expulsion.

Student Conduct Sanctioning is intended:

- To make sure the student sanctioned has learned from the experience.
- To educate the student so he or she does not commit the violation again.
- To offer the student the opportunity to make good on a mistake.
- To ensure that College expectations regarding appropriate behavior are clear.
- To educate the student concerning how his or her behavior impacts others in the College Community.
- To protect the College Community from people who may harm others in the College Community or who may substantially interfere with the educational mission of the College or other institutions.

Sanctions include, but are not limited to:

- A. **Warning:** A notice in writing to the student that a violation of the Student Code of Conduct has occurred in which the individual student may have been directly or indirectly involved. This is an informal warning which does not become part of the student's educational record and therefore cannot be requested to be reviewed via a Formal Hearing. No further consequences follow a Warning.
- B. **Reprimand:** A written reprimand or censure may be given to any student or organization whose conduct violates any part of the Student Code of Conduct. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies that he or she is in effect being given another chance to conduct himself or herself as a proper member of the College community and that any further violation may result in more serious penalties.
- C. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation during the probationary period.
- D. **Referral to an Outside Program:** Referral to a tobacco intervention program, the Student Assistance Program, or mental health counseling.
- E. **Service Hours:** Completion of tasks under the supervision of a College department or outside agency.
- F. **Educational Activities:** Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities.

- G. Loss of Privileges: Denial of specified privileges for a designated period of time.
- H. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- I. Prohibited Contact: Prohibition of contact with a specified person within the College Community.
- J. Removal from Classroom/Course: Removal from the classroom and/or the course, including but not limited to, dismissal from the course or reassignment to another section.
- K. Counseling Assessment and Compliance: Referral for assessment (at the student's expense) to a licensed mental health professional or counseling center for general mental health or other counseling issues. Students found responsible for alcohol, drug or behavioral violations may be referred to an on campus licensed mental health counselor or to an outside agency or counselor based on the seriousness of the violation. Students must comply with all recommendations established as a result of any assessment resulting from the imposition of this sanction.
- L. Suspension: Separation of the student from Florida SouthWestern State for a definite amount of time before a student is eligible to return. Conditions for readmission may be specified. All recommendations for suspension must be reviewed and approved by the Vice President of Student Affairs and Enrollment Management or designee.
- M. Dismissal: Separation from the College for an indefinite 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 Vice President of Student Affairs and Enrollment Management or designee.
- N. Expulsion: Permanent separation of the student from Florida SouthWestern State. All recommendations of expulsion must be reviewed and approved the College President or designee.
- O. Transcript Notation: A written notation indicating that disciplinary action was taken. This sanction may be applied in cases in which the student has been permanently separated from the College.
- P. Change in Housing Assignment: Removal or reassignment of the student to another location in College Housing. All recommendations for removal from College Housing must be reviewed and approved by the Vice President of Student Affairs and Enrollment Management or

designee.

- Q. Exclusion or Removal from College Housing: Exclusion or removal may be permanent or for a specified period of time. If the student is excluded or removed from Housing, the Housing Agreement will be cancelled. The Terms and Conditions of the Housing Agreement regarding cancellation fees and proration of rental fees will apply. All recommendations for removal from College Housing must be reviewed and approved by the Vice President of Student Affairs and Enrollment Management or designee.
- R. Other: An action for follow up to ensure compliance and success for the student, and the welfare of the community. Or another action determined by the student and the Chief Student Affairs Officer.

*The President of the College is authorized to develop procedures to implement this policy including procedures for interim actions.*

## **INTERIM ACTION**

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

The criteria used in making this determination are: a) whether a student poses an ongoing threat of harm, disruption of, or interference with the normal operations of the College; and b) whether interim suspension is necessary to protect the health (physical and mental), safety or general welfare of the College Community or to preserve College property.

Interim action includes, but is not limited to, one or more of the following:

- A. Interim Suspension. A student under interim suspension may not attend classes, may not be on or come onto College property, may not live in College housing, may not participate in any College activities or organizations, and may not use College facilities, equipment or resources without the prior approval of the Dean of Students, or designee.
- B. The Dean of Students, or designee, may also:
  - i. Restrict or bar attendance of any or all classes.
  - ii. Restrict or bar access or contact with individuals in the College Community.
  - iii. Restrict or bar access to College property, places, facilities, or equipment.
  - iv. Restrict or ban participation in College activities or organizations.

- v. Restrict or ban from College housing.

## **IMPLEMENTATION OF INTERIM ACTION**

Implementation of interim action, such as interim suspension, requires the student be notified in writing as soon as practical upon the determination that an interim action(s) is warranted. The notice shall state the basis for the interim action(s) and that the student will have the opportunity to inspect all information which provided the basis for the interim action(s). The written notice will be sent to the student's College email account and to the last physical address provided by the student to the Registrar's Office. 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) College working days from the date of the notice to make a written request to appeal the interim action(s). The appeal of the interim action(s) will be heard by the Vice Provost for Student Affairs, or designee, within three (3) College working 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 within three (3) College working days of hearing the appeal. The student's appeal of the interim action(s) must be based on one of the following:

- i. An egregious error pertaining to the student's involvement
- ii. A 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 action.

If it is determined by the Vice Provost for Student Affairs, or designee, that the interim action was not appropriate, 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 action, or if the Vice Provost for Student Affairs, or designee, determines the interim action was appropriate, the conduct process will continue in accordance with the Student Code of Conduct.

## **PROVISIONS FOR STUDENTS**

Procedural fairness is basic to the proper enforcement of the Student Code of Conduct. Accordingly, except for interim action, no disciplinary action shall be initiated or sanction imposed against a student until the student has been notified in writing of the alleged violation, the student has been informed of their rights under the Student Code of Conduct, and the student has been given the opportunity to be heard.

The following provisions shall be explained to each student during the Initial Review or prior to the start of any conduct hearing:

- A. Charged students will receive a fair and impartial hearing in accordance

with the requirements of the Student Code of Conduct.

- B. Charged students will be notified in writing of the alleged violations against him or her and the alleged misconduct upon which the charge is based, with reasonable access to the case file prior to and during the hearing.
- C. Charged students may inspect any available information presented in support of the charges and may take notes.
- D. Charged students may decline to make statements in response to the allegations. Declining to make a statement shall not be construed as an admission of responsibility.
- E. Charged students may be assisted by an advisor of his or her choice, at his or her own expense. The advisor may be present, but may not speak for or present the case for the student, or otherwise participate directly in the proceeding. It is the student's responsibility to make appropriate arrangements for the advisor to attend the scheduled hearing time.
- F. Charged students may hear and question adverse witnesses who testify at the hearing, except in cases of sexual misconduct or abuse.
- G. Charged students may present relevant information and witnesses. The College cannot compel any person to attend a student disciplinary hearing on behalf of a student. Students are responsible for arranging his or her own witnesses and presenting information during the proceeding. The Student Conduct Board or College Hearing Officer 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.
- H. Charged students will not to be forced to present testimony which would be self-incriminating. However, the College is not required to postpone student conduct proceedings pending the outcome of any outside criminal or civil case.
- I. Charged students will be considered not responsible for the alleged conduct until found responsible by a preponderance of the information. The finding of responsible or not responsible on the charges shall be based solely on the information presented at the hearing.
- J. The Charged student will be notified in writing of the decision of the Student Conduct Board or College Hearing Officer within ten (10) College working days from the date of the hearing, unless extenuating circumstances that resulted in a delay of the decision are communicated

to the student in writing.

- K. The Charged student may appeal the determination of responsibility in accordance with the requirements of the Code.

## CONDUCT PROCEDURES

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

- A. Reporting. Any person or entity may file a report with the Office of the Dean of Students, or a College official, against a student for alleged violation of law or College regulations or policies. The report regarding a student's conduct may be submitted as follows: (i) Reports can be submitted online, via email, in-person, via telephone, or by mail. (ii) Reports should be made within 6 months of the incident, or knowledge about the incident.

- B. Informal Resolution: Nothing in this procedure shall:

- i. prevent the mediation of a complaint when deemed appropriate by the College;
- ii. Prevent the resolution of a complaint administratively through the use of a voluntary written agreement with mutual consent of the parties involved. Such a disposition shall be final and there shall be no subsequent proceedings;

If an alleged violation of the Student Code of Conduct is not handled through an informal resolution process, or is not dismissed, then the Dean of Students, or designee, may proceed with Formal Resolution.

- C. Formal Resolution: The Dean of Students, or designee, will determine if there are reasonable grounds to believe that the allegations in a report are true and could reasonably be construed to constitute a violation of the Student Code of Conduct. If so, the Dean of Students, or designee, will:

- i. Notice of Allegations. The charged student will be given written notice of the alleged violation(s) of the Student Code of Conduct (i.e. Charge Letter). The official College email address and the address provided by the student to the Registrar's Office, or a residential student's on campus address, will be used for all correspondence with the charged student.
- ii. Registration. If a hold on registration is not already in effect, as an interim action, upon issuing the Notice of Charges the Dean of Students, or designee, may place a hold on registration until final disposition of the complaint.

- iii. Initial Review. After the Notice of Charges has been issued, the Initial Review will be scheduled.
  - a. The Initial Review is part of the overall investigation of the report.
  - b. The Initial Review consists primarily of a discussion between the charged student and the Dean of Students, or designee, in an effort to resolve the matter.
  - c. The Initial Review is not audio taped or recorded.
  - d. The outcome of the Initial Review will be memorialized in a letter to the charged student.
- (iv) Sanctions. If the charged student chooses to accept responsibility, or fails to attend the Initial Review where the failure of attendance is caused by anything other than excusable neglect, the Dean of Students, or designee, may assess such sanctions as are deemed appropriate.
- (v) Formal Hearing. A Formal Hearing is defined as an evidentiary Hearing before the Student Conduct Board or a College Hearing Officer. At a Formal Hearing the student may choose to have the case heard by a hearing before the Student Conduct Board or a College Hearing Officer. This choice shall be made in writing within three (3) College working days in response to the Initial Review outcome letter. If the student does not timely elect an option, the hearing shall be heard by a College Hearing Officer.
- (vi) Notice of Hearing. The written notification of hearing shall be sent to the via email to the official College email address, and the official mailing address on record with the Office of the Registrar or a residential student's on campus address at least five (5) College working days from the date of which the student denies responsibility. The notice of hearing shall include:
  - a. The date, time and location of the Student Conduct Board or College Hearing Officer hearing.
  - b. Notification of the charged student's rights and the hearing procedures.
  - c. A reasonable date, time and location for an Information Session, during which the student and his or her advisor may review a potential witness list and all materials to be used by the College in his/her case may be scheduled prior to the hearing.
  - d. The College shall also have the right to review all of the



student's materials and list of witnesses to be used in the case.

- e. In cases where the hearing is heard by a College Hearing Officer, the charged student shall have the opportunity to challenge the impartiality of the College Hearing Officer within three (3) College working days of notification of the identity of College Hearing Officer. The student shall state in correspondence the basis for such challenge to the Dean of Students, or designee. A College Hearing Officer so challenged may be replaced by the Dean of Students, or designee, for good cause shown.
- (vii) Postponement of hearing. The charged student may request postponement of a Student Conduct Board Hearing or College Hearing Officer hearing in correspondence to the Dean of Students, or designee. The Dean of Students, or designee, may grant a postponement when the circumstances presented demonstrate that a postponement is necessary to ensure fairness to the process or on any other reasonable grounds. The Dean of Students, or designee, may also postpone the hearing on the College's behalf for administrative reasons. All requests for postponement must be requested at least 24 hours prior to the scheduled Student Conduct Board Hearing.
- (viii) Structure of the Student Conduct Board. The Student Conduct Board shall consist of the following persons: one student and two College employees who may be faculty members or staff members. The chair of a Student Conduct Board Hearing shall be one of the faculty or staff members that serve on the panel. The hearing is not a legal proceeding. Formal courtroom rules of process, procedure, and/or evidence do not apply.
- (ix) Hearing Procedure. Requisite levels of fairness and the satisfaction of certain minimum requirements will be provided to all participants during these proceedings. The hearing shall have the following elements:
  - (a) Presentation of the charges to the charged student.
  - (b) The Charged Student will be provided the opportunity to plea "responsible" or "not responsible" to the alleged violation(s).
  - (c) The student will be given the opportunity to make opening statement of the charged statement.
  - (d) Questions will be directed to the charged student by the

Student Conduct Board or College Hearing Officer.

- (e) Presentation of witnesses by the College, followed by questioning of those witnesses by both parties except in cases involving students impacted by an act of violence. Each witness is dismissed after questioning.
- (f) Presentation of witnesses by the charged student, followed by questioning of those witnesses by both parties except in cases involving students impacted by an act of violence. Each witness is dismissed after questioning.
- (g) The Student Conduct Board or College Hearing Officer may limit the length of testimony of any witness or participant in the hearing if the information is redundant or irrelevant to the case.
- (h) Closing statement of the charged student.
- (i) All persons are excused from the hearing room for deliberations except the Student Conduct Board or the College Hearing Officer.
- (j) The Student Conduct Board or College Hearing Officer considers only information introduced in the hearing.
- (k) The decision of responsibility is based on the preponderance of information and, in the case of the Student Conduct Board, is decided by a simple majority vote. Previous violations are to be considered only in the sanctioning phase of deliberations. The burden of proof is not on the charged student.
- (l) The decision of the Student Conduct Board or College Hearing Officer as to “responsibility” and recommended sanctions are given to the Dean of Students or designee
- (m) If the Student Conduct Board cannot reach a finding of “Responsible” or “Not Responsible” to a charge within three (3) College working days based on the complexity of the case, the chairperson shall call the Board as deadlocked and the Dean of Students, or designee, may call a new hearing date with new Board members to hear that charge. No person serving on the first Board shall serve on the second Board. If the second Board also deadlocks, then the charges against the charged student shall be dismissed.
- (n) If the charged student fails to appear at the scheduled hearing (after proper notice), the student may be found Responsible,

after proper review of evidence, for each of the alleged violations listed on the Notice of Charges. The student retains the right to appeal.

- (o) The Dean of Students, or designee, will review the findings and recommendations of the Student Conduct Board or College Hearing Officer, as applicable. The Dean of Students, or designee, will then make a decision as to the violation(s) in question and sanctions imposed. This decision may consist of adopting, modifying, or rejecting the recommended decision and sanctions of the Student Conduct Board or College Hearing Officer, or remanding the matter for rehearing. The Dean of Students, or designee, will send a correspondence (referred to as a "Notice of Decision and Sanction") informing the student of the Dean of Students', or designee's, final decision and sanctions and explaining any differences between the recommendation of the Student Conduct Hearing Board or College Hearing Officer and the Dean of Students', or designee's, final decision. Such correspondence will be sent to the student within five (5) college working days after the conclusion of the hearing.

- D. Witnesses. All parties to the hearing are responsible for arranging for witnesses to voluntarily present relevant information during the hearing. The questioning of witnesses shall be facilitated by the College Hearing Officer or Student Conduct Board Chair, as applicable. Such witnesses at hearings will not be sworn in. Each witness will be reminded that he or she is required to tell the truth. A student giving untrue testimony at a hearing is subject to Student Code of Conduct charges.
- E. Review of Information. (i) The charged student and his or her advisor, if any, have the right to inspect all of the information that will be presented against the student prior to the hearing. The College also has the right to review any information that the student intends to use prior to the hearing. (ii) The charged student may present information on his or her own behalf. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the College Hearing Officer or the Student Conduct Board at their discretion.
- F. The charged student or the impacted student may choose one advisor to be present during the proceedings at the charged student's or the impacted student's expense and initiative. It is the charged student's or impacted student's responsibility to make appropriate arrangements for the advisor to attend the hearing. The hearing shall not be delayed

due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the charged student or the impacted student but may not speak for or present the case for the charged student or the impacted student, present statements or arguments, question witnesses or otherwise participate in the process. Members of the Student Conduct Board, or witnesses, may not serve as a student's advisor at the hearing. If the charged student or impacted student chooses an attorney as his/her advisor at the hearing, he or she must inform the Dean of Students, or designee, at least three (3) College working days before the hearing. In such cases the College may be advised by a College attorney as well.

- G. Hearings. All hearings before the Student Conduct Board or College Hearing Officer will be audio recorded by the College. This recording will serve as the only official record of these proceedings and shall be the property of the College. No other recordings are permitted. Deliberations shall not be recorded.

A. Appeals

1. The Provost, or designee, is responsible for reviewing substantive or procedural appeals from the decisions of a Student Conduct Board or College Hearing Officer. The appeal of the outcome of a conduct case must be based on one or more of the following causes: (i) Procedural 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.
2. All appeals must be postmarked or received in correspondence within five (5) College working days of the date of the "Notice of Decision and Sanction" to the Provost, or designee, 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.
3. The student's status will remain unchanged pending the appeal determination by the Provost, 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 Provost, 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 the Interim action provision.

4. After considering the appeal, the Provost, or designee, may reopen the hearing, order a new hearing with a new Conduct Board or College Hearing Officer, uphold or reverse the prior decision of the Dean of Students, or designee, or revise the sanction. The Provost, or designee, shall provide the student written notice of his or her decision within ten (10) College working days of receipt of the appeal request.
5. The appeal determination of the Provost, or designee, is final and binding on all parties. There are no further appeals within the College.

#### 6. Parental Notification Policy

Florida SouthWestern State College is committed to the success of its students both inside and outside of the classroom. Therefore, it is our goal to maximize students' learning and development, and promote their health, safety and welfare. In this regard, Florida SouthWestern State College has implemented a Parental Notification Policy. The Parental Notification Policy permits the College the right to inform parents or guardians when their dependent student (pursuant to the Internal Revenue Code), under the age of 21, has been found in violation of the College Alcoholic Beverages and Drug-Free Environment policy.

- a. In non-emergency situations, parents of dependent students, under the age of 21, may be notified in writing. However, in emergency situations, parents may be notified by an immediate phone call from the Dean of Students, or designee.
- b. These guidelines do not preclude Parental Notification for other policy violations that may endanger the health, safety and wellbeing of a student or other individuals in the College Community. In addition, Parental Notification may occur in health and safety emergencies regardless of the student's age or dependent status.
- c. Students, whose parents are to be notified under these guidelines, will be informed, when possible, before such notification occurs and given an opportunity to initiate contact with their parents.

## 7. Provisions for students impacted by acts of violence

To ensure fairness to students impacted by actions of violence throughout the Student Code of Conduct, the College will provide the following provisions:

- a. An impacted student may have one person of his or her choice accompany them throughout the Student Conduct Review process. This person will act as a support person or advisor but will not represent the impacted student.
- b. An impacted student will receive notice of the hearing no less than five (5) college working days prior to the date of the hearing.
- c. An impacted student may submit a list of questions related to the alleged incident, prior to the hearing. However, the College Hearing Officer or Student Conduct Board shall not be required to ask these questions of the charged student.
- d. An impacted student may not have his or her past conduct, including sexual history, considered when the College Hearing Officer or Student Conduct Board is making a determination of the charged student as to responsible or not responsible.
- e. An impacted student may make a student impact statement and offer to the College Hearing Officer or Student Conduct Board a suggestion of what the impacted student believes to be an appropriate sanction for the charged student. This information may be used only in the sanctioning phase of deliberations if the charged student is found responsible for violating the Student Code of Conduct.
- f. The charged student will not be permitted to directly question the impacted student. In such cases, the charged student and the impacted student shall submit questions to the Student Conduct Board or College Hearing Officer. However, the Student Conduct Board or College Hearing Officer shall ask questions which they deem appropriate to the case. At the request of the impacted student in cases involving physical violence, or other charges deemed appropriate in the professional judgment of the Student Conduct Board or College Hearing Officer, the impacted student may request to testify in a separate room from the charged student so long as the process does not unduly compromise the charged student's right to question the witness.

8. Where the Student Conduct Review process addresses an allegation of violence, both the impacted student and the charged student must be informed of the final outcome of the Student Conduct Review process without a commitment to protect the confidentiality of the information. The final outcome means only the final determination with respect to the alleged misconduct or abuse and any sanction(s) that is imposed against the charged student. If the impacted student is deceased, the next of kin shall be considered as the alleged impacted student for purposes of this paragraph.

XI. Family Educational Rights and Privacy Act and the Student Code of Conduct

- A. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA states conditions where prior consent is not required to disclose personally identifiable student information from educational records for postsecondary institutions.

**POLICY REGARDING STUDENTS WITH HUMAN IMMUNODEFICIENCY VIRUS (HIV) (FLORIDA SOUTHWESTERN STATE COLLEGE BOARD OF TRUSTEES POLICY 6HX6:6.02)**

The following guidelines are established regarding students with Human Immunodeficiency Virus (HIV):

1. **DEFINITION:** For purposes of this policy, a student with HIV falls into one of the following categories:
  - a. An individual who tests positive for HIV antibody but who has no symptom manifestations, or
  - b. An individual who is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS)—displaying one or more opportunistic infections.
2. **STUDENT RIGHTS:** The College recognizes that the rights of students with HIV to obtain education and employment must be balanced against the rights of persons without HIV who wish to be reasonably protected from contracting the virus.
3. Both the Federal Vocational Rehabilitation Act of 1973 and the Florida Educational Equity Act prohibit discrimination against disabled persons, and students with HIV are classified as disabled.
  - a. Precautions will be provided to students in Health Professions Programs and science laboratory classes.



- b. Any student who reveals that he/she has HIV will be afforded confidentiality in accordance with appropriate statute and state law.
- 4. **ADMISSIONS:** No student will be denied admission to the College solely on the basis that he/she has HIV.
  - a. The College will not require a student to reveal whether or not he/she has HIV when applying for admission to the College.
  - b. Furthermore, the College will not require serological testing to determine if a student seeking admission has HIV.
- 5. **ATTENDANCE, WITHDRAWAL, AND/OR SUSPENSIONS:** Under most circumstances, no student will be required to cease class attendance solely on the basis of having HIV.
  - a. If a student with HIV requests special accommodations due to illness (i.e., disability), the College will acquire sufficient information about such disability to make a determination regarding the requested accommodation(s). Any student wishing to request special accommodations should contact the Chief Student Affairs Office at any campus.
  - b. The College will not impose any rule(s) or restrictions upon a student with HIV that will have the effect of limiting that individual's participation in the College's educational programs and/or services solely on the basis of that person's disability.
  - c. Current research has indicated the possibility that the central nervous system may become affected by HIV, which may lead to progressive neurological and cognitive dysfunction and subsequent inability of the student to maintain scholastic performance. Decisions as to such a student continuing to attend class or being suspended or withdrawn from class(es) will be made on a case-by-case basis after reasonable accommodations have been examined or tried, and after an examination of the facts demonstrates to the College that the student can no longer function as necessary to meet the requirements of the student's course or program, or that the student presents a health or safety risk to self or to the College community.

#### **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 his or her 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 Registrar, in consultation with the appropriate Academic Dean and the Director of the Office of Adaptive Services will consider reasonable substitutions appropriate for each individual student.
4. **Substitution Decision:** The decision will be communicated in writing by the Registrar to the student and the Director of the Office 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 Provost and Vice President for Academic Affairs, who shall make the final decision. The appeal must be filed within 21 days of receipt of the written denial by the Registrar. Any decision of the Provost 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 Registrar and the Director, 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 and 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, in order to discourage and attempt to prevent such misconduct, and to encourage reporting and the receipt of assistance.

Jana Sabo is the Title IX Coordinator/Equity Officer. Questions pertaining to discrimination or harassment should be addressed to Jana Sabo at 239.489.9051 or 8099 College Parkway, Fort Myers, FL 33919.

## **DRUG AND ALCOHOL POLICY (FLORIDA SOUTHWESTERN STATE COLLEGE BOARD OF TRUSTEES POLICY 6HX6:2.04)**

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 Florida Comprehensive Drug Abuse Prevention and Control Act, 41 U.S.C. 70-1 et.seq., as amended and is supplemented by College administrative policies and procedures.

1. 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 strictly prohibited as a matter of College policy.
2. 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.

3. 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.
4. 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.

## **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 strictly 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.

## **PROCEDURES: DISCIPLINARY SANCTIONS**

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 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](mailto:swfeap@swfeap.com)

Description of Health Risks

### **Alcohol**

Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

## **Cannabis (Marijuana, Hashish)**

The use of marijuana may impair or reduce short- term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

## **Hallucinogens (Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinogens)**

The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased.

Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

## **Cocaine/Crack**

Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

## **Amphetamines**

Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

## **Heroin**

Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in the heart rate.

## **Legal Sanctions**

You should be aware that the State of Florida Statutes provide that 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:

#### **ADDICTION RESOURCES**

Free & Confidential Drug Hotline  
(888) 459-5511

RIVERSIDE BEHAVIORAL HEALTH CENTER

CHARLOTTE REGIONAL MEDICAL CENTER

733 East Olympia Avenue Punta Gorda FL 33950

(941) 637-2474 or 1-800-722-5563

RUTH COOPER CENTER FOR BEHAVIORAL HEALTH CARE

2789 Ortiz Avenue, SE

Fort Myers FL 33905

(239) 275-3222

SALUS CARE, INC.

3763 Evans Avenue

Fort Myers FL 33901

(239) 332-6937

THE WILLOUGH AT NAPLES

9001 Tamiami Trail

East Naples FL 34113

1-800-722-0100

For further information regarding education, rehabilitation and other aspects of the College policy, contact:

CHARLOTTE CAMPUS, Punta Gorda

Campus Dean of Student Affairs and Academic Services

(941) 637-5678

COLLIER CAMPUS, Naples

Campus Dean of Student Affairs and Academic Services

(239) 732-3953

HENDRY/GLADES CENTER, Labelle

Assistant Director, Student Services

(863) 674-6002

THOMAS EDISON (LEE) CAMPUS, Fort Myers

Office of Human Resources

(239) 489-9293

Associate Dean of Student Affairs

(239) 489-9067

### **ELECTRONIC DEVICES (COLLEGE OPERATING PROCEDURE 03-0608)**

Electronic devices, cellular phones, laptops, PDA's and/or pagers should be turned off when entering a classroom. These aforementioned devices may be used with

prior authorization from the professor. In such a case, any exit from a classroom to respond to a call or page should be made with a minimum of disturbance.

## **AMERICANS 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 through this procedure assures the College's students, staff or faculty members, or other members of the College community that it will take steps to eliminate disability harassment and discrimination, and take steps to prevent reoccurrence and to correct its discriminatory effects.

For Students Seeking an Accommodation - the Director of the Office 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. ("Student Coordinator"). The Student Coordinator's contact information appears at the end of this procedure.

For Employees and Persons Other Than Students Seeking an Accommodation - the College's Title IX Coordinator and Equity 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. ("Equity Officer"). The Equity Officer's contact information appears at the end of this procedure.

The Student Coordinator and the Equity Officer, or their designees as appropriate, conduct activities such as (but not limited to):

1. Assisting College offices in making their programs and services accessible;
2. Overseeing communication to 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 to assure prompt resolution.

## A. 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 Office of Adaptive Services (OAS) for consideration. Individuals with a disability must provide recent documentation from a qualified, licensed professional that addresses the disability and the requested accommodation. The Office of 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. The process should include the following: (1) the decision is made by relevant officials including faculty members; (2) the decision makers consider a series of alternatives, their feasibility, cost and effect on the academic program; and after reasoned deliberation; and, (3) the decision makers reach a rationally justifiable conclusion that the available alternatives would result either in lowering of academic standards or requiring substantial program alternative. Once a student has been registered with the OAS, it is the student's responsibility to request accommodations for each semester in which accommodation is desired.
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 a disability is available through the Equity Officer.
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 accommodation by contacting the Equity 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 requires an accommodation is urged to contact the event planner 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.

**Time Frame:** The time required to review an ADA/Section 504 accommodation request will depend on a variety of factors, including the nature and scope of the matter.

## **B. Responding to Complaints Regarding Failures to Accommodate**

1. **Students: Resolving Issues through the Dean of Student's Office.** A student who believes that the College did not follow its 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 student should request a meeting with the Dean of Students/designee 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 Dean of Students/designee may contact the Student Coordinator, faculty, administrators or other professionals who can provide information pertinent to the case. If confidential information is to be released to or received by a third party not affiliated with the College, the student will be asked to sign a FERPA Release of Information form. Following the review of the request for reconsideration, the Dean of Students/designee will notify the student 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 witnesses. In the event that unusual circumstances will delay disposition, all parties will be notified of the delay and the anticipated date of completion. If at any point in this process 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 Resource Office.** A College employee who believes that the Equity 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 Equity 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.

### **C. 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 then it creates a hostile environment can violate 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.

## **COMPLAINT PROCEDURES DISABILITY HARASSMENT/DISABILITY 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 Equity Officer the Student Coordinator 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 Equity 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 Equity Officer will notify the complainant if an investigation will commence, or if there is no reasonable cause to pursue an investigation.

Following receipt of notice, the Equity 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 Equity 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 Equity 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 Equity 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 Equity Officer makes an extraordinary determination to re-open the investigation. This decision lies in the sole discretion of the Equity 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 a sixty (60) calendar day time period. The time period for the completion of the investigation may be extended as necessary for appropriate cause by the Equity 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 Equity 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.

## **Contacts**

All applicant/employee ADA complaints, excluding those filed against the ADA Coordinator, should be addressed to ADA Coordinator/Title IX Coordinator/Equity Officer, 8099 College Parkway, Ft. Myers, Florida 33919 or by calling 239.489.9051 or call through the Florida Relay Service at 1.800.955.8771 (TTY).

All student ADA complaints should be addressed to the Dean of Students Office, 8099 College Parkway, Ft. Myers, Florida, 33919 or by calling 239.489.9067 or call through the Florida Relay Service at 1.800.955.8771 (TTY).

All ADA complaints filed against the ADA Coordinator should be addressed to the Director of the Human Resources Department, 8099 College Parkway, Ft. Myers, Florida, 33919 or by calling 239.489.9357 or call through the Florida Relay Service at 1.800.955.8771 (TTY).

Questions pertaining to educational equity, equal access, or equal opportunity may also be addressed to the Assistant Secretary for Civil Rights, United States Department of Education, and 16 Forsyth Street S.W., Suite 19T10, Atlanta, GA 30303-8927. Telephone: 404.974.9406 Facsimile: 404.974.9471 Email: OCR.Atlanta@ed.gov.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	31	1	2
6	7	8	9
13	14	15	16
Financial aid book buying days 8/6-8/27 First day of Full & Mini-A Term courses Welcome Week	Eid al-Adha begins at sundown Welcome Week	Welcome Week	Welcome Week
20	21	22	23
Apply for a change in Florida residency for in-state tuition Last day to add/drop courses, add a course for financial eligibility, or change a program Welcome Week	National Bow Tie Day Welcome Week	Welcome Week	Spirit Day/Blackbeard's Birthday Welcome Week
27	28	29	30
3	4	5	6

FRIDAY	SATURDAY	SUNDAY	NOTES
3	4	5	
10	11	12	
17	18	19	
Welcome Week 24	25	26	
National Eat Outside Day 31	1	2	
7	8	9	

**WEEKLY GOALS:** \_\_\_\_\_

AUGUST 2018						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*"Learning is not attained by chance. It must be sought for with ardor and attended to with diligence." – Abigail Adams*

**MONDAY 6**

**TUESDAY 7**

**WEDNESDAY 8**



**9 THURSDAY**

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**10 FRIDAY**

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**11 SATURDAY**

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**12 SUNDAY**

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**WEEKLY GOALS:** \_\_\_\_\_

AUGUST							2018
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

SEPTEMBER							2018
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

*"Many of life's failures are people who did not realize how close they were to success when they gave up." – Thomas Edison*

**MONDAY 13**

**TUESDAY 14**

**WEDNESDAY 15**





**16 THURSDAY**

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**17 FRIDAY**

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**18 SATURDAY**

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**19 SUNDAY**

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WEEKLY GOALS: \_\_\_\_\_

AUGUST 2018						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*"You can stand tall without standing on someone. You can be a victor without having victims." – Harriet Woods*

## MONDAY 20

Financial aid book buying days  
8/6-8/27  
First day of Full & Mini-A Term  
courses  
Welcome Week

## TUESDAY 21

Eid al-Adha begins at sundown  
Welcome Week

## WEDNESDAY 22

Welcome Week



Welcome Week

**23 THURSDAY**

Welcome Week

**24 FRIDAY**

**25 SATURDAY**

**26 SUNDAY**

WEEKLY GOALS: \_\_\_\_\_

AUGUST 2018						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*"Let me tell you the secret that has led me to my goal. My strength lies solely in my tenacity." – Louis Pasteur*

**MONDAY 27**

Apply for a change in Florida residency for in-state tuition  
Last day to add/drop courses, add a course for financial eligibility, or change a program  
Welcome Week

**TUESDAY 28**

National Bow Tie Day  
Welcome Week

**WEDNESDAY 29**

Welcome Week



Spirit Day/Blackbeard's Birthday  
Welcome Week

**30 THURSDAY**

National Eat Outside Day

**31 FRIDAY**

**1 SATURDAY**

**2 SUNDAY**

# SEPTEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
Labor Day College closed for Labor Day	4	5	National Read a Book Day 6
Muharram begins at sundown Campus Safety Week	Patriot Day Campus Safety Week	Campus Safety Week	Campus Safety Week
Constitution Day Last day to replace 'I' grade from previous semester	Yom Kippur begins at sundown	International Talk Like a Pirate Day Withdraw from Mini-A Term course at 60% complete for financial aid purposes	20
Fall Into Healthy Relationships Week	Fall Into Healthy Relationships Week	Fall Into Healthy Relationships Week	Fall Into Healthy Relationships Week
1	2	3	4

FRIDAY	SATURDAY	SUNDAY	NOTES
31	1	2	
7	8	9	
		Rosh Hashanah begins at sundown Grandparents Day	
Campus Safety Week	14	15	
	National Clean Up Day	16	
21	22	23	
		First Day of Autumn	
Fall Into Healthy Relationships Week Native American Day	28	29	
		30	
5	6	7	



**WEEKLY GOALS:** \_\_\_\_\_

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SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*"When I dare to be powerful, to use my strength in the service of my vision, then it becomes less and less important whether I am afraid." — Audre Lorde*

**MONDAY 3**

*Labor Day*  
College closed for Labor Day

**TUESDAY 4**

**WEDNESDAY 5**



National Read a Book Day

**6 THURSDAY**

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**7 FRIDAY**

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**8 SATURDAY**

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Rosh Hashanah begins at sundown  
Grandparents Day

**9 SUNDAY**

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**WEEKLY GOALS:** \_\_\_\_\_

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SEPTEMBER 2018						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*"The foolish man seeks happiness in the distance; the wise grows it under his feet." – James Oppenheim*

## MONDAY 10

Muharram begins at sundown  
Campus Safety Week

## TUESDAY 11

Patriot Day  
Campus Safety Week

## WEDNESDAY 12

Campus Safety Week



Campus Safety Week

**13 THURSDAY**

Campus Safety Week

**14 FRIDAY**

National Clean Up Day

**15 SATURDAY**

**16 SUNDAY**

**WEEKLY GOALS:** \_\_\_\_\_

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\_\_\_\_\_

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*"No person is your friend who demands your silence or denies your right to grow." – Alice Walker*

## MONDAY 17

Constitution Day  
Last day to replace 'I' grade from previous semester

## TUESDAY 18

Yom Kippur begins at sundown

## WEDNESDAY 19

International Talk Like a Pirate Day  
Withdraw from Mini-A Term course at 60% complete for financial aid purposes



**20 THURSDAY**

**21 FRIDAY**

**22 SATURDAY**

*First Day of Autumn*

**23 SUNDAY**

**WEEKLY GOALS:** \_\_\_\_\_

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SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*"Our lives improve only when we take chances – and the first and most difficult risk we can take is to be honest with ourselves." – Walter Anderson*

**MONDAY 24**

Fall Into Healthy Relationships Week

**TUESDAY 25**

Fall Into Healthy Relationships Week

**WEDNESDAY 26**

Fall Into Healthy Relationships Week





Fall Into Healthy Relationships  
Week

**27 THURSDAY**

Fall Into Healthy Relationships  
Week  
Native American Day

**28 FRIDAY**

**29 SATURDAY**

**30 SUNDAY**

## OCTOBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
International Coffee Day Last day of Mini-A Term classes and to update auto-graduation status Suncoast Credit Union Financial Literacy Week           1	Mini-A Term final exams Suncoast Credit Union Financial Literacy Week           2	Classes dropped for non-payment and then tuition due daily Mini-A Term final exams Suncoast Credit Union Financial Literacy Week           3	Financial aid book buying days 10/4-10/24 Mini-A Term final exams Suncoast Credit Union Financial Literacy Week           4
Columbus Day (Observed) Career Week Mini-A Term final exams           8	Career Week           9	Career Week           10	Career Week           11
Academic Prep Week Career Week           15	Academic Prep Week Career Week National Dictionary Day           16	Academic Prep Week Career Week           17	Academic Prep Week Career Source Regional Career Fair (Suncoast Credit Union Arena) Career Week First day of Mini-B Term classes and Spring 2019 priority registration           18
Red Ribbon Week Spring 2019 open registration           22	Red Ribbon Week           23	Last day to add/drop courses, change a program, and apply for a change in Florida residency for in-state tuition Red Ribbon Week           24	Red Ribbon Week           25
International Internet Day Mental Health Week           29	Mental Health Week           30	Halloween Mental Health Week           31	1
5	6	7	8

## REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
Mini-A Term final exams Suncoast Credit Union Financial Literacy Week <div>5</div>	Mini-A Term final exams <div>6</div>	Mini-A Term final exams <div>7</div>	
Career Week <div>12</div>	<div>13</div>	<div>14</div>	
Academic Prep Week Career Week Spring 2019 registration for degree-seeking students <div>19</div>	<div>20</div>	<div>21</div>	
Red Ribbon Week Withdraw from Full Term course at 60% complete for financial aid purposes <div>26</div>	<div>27</div>	<div>28</div>	
<div>2</div>	<div>3</div>	<div>4</div>	
<div>9</div>	<div>10</div>	<div>11</div>	

## WEEKLY GOALS: \_\_\_\_\_

OCTOBER 2018						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

*"Mistakes are the portals of discovery." – James Joyce*

**MONDAY 1**

International Coffee Day  
Last day of Mini-A Term classes and  
to update auto-graduation status  
Suncoast Credit Union Financial  
Literacy Week

**TUESDAY 2**

Mini-A Term final exams  
Suncoast Credit Union Financial  
Literacy Week

**WEDNESDAY 3**

Classes dropped for non-payment  
and then tuition due daily  
Mini-A Term final exams  
Suncoast Credit Union Financial  
Literacy Week



Financial aid book buying days  
10/4-10/24  
Mini-A Term final exams  
Suncoast Credit Union Financial  
Literacy Week

## 4 THURSDAY

Mini-A Term final exams  
Suncoast Credit Union Financial  
Literacy Week

## 5 FRIDAY

Mini-A Term final exams

## 6 SATURDAY

Mini-A Term final exams

## 7 SUNDAY

WEEKLY GOALS: \_\_\_\_\_

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OCTOBER 2018						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*"I think a hero is an ordinary individual who finds strength to persevere and endure in spite of overwhelming obstacles." – Christopher Reeve*

**MONDAY 8**

Columbus Day (Observed)  
Career Week  
Mini-A Term final exams

**TUESDAY 9**

Career Week

**WEDNESDAY 10**

Career Week



Career Week

**11 THURSDAY**

Career Week

**12 FRIDAY**

**13 SATURDAY**

**14 SUNDAY**

WEEKLY GOALS: \_\_\_\_\_

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*"You're not obligated to win. You're obligated to keep trying to do the best you can every day." – Marian Wright Edelman*

**MONDAY 15**

Academic Prep Week  
Career Week

**TUESDAY 16**

Academic Prep Week  
Career Week  
National Dictionary Day

**WEDNESDAY 17**

Academic Prep Week  
Career Week





Academic Prep Week  
Career Source Regional Career Fair  
(Suncoast Credit Union Arena)  
Career Week  
First day of Mini-B Term classes and  
Spring 2019 priority registration

## 18 THURSDAY

Academic Prep Week  
Career Week  
Spring 2019 registration for degree-  
seeking students

## 19 FRIDAY

## 20 SATURDAY

## 21 SUNDAY

**WEEKLY GOALS:** \_\_\_\_\_

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\_\_\_\_\_

OCTOBER 2018						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*"Work while you have the light. You are responsible for the talent that has been entrusted to you." – Henri-Frédéric Amiel*

## MONDAY 22

Red Ribbon Week  
Spring 2019 open registration

## TUESDAY 23

Red Ribbon Week

## WEDNESDAY 24

Last day to add/drop courses,  
change a program, and apply for  
a change in Florida residency for  
in-state tuition  
Red Ribbon Week



Red Ribbon Week

**25 THURSDAY**

Red Ribbon Week  
Withdraw from Full Term course at  
60% complete for financial aid  
purposes

**26 FRIDAY**

**27 SATURDAY**

**28 SUNDAY**

WEEKLY GOALS: \_\_\_\_\_

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OCTOBER 2018						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*"Use what talents you possess: the woods would be very silent if no birds sang there except those that sang best." – Henry Van Dyke*

**MONDAY 29**

International Internet Day  
Mental Health Week

**TUESDAY 30**

Mental Health Week

**WEDNESDAY 31**

Halloween  
Mental Health Week



Mental Health Week

**1 THURSDAY**

Mental Health Week

**2 FRIDAY**

Standard Time returns

**4 SUNDAY**

# NOVEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	31	Mental Health Week 1
5	Election Day 6	7	8
Veterans Day (Observed) College closed for Veterans Day International Education Week 12	International Education Week World Kindness Day 7:30 PM - FSW Student Jazz Ensemble (Barbara B. Mann Performing Arts Hall) 13	International Education Week National Pickle Day 14	International Education Week 15
Withdraw from Mini-B Term course at 60% complete for financial aid purposes 19	Mawlid al-Nabi begins at sundown 7:30 PM - FSW Student Concert Band (Barbara B. Mann Performing Arts Hall) 20	21	Thanksgiving College closed for Thanksgiving 22
Stress Free Finals 26	Stress Free Finals 27	Stress Free Finals 28	Stress Free Finals 29
3	4	5	6

FRIDAY	SATURDAY	SUNDAY	NOTES
Mental Health Week 2	3	Standard Time returns 4	
9	10	Veterans Day 11	
International Education Week 16	National Take a Hike Day 17	18	
College closed for Thanksgiving 23	College closed for Thanksgiving 24	College closed for Thanksgiving 25	
Stress Free Finals 30	1	2	
7	8	9	

**WEEKLY GOALS:** \_\_\_\_\_

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\_\_\_\_\_

NOVEMBER 2018						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*"The battles that count aren't the ones for gold medals. The struggles within yourself – that's where it's at." – Jesse Owens*

**MONDAY 5**

**TUESDAY 6**

Election Day

**WEDNESDAY 7**



**8 THURSDAY**



**9 FRIDAY**

**10 SATURDAY**

*Veterans Day*

**11 SUNDAY**

**WEEKLY GOALS:** \_\_\_\_\_

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\_\_\_\_\_

NOVEMBER 2018						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*"Success is how high you bounce when you hit bottom." – General George Patton*

## MONDAY 12

*Veterans Day (Observed)*  
College closed for Veterans Day  
International Education Week

## TUESDAY 13

International Education Week  
World Kindness Day  
7:30 PM - FSW Student Jazz  
Ensemble (Barbara B. Mann  
Performing Arts Hall)

## WEDNESDAY 14

International Education Week  
National Pickle Day



International Education Week

**15 THURSDAY**

International Education Week

**16 FRIDAY**

National Take a Hike Day

**17 SATURDAY**

**18 SUNDAY**

**WEEKLY GOALS:** \_\_\_\_\_

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NOVEMBER 2018						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*"The point is not to pay back kindness, but to pass it on." – Julia Alvarez*

## MONDAY 19

Withdraw from Mini-B Term course at 60% complete for financial aid purposes

## TUESDAY 20

Mawlid al-Nabi begins at sundown 7:30 PM - FSW Student Concert Band (Barbara B. Mann Performing Arts Hall)

## WEDNESDAY 21



Thanksgiving  
College closed for Thanksgiving

**22 THURSDAY**

College closed for Thanksgiving

**23 FRIDAY**

College closed for Thanksgiving

**24 SATURDAY**

College closed for Thanksgiving

**25 SUNDAY**

**WEEKLY GOALS:** \_\_\_\_\_

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NOVEMBER 2018						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*"There is only one corner of the universe you can be certain of improving...and that's your own self." – Aldous Huxley*

**MONDAY 26**

Stress Free Finals

**TUESDAY 27**

Stress Free Finals

**WEDNESDAY 28**

Stress Free Finals



Stress Free Finals

**29 THURSDAY**

Stress Free Finals

**30 FRIDAY**

**1 SATURDAY**

*Hanukkah begins at sundown*

**2 SUNDAY**

## DECEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
Final Exams Extended Library Hours Last day of Full & Mini-B Term courses and to update auto-graduation status National Make a Gift Day	Final Exams Extended Library Hours Full & Mini-B Term final exams 7:30 PM - FSW Student Orchestra & Choir (Barbara B. Mann Performing Arts Hall)	Final Exams Extended Library Hours Full & Mini-B Term final exams	Final Exams Extended Library Hours Full & Mini-B Term final exams
Final Exams Extended Library Hours Full & Mini-B Term final exams			
College closed for Winter Break	College closed for Winter Break	College closed for Winter Break	College closed for Winter Break Financial aid book buying days 12/10-1/14
College closed for Winter Break	Christmas College closed for Winter Break	Kwanzaa begins College closed for Winter Break	College closed for Winter Break
College closed for Winter Break New Year's Eve 2018			



FRIDAY	SATURDAY	SUNDAY	NOTES
30	1	2	
		<i>Hanukkah begins at sundown</i>	
Final Exams Extended Library Hours Full & Mini-B Term final exams Pearl Harbor Remembrance Day	7	8	
		Final Exams Extended Library Hours Full & Mini-B Term final exams National Pretend to Be a Time Traveler Day	
		Final Exams Extended Library Hours Full & Mini-B Term final exams	
14	15	16	
First Day of Winter College closed for Winter Break	21	22	
		College closed for Winter Break	
		College closed for Winter Break	
College closed for Winter Break	28	29	
		College closed for Winter Break	
		College closed for Winter Break	
4	5	6	

**WEEKLY GOALS:** \_\_\_\_\_

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DECEMBER 2018						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*"Dream as if you'll live forever. Live as if you'll die today." – James Dean*

## MONDAY 3

Final Exams Extended Library Hours  
Last day of Full & Mini-B Term courses and to update auto-graduation status  
National Make a Gift Day

## TUESDAY 4

Final Exams Extended Library Hours  
Full & Mini-B Term final exams  
7:30 PM - FSW Student Orchestra & Choir (Barbara B. Mann Performing Arts Hall)

## WEDNESDAY 5

Final Exams Extended Library Hours  
Full & Mini-B Term final exams



Final Exams Extended Library  
Hours  
Full & Mini-B Term final exams

## 6 THURSDAY

Final Exams Extended Library  
Hours  
Full & Mini-B Term final exams  
Pearl Harbor Remembrance Day

## 7 FRIDAY

Final Exams Extended Library  
Hours  
Full & Mini-B Term final exams  
National Pretend to Be a Time  
Traveler Day

## 8 SATURDAY

Final Exams Extended Library  
Hours  
Full & Mini-B Term final exams

## 9 SUNDAY

**WEEKLY GOALS:** \_\_\_\_\_

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\_\_\_\_\_

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*"My life is my message." – Mahatma Gandhi*

## MONDAY 10

Final Exams Extended Library Hours  
Full & Mini-B Term final exams

## TUESDAY 11

## WEDNESDAY 12



**13 THURSDAY**

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**14 FRIDAY**

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**15 SATURDAY**

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**16 SUNDAY**

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**WEEKLY GOALS:** \_\_\_\_\_

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DECEMBER 2018						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*"There is nothing like a dream to create the future." – Victor Hugo*

**MONDAY 17**

College closed for Winter Break

**TUESDAY 18**

College closed for Winter Break

**WEDNESDAY 19**

College closed for Winter Break



College closed for Winter Break  
Financial aid book buying days  
12/10-1/14

## 20 THURSDAY

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First Day of Winter  
College closed for Winter Break

## 21 FRIDAY

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College closed for Winter Break

## 22 SATURDAY

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College closed for Winter Break

## 23 SUNDAY

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**WEEKLY GOALS:** \_\_\_\_\_

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DECEMBER 2018						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*"I have discovered in life that there are ways of getting almost anywhere you want to go, if you really want to go." – Langston Hughes*

**MONDAY 24**

College closed for Winter Break

**TUESDAY 25**

*Christmas*  
College closed for Winter Break

**WEDNESDAY 26**

*Kwanzaa begins*  
College closed for Winter Break





College closed for Winter Break

**27 THURSDAY**

College closed for Winter Break

**28 FRIDAY**

College closed for Winter Break

**29 SATURDAY**

College closed for Winter Break

**30 SUNDAY**

## JANUARY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
31 New Year's Day College closed for Winter Break	1 Classes dropped for non-payment and then tuition due daily National Science Fiction Day	2	3
First day of Full & Mini-A Term classes Welcome Week	Welcome Week	Welcome Week	Welcome Week
7	8	9	10
Apply for a change in Florida residency for in-state tuition Last day to add/drop courses, add a course for financial eligibility, or change a program Welcome Week	Welcome Week	Welcome Week	Welcome Week
14	15	16	17
Martin Luther King, Jr. Day (Observed) College closed for Martin Luther King Jr. Day	Campus Safety Week	Campus Safety Week	Campus Safety Week
21	22	23	24
Mental Health Week	Mental Health Week	Mental Health Week	Mental Health Week
28	29	30	31
4	5	6	7

FRIDAY	SATURDAY	SUNDAY	NOTES
4	5	6	
11	12	13	
18	19	20	
25	26	27	
1	2	3	
8	9	10	

**WEEKLY GOALS:** \_\_\_\_\_

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JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

*"Take the first step in faith. You don't have to see the whole staircase, just take the first step." – Martin Luther King, Jr.*

## MONDAY 31

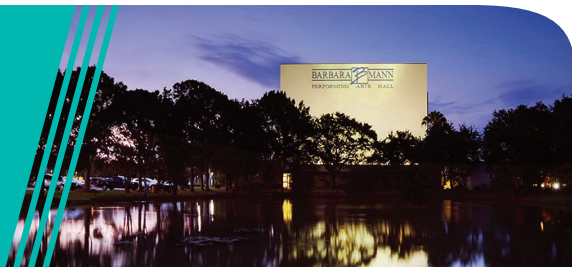
College closed for Winter Break  
New Year's Eve 2018

## TUESDAY 1

New Year's Day  
College closed for Winter Break

## WEDNESDAY 2

Classes dropped for non-payment  
and then tuition due daily  
National Science Fiction Day



**3 THURSDAY**

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**4 FRIDAY**

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**5 SATURDAY**

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**6 SUNDAY**

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## WEEKLY GOALS:

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JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

*"I try to avoid looking forward or backward, and try to keep looking upward." – Charlotte Bronte*

## MONDAY 7

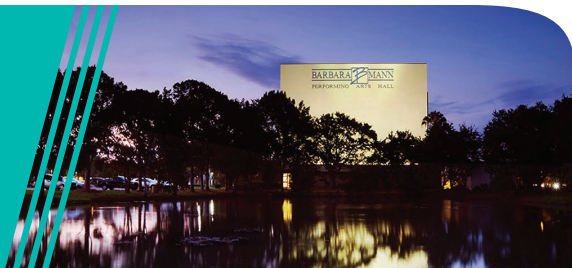
First day of Full & Mini-A Term classes  
Welcome Week

## TUESDAY 8

Welcome Week

## WEDNESDAY 9

Welcome Week



Welcome Week

**10 THURSDAY**

Welcome Week

**11 FRIDAY**

**12 SATURDAY**

**13 SUNDAY**

**WEEKLY GOALS:** \_\_\_\_\_

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JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

*"A ship in harbor is safe, but that is not what ships are built for." – William Shedd*

**MONDAY 14**

Apply for a change in Florida residency for in-state tuition  
Last day to add/drop courses, add a course for financial eligibility, or change a program  
Welcome Week

**TUESDAY 15**

Welcome Week

**WEDNESDAY 16**

Welcome Week





Welcome Week

**17 THURSDAY**

Welcome Week

**18 FRIDAY**

**19 SATURDAY**

**20 SUNDAY**

WEEKLY GOALS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

*"We could never learn to be brave and patient, if there were only joy in the world." – Helen Keller*

**MONDAY 21**

Martin Luther King, Jr. Day  
(Observed)  
College closed for Martin Luther King Jr. Day

**TUESDAY 22**

Campus Safety Week

**WEDNESDAY 23**

Campus Safety Week



Campus Safety Week

**24 THURSDAY**

Campus Safety Week

**25 FRIDAY**

**26 SATURDAY**

**27 SUNDAY**

## WEEKLY GOALS:

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JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

*"The man who wants to lead the orchestra must turn his back on the crowd." – James Crook*

## MONDAY 28

Mental Health Week

## TUESDAY 29

Mental Health Week

## WEDNESDAY 30

Mental Health Week



Mental Health Week

**31 THURSDAY**

Mental Health Week

**1 FRIDAY**

Groundhog Day

**2 SATURDAY**

Last day to withdraw from Mini-A  
Term course at 60% complete for  
financial aid purposes  
National Eat Ice Cream for  
Breakfast Day

**3 SUNDAY**

## FEBRUARY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	31
Withdraw from Mini-A Term course and last day to replace 'I' grade from previous semester 4	Chinese New Year 5	6	National Send a Card to a Friend Day 7
Healthy Relationships Week 11	Lincoln's Birthday Healthy Relationships Week 12	Healthy Relationships Week 13	Valentine's Day Healthy Relationships Week 14 Last day of Mini-A Term courses and to update auto-graduation status
Presidents' Day Financial aid book buying days 2/18-3/19 Mini-A Term final exams Suncoast Credit Union Financial Literacy Week 18	Mini-A Term final exams Suncoast Credit Union Financial Literacy Week 19	Mini-A Term final exams Suncoast Credit Union Financial Literacy Week 20	Suncoast Credit Union Financial Literacy Week 21
Safe Spring Break 25	Safe Spring Break 26	Classes dropped for non-payment and then tuition due daily Safe Spring Break 27	Safe Spring Break 28
4	5	6	7

FRIDAY	SATURDAY	SUNDAY	NOTES
Mental Health Week <b>1</b>	<i>Groundhog Day</i> <b>2</b>	Last day to withdraw from Mini-A Term course at 60% complete for financial aid purposes National Eat Ice Cream for Breakfast Day <b>3</b>	
<b>8</b>	<b>9</b>	<b>10</b>	
Healthy Relationships Week Mini-A Term final exams <b>15</b>	Mini-A Term final exams <b>16</b>	Mini-A Term final exams <b>17</b>	
Washington's Birthday Suncoast Credit Union Financial Literacy Week <b>22</b>	<b>23</b>	<b>24</b>	
<b>1</b>	<b>2</b>	<b>3</b>	
<b>8</b>	<b>9</b>	<b>10</b>	

**WEEKLY GOALS:** \_\_\_\_\_

FEBRUARY							2019
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28			

MARCH							2019
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

*"Never mistake knowledge for wisdom. One helps you make a living; the other helps you make a life." – Sandra Carey*

**MONDAY 4**

Withdraw from Mini-A Term course and last day to replace 'I' grade from previous semester

**TUESDAY 5**

Chinese New Year

**WEDNESDAY 6**





National Send a Card to a Friend  
Day

**7 THURSDAY**

**8 FRIDAY**

**9 SATURDAY**

**10 SUNDAY**

**WEEKLY GOALS:** \_\_\_\_\_

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*"Leadership is practiced not so much in words as in attitude and in actions." – Harold Geneen*

**MONDAY 11**

Healthy Relationships Week

**TUESDAY 12**

Lincoln's Birthday  
Healthy Relationships Week

**WEDNESDAY 13**

Healthy Relationships Week



Valentine's Day  
Healthy Relationships Week  
Last day of Mini-A Term courses  
and to update auto-graduation  
status

## 14 THURSDAY

Healthy Relationships Week  
Mini-A Term final exams

## 15 FRIDAY

Mini-A Term final exams

## 16 SATURDAY

Mini-A Term final exams

## 17 SUNDAY

**WEEKLY GOALS:** \_\_\_\_\_

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*"Truth is powerful and it prevails." – Sojourner Truth*

**MONDAY 18**

*Presidents' Day*  
Financial aid book buying days  
2/18-3/19  
Mini-A Term final exams  
Suncoast Credit Union Financial  
Literacy Week

**TUESDAY 19**

Mini-A Term final exams  
Suncoast Credit Union Financial  
Literacy Week

**WEDNESDAY 20**

Mini-A Term final exams  
Suncoast Credit Union Financial  
Literacy Week



Suncoast Credit Union Financial  
Literacy Week

**21 THURSDAY**

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*Washington's Birthday*  
Suncoast Credit Union Financial  
Literacy Week

**22 FRIDAY**

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**23 SATURDAY**

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**24 SUNDAY**

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**WEEKLY GOALS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FEBRUARY 2019						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*"When you cease to dream, you cease to live." – Malcolm S. Forbes*

**MONDAY 25**

Safe Spring Break

**TUESDAY 26**

Safe Spring Break

**WEDNESDAY 27**

Classes dropped for non-payment  
and then tuition due daily  
Safe Spring Break



Safe Spring Break

**28 THURSDAY**

Safe Spring Break

**1 FRIDAY**

**2 SATURDAY**

**3 SUNDAY**

## MARCH 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
25	26	27	28
College closed for Spring Break 4	College closed for Spring Break 5	Ash Wednesday College closed for Spring Break 6	College closed for Spring Break 7
Career Week 11	Career Week First day of Mini-B Term classes 12	Career Week 7:30 PM - FSW Student Orchestra & Choir (Barbara B. Mann Performing Arts Hall) 13	Career Week National Pi Day Summer 2019 priority registration 14
Academic Prep Week Career Week Summer 2019 open registration 18	Academic Prep Week Career Week Last day to add/drop courses, withdraw from courses at 60% complete for financial aid purposes, and apply for change to Florida residency for in-state tuition 7:30 PM - FSW Student Concert Band (Barbara B. Mann Performing Arts Hall) 19	First Day of Spring Academic Prep Week Career Week 20	Academic Prep Week Career Week 21
Holocaust Memorial Week 25	Holocaust Memorial Week 7:30 PM - FSW Student Jazz Ensemble (Barbara B. Mann Performing Arts Hall) 26	Holocaust Memorial Week 27	Holocaust Memorial Week 28
1	2	3	4



FRIDAY	SATURDAY	SUNDAY	NOTES
Safe Spring Break <b>1</b>	<b>2</b>	<b>3</b>	
College closed for Spring Break <b>8</b>	College closed for Spring Break <b>9</b>	Daylight-Saving Time begins College closed for Spring Break <b>10</b>	
Career Week Summer 2019 degree-seeking registration <b>15</b>	<b>16</b>	St. Patrick's Day <b>17</b>	
Academic Prep Week Career Week International Goof Off Day <b>22</b>	<b>23</b>	<b>24</b>	
Commencement Ceremony Application Deadline Holocaust Memorial Week <b>29</b>	<b>30</b>	<b>31</b>	
<b>5</b>	<b>6</b>	<b>7</b>	

**WEEKLY GOALS:** \_\_\_\_\_

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MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*"To tend, unfailingly, unflinchingly, towards a goal is the secret of success." – Anna Pavlova*

**MONDAY 4**

College closed for Spring Break

**TUESDAY 5**

College closed for Spring Break

**WEDNESDAY 6**

Ash Wednesday  
College closed for Spring Break



College closed for Spring Break

**7 THURSDAY**

College closed for Spring Break

**8 FRIDAY**

College closed for Spring Break

**9 SATURDAY**

*Daylight-Saving Time begins*  
College closed for Spring Break

**10 SUNDAY**

**WEEKLY GOALS:** \_\_\_\_\_

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MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*"It is better to ask some of the questions than to know all the answers." – James Thurber*

**MONDAY 11**

Career Week

**TUESDAY 12**

Career Week  
First day of Mini-B Term classes

**WEDNESDAY 13**

Career Week  
7:30 PM - FSW Student Orchestra  
& Choir (Barbara B. Mann  
Performing Arts Hall)



Career Week  
National Pi Day  
Summer 2019 priority registration

**14 THURSDAY**

Career Week  
Summer 2019 degree-seeking  
registration

**15 FRIDAY**

**16 SATURDAY**

*St. Patrick's Day*

**17 SUNDAY**

**WEEKLY GOALS:** \_\_\_\_\_

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\_\_\_\_\_

MARCH							2019
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

APRIL							2019
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

*"Just don't give up trying to do what you really want to do. Where there's love and inspiration, I don't think you can go wrong." – Ella Fitzgerald*

## MONDAY 18

Academic Prep Week  
Career Week  
Summer 2019 open registration

## TUESDAY 19

Academic Prep Week  
Career Week  
Last day to add/drop courses,  
withdraw from courses at  
60% complete for financial aid  
purposes, and apply for change  
to Florida residency for in-state  
tuition  
7:30 PM - FSW Student Concert  
Band (Barbara B. Mann  
Performing Arts Hall)

## WEDNESDAY 20

First Day of Spring  
Academic Prep Week  
Career Week



Academic Prep Week  
Career Week

## 21 THURSDAY

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Academic Prep Week  
Career Week  
International Goof Off Day

## 22 FRIDAY

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## 23 SATURDAY

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## 24 SUNDAY

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**WEEKLY GOALS:** \_\_\_\_\_

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MARCH							2019
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

APRIL							2019
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

*"I am what time, circumstance and history have made of me, certainly, but I am also much more than that. So are we all." – James Baldwin*

**MONDAY 25**

Holocaust Memorial Week

**TUESDAY 26**

Holocaust Memorial Week  
7:30 PM - FSW Student Jazz Ensemble (Barbara B. Mann Performing Arts Hall)

**WEDNESDAY 27**

Holocaust Memorial Week





Holocaust Memorial Week

**28 THURSDAY**

Commencement Ceremony  
Application Deadline  
Holocaust Memorial Week

**29 FRIDAY**

**30 SATURDAY**

**31 SUNDAY**

## APRIL 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<i>April Fools' Day</i> Love the Earth Week <b>1</b>	Love the Earth Week <b>2</b>	Love the Earth Week <b>3</b>	Love the Earth Week <b>4</b>
<b>8</b>	<b>9</b>	National Siblings Day <b>10</b>	Withdraw from Mini-B Term course at 60% complete for financial aid purposes <b>11</b>
Stress Free Finals <b>15</b>	Stress Free Finals <b>16</b>	Haiku Poetry Day Stress Free Finals <b>17</b>	Stress Free Finals <b>18</b>
<i>Earth Day</i> Final Exams Extended Library Hours Last day of Full & Mini-B Term classes and to update auto- graduation status <b>22</b>	Final Exams Extended Library Hours Full & Mini-B Term final exams <b>23</b>	Final Exams Extended Library Hours Full & Mini-B Term final exams <b>24</b>	Final Exams Extended Library Hours Financial aid book buying days 4/25-5/15 Full & Mini-B Term final exams <b>25</b>
Final Exams Extended Library Hours Full & Mini-B Term final exams <b>29</b>	Final Exams Extended Library Hours Full & Mini-B Term final exams <b>30</b>	<b>1</b>	<b>2</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

FRIDAY	SATURDAY	SUNDAY	NOTES
Love the Earth Week 5	6	7	
12	13	Palm Sunday 14	
Good Friday Passover begins at sundown Stress Free Finals 19	National Look Alike Day 20	Easter 21	
Final Exams Extended Library Hours 26 Full & Mini-B Term final exams National Poem in Your Pocket Day	Final Exams Extended Library Hours 27 Full & Mini-B Term final exams	Final Exams Extended Library Hours 28 Full & Mini-B Term final exams	
3	4	5	
10	11	12	

WEEKLY GOALS: \_\_\_\_\_

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

"People will forget what you said, people will forget what you did, but people will never forget how you made them feel." – Maya Angelou

MONDAY 1

April Fools' Day  
Love the Earth Week

TUESDAY 2

Love the Earth Week

WEDNESDAY 3

Love the Earth Week



Love the Earth Week

**4 THURSDAY**

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Love the Earth Week

**5 FRIDAY**

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**6 SATURDAY**

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**7 SUNDAY**

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WEEKLY GOALS: \_\_\_\_\_

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

"Minds are like parachutes – they only function when open." – Thomas Dewar

MONDAY 8

TUESDAY 9

WEDNESDAY 10

National Siblings Day



Withdraw from Mini-B Term course  
at 60% complete for financial aid  
purposes

**11 THURSDAY**

**12 FRIDAY**

**13 SATURDAY**

*Palm Sunday*

**14 SUNDAY**

WEEKLY GOALS: \_\_\_\_\_

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*"The future belongs to those who believe in the beauty of their dreams." – Eleanor Roosevelt*

**MONDAY 15**

Stress Free Finals

**TUESDAY 16**

Stress Free Finals

**WEDNESDAY 17**

Haiku Poetry Day  
Stress Free Finals





Stress Free Finals

**18 THURSDAY**

Good Friday  
Passover begins at sundown  
Stress Free Finals

**19 FRIDAY**

National Look Alike Day

**20 SATURDAY**

Easter

**21 SUNDAY**

# WEEKLY GOALS:

APRIL 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## APRIL

"Great things are not done by impulse, but a series of small things brought together." – Vincent Van Gogh

### MONDAY 22

Earth Day  
Final Exams Extended Library Hours  
Last day of Full & Mini-B Term classes and to update auto-graduation status

### TUESDAY 23

Final Exams Extended Library Hours  
Full & Mini-B Term final exams

### WEDNESDAY 24

Final Exams Extended Library Hours  
Full & Mini-B Term final exams



Final Exams Extended Library  
Hours  
Financial aid book buying days  
4/25-5/15  
Full & Mini-B Term final exams

## 25 THURSDAY

Final Exams Extended Library  
Hours  
Full & Mini-B Term final exams  
National Poem in Your Pocket Day

## 26 FRIDAY

Final Exams Extended Library  
Hours  
Full & Mini-B Term final exams

## 27 SATURDAY

Final Exams Extended Library  
Hours  
Full & Mini-B Term final exams

## 28 SUNDAY

MAY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	Final Exams Extended Library Hours Full & Mini-B Term final exams	1 Classes dropped for non-payment and then tuition due daily
6	7	8	9 First day of Full & Mini-A Term courses
13	14	15 Last day to add/drop courses, change a program, and apply for a change in Florida residency for in-state tuition	16
20	21	22	23
27 <i>Memorial Day (Observed)</i> College closed for Memorial Day	28	29	30 <i>Laylat al-Qadr begins at sundown</i>
3	4	5	6

FRIDAY	SATURDAY	SUNDAY	NOTES
<div>FSW Commencement</div> <div>3</div>	<div>4</div>	<div> <i>Cinco de Mayo</i>  <i>Ramadan begins at</i>  <i>sundown</i> </div> <div>5</div>	
<div>National Clean Up Your Room Day</div> <div>10</div>	<div>11</div>	<div>Mother's Day</div> <div>12</div>	
<div>17</div>	<div>Armed Forces Day</div> <div>18</div>	<div>19</div>	
<div>24</div>	<div>25</div>	<div>26</div>	
<div>31</div>	<div>1</div>	<div>2</div>	
<div>7</div>	<div>8</div>	<div>9</div>	

WEEKLY GOALS: \_\_\_\_\_

MAY 2019						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

*"Do not seek to follow in the footsteps of the wise. Seek what they sought." – Matsuo Basho*

**MONDAY 29**

Final Exams Extended Library Hours  
Full & Mini-B Term final exams

**TUESDAY 30**

Final Exams Extended Library Hours  
Full & Mini-B Term final exams

**WEDNESDAY 1**

Final Exams Extended Library Hours  
Full & Mini-B Term final exams



Classes dropped for non-payment  
and then tuition due daily

## 2 THURSDAY

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FSW Commencement

## 3 FRIDAY

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## 4 SATURDAY

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Cinco de Mayo  
Ramadan begins at sundown

## 5 SUNDAY

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WEEKLY GOALS: \_\_\_\_\_

MAY 2019						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

*"Snowflakes are one of nature's most fragile things, but just look at what they can do when they stick together." – Vesta Kelly*

MONDAY 6

TUESDAY 7

WEDNESDAY 8





First day of Full & Mini-A Term courses

**9 THURSDAY**

National Clean Up Your Room Day

**10 FRIDAY**

**11 SATURDAY**

Mother's Day

**12 SUNDAY**

**WEEKLY GOALS:** \_\_\_\_\_

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\_\_\_\_\_

MAY 2019						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**MAY**

*"One man can be a crucial ingredient on a team, but one man cannot make a team." – Kareem Abdul-Jabbar*

**MONDAY 13**

**TUESDAY 14**

**WEDNESDAY 15**

Last day to add/drop courses, change a program, and apply for a change in Florida residency for in-state tuition



**16 THURSDAY**

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**17 FRIDAY**

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Armed Forces Day

**18 SATURDAY**

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**19 SUNDAY**

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WEEKLY GOALS: \_\_\_\_\_

MAY 2019						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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MAY

*"A creative man is motivated by the desire to achieve, not by the desire to beat others." – Ayn Rand*

MONDAY 20

TUESDAY 21

WEDNESDAY 22



**23 THURSDAY**

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**24 FRIDAY**

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**25 SATURDAY**

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**26 SUNDAY**

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WEEKLY GOALS: \_\_\_\_\_

MAY 2019						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

*"The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it." – Michelangelo*

**MONDAY 27**

Memorial Day (Observed)  
College closed for Memorial Day

**TUESDAY 28**

**WEDNESDAY 29**



Laylat al-Qadr begins at sundown

**30 THURSDAY**

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**31 FRIDAY**

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National Doughnut Day

**1 SATURDAY**

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**2 SUNDAY**

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## JUNE 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
Last day to withdraw from a Mini-A Term course 3	Eid al-Fitr begins at sundown 4	5	Last day to replace 'I' grade from previous semester 6
Financial aid book buying days 6/10-7/1 10	11	12	13
Last day of Mini-A Term classes and to update auto-graduation status 17	18	Classes dropped for non-payment and then tuition due daily 19	20
First day of Mini-B Term courses 24	25	26	Last day to add/drop courses for Summer Mini-B Term Last day to withdraw from Summer Full Term course 27
1	2	3	4



FRIDAY	SATURDAY	SUNDAY	NOTES
31	National Doughnut Day 1	2	
7	National Best Friends Day 8	9	
Flag Day 14	15	Father's Day 16	
First Day of Summer 21	22	23	
28	29	30	
5	6	7	

WEEKLY GOALS: \_\_\_\_\_

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*"I change myself, I change the world." – Gloria Anzaldua***MONDAY 3**

Last day to withdraw from a Mini-A Term course

**TUESDAY 4**

Eid al-Fitr begins at sundown

**WEDNESDAY 5**



Last day to replace 'I' grade from previous semester

**6 THURSDAY**

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**7 FRIDAY**

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National Best Friends Day

**8 SATURDAY**

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**9 SUNDAY**

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WEEKLY GOALS: \_\_\_\_\_

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*"It takes courage to grow up and turn out to be who you really are." – e.e. cummings*

**MONDAY 10**

Financial aid book buying days  
6/10-7/1

**TUESDAY 11****WEDNESDAY 12**



**13 THURSDAY**

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*Flag Day*

**14 FRIDAY**

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**15 SATURDAY**

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*Father's Day*

**16 SUNDAY**

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WEEKLY GOALS: \_\_\_\_\_

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*"To love what you do and feel that it matters – how could anything be more fun?" – Katharine Graham*

**MONDAY 17**

Last day of Mini-A Term classes and to update auto-graduation status

**TUESDAY 18****WEDNESDAY 19**

Classes dropped for non-payment and then tuition due daily



**20 THURSDAY**

*First Day of Summer*

**21 FRIDAY**

**22 SATURDAY**

**23 SUNDAY**

WEEKLY GOALS: \_\_\_\_\_

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*"I don't know what the future may hold, but I know who holds the future." – Ralph Abernathy*

**MONDAY 24**

First day of Mini-B Term courses

**TUESDAY 25****WEDNESDAY 26**





Last day to add/drop courses for  
Summer Mini-B Term  
Last day to withdraw from Summer  
Full Term course

## 27 THURSDAY

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## 28 FRIDAY

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## 29 SATURDAY

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## 30 SUNDAY

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>Last day to apply for a change of Florida residency for in-state tuition</p> <p>1</p>	<p>2</p>	<p>International Plastic Bag Free Day</p> <p>3</p>	<p><i>Independence Day</i> College closed for Independence Day</p> <p>4</p>
<p>National Video Games Day</p> <p>8</p>	<p>9</p>	<p>10</p>	<p>11</p>
<p>15</p>	<p>16</p>	<p>17</p>	<p>Last day to withdraw from Mini-B Term course</p> <p>18</p>
<p>National Ice Cream Day</p> <p>22</p>	<p>23</p>	<p>24</p>	<p>25</p>
<p>29</p>	<p>30</p>	<p>31</p>	<p>1</p>
<p>5</p>	<p>6</p>	<p>7</p>	<p>8</p>

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	
12	13	14	
19	20	21	
26	27	28 Parents Day	
2	3	4	
9	10	11	

WEEKLY GOALS: \_\_\_\_\_

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*"The character of every act depends upon the circumstances in which it is done." – Oliver Wendell Holmes Jr.*

**MONDAY 1**

Last day to apply for a change of Florida residency for in-state tuition

**TUESDAY 2**

**WEDNESDAY 3**

International Plastic Bag Free Day



*Independence Day*  
College closed for Independence  
Day

#### 4 THURSDAY

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#### 5 FRIDAY

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#### 6 SATURDAY

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#### 7 SUNDAY

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WEEKLY GOALS: \_\_\_\_\_

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JULY							2019
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

AUGUST							2019
S	M	T	W	T	F	S	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

*"I was always looking outside myself for strength and confidence, but it comes from within. It was there all the time." – Anna Freud*

**MONDAY 8**

National Video Games Day

**TUESDAY 9****WEDNESDAY 10**



**11 THURSDAY**

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**12 FRIDAY**

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**13 SATURDAY**

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**14 SUNDAY**

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WEEKLY GOALS: \_\_\_\_\_

JULY							2019
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

AUGUST							2019
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

*"Always do right. This will gratify some people and astonish the rest." – Mark Twain*

**MONDAY 15**

**TUESDAY 16**

**WEDNESDAY 17**





Last day to withdraw from Mini-B  
Term course

**18 THURSDAY**

**19 FRIDAY**

**20 SATURDAY**

**21 SUNDAY**

WEEKLY GOALS: \_\_\_\_\_

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JULY							2019
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

AUGUST							2019
S	M	T	W	T	F	S	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

*"The big secret in life is that there is no big secret. Whatever your goal, you can get there if you're willing to work."* – Oprah Winfrey

**MONDAY 22**

National Ice Cream Day

**TUESDAY 23****WEDNESDAY 24**



**25 THURSDAY**

**26 FRIDAY**

**27 SATURDAY**

Parents Day

**28 SUNDAY**

WEEKLY GOALS: \_\_\_\_\_

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JULY							2019
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

AUGUST							2019
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

*"If I have ever made any valuable discoveries, it has been owing more to patient attention than to any other talent." – Isaac Newton*

MONDAY 29

TUESDAY 30

WEDNESDAY 31



Last day of Full Term & Mini-B Term  
courses

**1 THURSDAY**

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**2 FRIDAY**

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**3 SATURDAY**

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**4 SUNDAY**

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# CALENDAR YEARS

## 2018

January	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2019

January	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2020

January	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	March	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

# PUBLIC SAFETY

## IN CASE OF EMERGENCY, CALL 9-1-1, THEN PUBLIC SAFETY

Prompt reporting of hazardous conditions, suspicious persons, criminal acts, and any threatening, violent or concerning behaviors to Public Safety is encouraged to allow personnel to respond as quickly as possible.

In an ongoing effort to maintain a safe and secure campus, FSW Public Safety has added a new mobile safety app for the entire college community. The **BUCS Guardian App** transforms your mobile phone into a personal safety device and is available to anyone with a FSW email address.

**Tip Texting:** Enables anonymous crime tip reporting and 2-way communication via SMS or mobile app.

**Personal Guardians:** Students can identify friends, roommates, and family as 'Guardians'. Students can then set a Rave Guardian Timer. Where Guardians and Public Safety can check the status of the student.

### Download Rave Guardian Today!



Florida SouthWestern State College is an equal access, equal opportunity, organization

**Collier Campus**  
Building A, Room 100  
239-732-3712  
24 Hours/7 Days

**Charlotte Campus**  
Building N,  
Room 105  
941-637-5608  
24 Hours/7 Days

**Thomas Edison  
(Lee) Campus**  
Building D,  
Room 101  
239-489-9203  
24 Hours/7 Days

**Hendry/Glades Curtis  
Center**  
Building A,  
Front Desk  
863-674-6017  
M-Th 8:30 am-10 pm  
Fri 8:30 am-6 pm



Public Safety will send emergency alerts notifications through a variety of communication methods. Information entered into this database is secure and will only be used to reach you in the event of a campus or regional emergency, or for critical announcements related to Florida SouthWestern State College. To make sure you receive emergency alerts, please keep your contact information up to date.

**LOSE SOMETHING? STOP BY PUBLIC SAFETY FOR LOST AND FOUND**



## General Information

1-800-749-2322 (toll free) 239-489-9300 (local)  
1-800-955-8771 or 711 (TTY)

**[www.FSW.edu](http://www.FSW.edu)**



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