



# **Student Handbook**

## **Volume IX**

Last Revision:  
January 2012

[www.fnc.edu](http://www.fnc.edu)

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The provisions of this publication are not to be regarded as a contract or an offer to contract. The Board of Governors, administrative officers, and their agents, through appropriate action, reserve the right to change any provision at any time.

Admission to, employment and promotion in Florida National College shall be on the basis of merit, and there shall be no discrimination on the basis of ethnic background, gender, religion, national origin, age, or physical handicap. At the same time, the institution is committed to the enrichment and refinement of life in the campuses.

Welcome Dear Student,

Florida National College extends you a hearty welcome.

You will find at FNC a friendly, supportive environment, with many opportunities for realizing your full potential as a learner. Everyone here is committed to your success, and we are urging you to become involved with all facets of campus life, both inside and outside the classroom. Your opportunities are limited only by the choices you make.

A wide variety of extracurricular activities are planned to help foster social and cultural growth and to develop in you those leadership skills that you will find valuable throughout your lifetime. FNC provides the faculty, staff, and facilities to enhance your educational experiences, but only you, the student, remains the vital component. In the end, you will be the one responsible for making the most of the educational experience the college offers.

This Student Handbook has been designed to be a useful guide throughout your college experience and outlines policies and procedures related to student life.

We are very pleased that you have chosen Florida National College. Every administrator, instructor, and staff member looks forward to working with you in the years to come.

*The Office of Student Services*

*July 2008*

## Table of Contents

<b>GENERAL INFORMATION</b> .....	<b>6</b>
<b>MISSION STATEMENT OF THE COLLEGE</b> .....	<b>6</b>
<b>ACCREDITATION, LICENSES, APPROVALS</b> .....	<b>6</b>
BOARD OF GOVERNORS.....	7
COLLEGE ADMINISTRATION.....	7
HIALEAH CAMPUS ADMINISTRATION.....	8
SOUTH CAMPUS ADMINISTRATION.....	8
TRAINING CENTER ADMINISTRATION.....	8
DISTANCE LEARNING ADMINISTRATION.....	8
MILITARY AFFAIRS DEPARTMENT.....	8
ADMINISTRATIVE STAFF.....	9
CAMPUS SUPPORT STAFF.....	9
COLLEGE CONSULTANTS.....	9
TRANSFER AND ARTICULATION AGREEMENTS.....	10
THE OFFICE OF STUDENT SERVICES.....	11
STATEMENT OF PURPOSE OF THE OFFICE OF STUDENT SERVICES.....	11
BUS PASSES.....	11
STUDENT IDENTIFICATION.....	11
PARKING DECAL.....	11
TUTORIALS.....	12
COMMENCEMENT CEREMONY.....	12
ORIENTATION.....	12
STUDENT LIFE ON CAMPUS.....	12
STUDENT GOVERNMENT ASSOCIATION.....	12
ADA and FERPA.....	13
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES.....	13
ACCESSIBILITY TO STUDENT RECORDS AND THE PRIVACY ACT.....	13
FNC'S COMPUTER USE POLICY / INTELLECTUAL PROPERTY RIGHTS.....	14
HEALTH SERVICES.....	14
BULLETIN BOARDS.....	15
STUDENT PUBLICATIONS.....	15
BOOKSTORE.....	15
JOB PLACEMENT.....	15
LIBRARY / MEDIA CENTER / RESOURCE ROOM.....	15
COPYRIGHT INFRINGEMENT POLICY.....	16
DISTANCE LEARNING.....	16
CHILD CARE SERVICES.....	17
CAMPUS DEAN AND THE STUDENT.....	17
THE INSTRUCTOR AND THE STUDENT.....	17
COURSE SYLLABUS.....	18
CLASS PERIOD LENGTH.....	18
ATTENDANCE POLICY.....	18
ATTENDANCE OF VA STUDENTS.....	18
VITAL INFORMATION UPDATE.....	19
PERSONAL PHONE CALLS.....	19
FIELD TRIPS AND GUEST LECTURERS.....	19

STUDENT PARTICIPATION IN INSTITUTIONAL DECISION MAKING AT FNC ..... 19

STUDENT CONCERNS AND GRIEVANCES..... 19

    STUDENT GRIEVANCE / COMPLAINT POLICY..... 20

STUDENTS’ RIGHTS..... 20

STUDENTS' RESPONSIBILITIES ..... 21

ACADEMIC LIFE ..... 21

ACADEMIC ADVISING CENTER ..... 22

    WHAT IS THE PURPOSE OF ACADEMIC ADVISING? ..... 23

TRANSFER POLICIES..... 23

    TRANSFERABILITY OF FNC CREDITS ..... 23

    TRANSFERABILITY TO FNC / RESIDENCY REQUIREMENT ..... 24

    TRANSFERRED CREDIT (TC)..... 24

    ADMISSION OF INTERNATIONAL STUDENTS & TRANSFER OF CREDITS ..... 25

    TRANSIENT AND NON- DEGREE- SEEKING STUDENT ADMISSION ..... 25

THE OFFICE OF ACADEMIC AFFAIRS..... 26

GRADE POINT AVERAGE AND SATISFACTORY ACADEMIC PROGRESS ..... 26

UNSATISFACTORY PROGRESS ..... 28

    ACADEMIC WARNING, PROBATION AND TERMINATION ..... 28

    SUSPENSION, EXPULSION ..... 28

    ACADEMIC DISHONESTY ..... 28

    THE HONOR COURT ..... 29

    STUDENT CODE OF ETHICS ..... 29

    ACADEMIC GRADING SYSTEM AND TRANSCRIPT CODE KEY ..... 30

    FAILURE (F) ..... 30

    INCOMPLETE (I) ..... 30

    WITHDRAWALS (W, WP, WF, WU) ..... 31

    STANDARD PERIOD OF NON-ENROLLMENT ..... 32

GRADUATION REQUIREMENTS ..... 32

    GRADUATION..... 32

    COMMENCEMENT CEREMONY ..... 33

    ACADEMIC HONORS AND AWARDS ..... 33

    ALUMNI ASSOCIATION..... 34

CODE OF BEHAVIOR ..... 34

COLLEGE POLICY ON DRUG AND ALCOHOL USE ON CAMPUS..... 34

    DISCIPLINARY PROCEDURES AND RESPONSIBILITIES ..... 35

    DUTIES OF THE VARIOUS JUDICIAL PERSONS AND BODIES:..... 35

    THE STUDENT HONOR COURT ..... 36

    PROCEDURES FOR THE REQUESTING OF A SESSION OF THE HONOR COURT ..... 36

    PROCEDURES FOR THE CONDUCTING OF THE HONOR COURT ..... 36

    MEMBERSHIP OF THE STUDENT HONOR COURT ..... 36

SAFETY..... 37

    SECURITY AND ACCESS TO COLLEGE FACILITIES..... 37

    PROTECTION OF PERSONAL PROPERTY ..... 37

    PROCEDURES IN CASE OF FIRE, DISASTER, OR MEDICAL EMERGENCY ..... 37

CRIME ON CAMPUS..... 39

TIMELY WARNING POLICY..... 39

SEXUAL ASSAULT PREVENTION AND RESPONSE POLICY ..... 40

    SEX OFFENDER REGISTRY..... 40

DRUG AND ALCOHOL PREVENTION PROGRAM ..... 41

    EXHIBIT “A” Computer Use Policy ..... 44

## General Information

### MISSION STATEMENT OF THE COLLEGE

*The purpose of Florida National College is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The college realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The College strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.*

*Florida National College strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student the attainment of a quality college education according to the students' personal goals, and the advancement of modern technology.*

*Furthermore, Florida National College provides educational and cultural programs intended to enrich the community it serves.*

Florida National College in South Florida is privately owned by Florida National College, Inc., which is privately owned by José Regueiro, Corporate President and Founder; Omar Sánchez, Corporate VP and Founder; and María Cristina Regueiro, Secretary-Treasurer and Founder; Lourdes Andreu, Controller and Frank Andreu, VP of Operations.

### ACCREDITATION, LICENSES, APPROVALS

Florida National College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates and degrees at the associate, baccalaureate, and master's levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida National College. <http://www.sacscoc.org>

Florida National College is licensed by the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, (850) 245-3200. <http://www.fldoe.org/cie>

In accordance with appropriate regulations, Florida National College is approved for Veterans Training by the State of Florida, Department of Veterans Affairs, St. Petersburg, Florida 33731, (727) 319-7402. <http://www.floridavets.org/>

Florida National College is authorized by Federal Law to enroll non-immigrant alien students.

Florida National College is listed in the Classification of Colleges and Universities of the Carnegie Foundation. <http://www.carnegiefoundation.org/Classifications>

Florida National College's Nursing Division has two licenses (one for the Hialeah Campus and the other for the South Campus) which are issued by The Florida Board of Nursing, 4052 Bald Cypress Way BIN C02, Tallahassee, Florida 32399. [MQA\\_Nursing@doh.state.fl.us](mailto:MQA_Nursing@doh.state.fl.us)

## FLORIDA NATIONAL COLLEGE

*Florida National College in South Florida is privately owned by  
Florida National College, Inc., which is jointly owned by  
Dr. José Regueiro, President Emeritus & Founder;  
María Cristina Regueiro, B.S.E.E., C.M.M., President & Founder;  
Omar Sánchez, VP of Assessment and Research / Director of Financial Aid & Founder;  
Lourdes Andreu, M.B.A. Comptroller,  
Frank Andreu, VP of Operations*

### **BOARD OF GOVERNORS**

*Juan Armas, Ed. D. Cand., Chairman  
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### **COLLEGE ADMINISTRATION**

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María Cristina Regueiro, B.S.E.E., C.M.M., President/CEO  
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Tricia Foster, M.A., Director of Student Services  
Guillermo Araya, Director of Admissions  
Rodrigo Loaiza, A.S., Director of Assessment and Research  
Henry Fernandez, M.S., Upward Bound Program Director*

## **HIALEAH CAMPUS ADMINISTRATION**

*Jorge Alfonso, M.B.A., M.S., Campus Dean  
Olga Rodriguez, M.I.B.A., Assistant Campus Dean  
Silvia Borges, MSM, Assistant Campus Dean*

## **SOUTH CAMPUS ADMINISTRATION**

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Xavier Nunez, M.S., Assn't Campus Dean*

## **TRAINING CENTER ADMINISTRATION**

*Jose Luis Valdes, M.S., Interim Campus Dean  
Manuel Concepcion, M.S., Campus Registrar*

## **DISTANCE LEARNING ADMINISTRATION**

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Jose Gonzalez, B.S., Blackboard Administrator  
Juan Jose de Noriega, Student Support*

## **MILITARY AFFAIRS DEPARTMENT**

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Jelenny Hernandez, M.S. MPA, Education Specialist*

## **ADMINISTRATIVE STAFF**

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*Maria Eugenia Garcia, B.S., Nursing Clinical Rotation Manager*  
*Julia Sanchez, International Student Advisor and Veterans*  
*Liana Hernandez, Payroll*  
*Maite Pérez-Menéndez, A.S., Default Management Officer*  
*Dayme Garcia, Default Management Officer*  
*Michael Andreu, A.S., System Administrator*  
*Abdiel Vera, Assistant System Administrator*  
*Berta Redondo, College Supply Assistant*  
*Hilda Sampedro, Accounts Payable*  
*Gladys Lorenzo, Accounts Payable*  
*Lissett Cardenas, Administrative Assistant (H)*  
*Jeanne Meliz, Administrative Assistant (H)*

## **CAMPUS SUPPORT STAFF**

*Maria Elena Carrera, Student Services (H)*  
*Gerardo Quintana, College Head of Maintenance*  
*Ana Grullon, Student Services (H)*  
*Idalys Ramos, Receptionist (H)*  
*Laura Perez, Receptionist(H)*  
*Leysana Alcantara, Receptionist (H)*  
*Ana Rodriguez, Receptionist (S)*  
*Lynette Nigaglioni, Receptionist (S)*  
*Raquel Crombet, Lab Supervisor (H)*  
*Maribel Miguel, Receptionist(TC)*  
*Laiyen Chiong, Receptionist (TC)*  
*Jose de los Reyes, Maintenance Assistant (TC)*  
*Raul Maytin, Maintenance Assistant (H)*  
*Antolin Sordo, Maintenance Assistant (H)*  
*Antonio Echeverría, Maintenance Assistant (S)*  
*Guillermo Yzquierdo, Maintenance Assistant (S)*

## **COLLEGE CONSULTANTS**

*Financial Aid Management for Education, Inc. (FAME)*  
*McKenzie Financial Services, Inc.*

## **INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

*Knutte & Associates, P.C., CPA*

## **TRANSFER AND ARTICULATION AGREEMENTS**

What is an articulation agreement? An articulation agreement is an agreement with a four-year university that specifies which Florida National College courses may be transferred to meet general education courses, major requirements and electives. These agreements facilitate the successful transfer of students from FNC to baccalaureate level universities.

FNC has signed articulation agreements with the following institutions:

1. American Intercontinental University of South Florida
2. Barry University
3. Carlos Albizu University (formerly Miami Institute of Psychology)
4. Florida International University – School of Hospitality
5. Florida Memorial University
6. Kaplan University
7. Lesley College School of Management
8. Nova Southeastern University
9. Polytechnic University of the Americas
10. St. Thomas University
11. Union Institute University
12. University of Phoenix
13. Hebei University of Technology, Tianjin, China
14. Hebei College of Industry and Technology
15. Hebei University of Science Technology
16. Shijiazhuang Information Engineering Vocational College
17. Middle Georgia Technical College
18. Columbia Southern University

**The Office of Student Services**  
(305) 821-3333 ext 1040 Hialeah Campus  
(305) 226-9999 ext 1372 South Campus  
(305) 231-3326 Training Center

**Statement of Purpose of the Office of Student Services**

The Office of Student Services strives to contribute to the cultural, social, professional, and intellectual development of the student. The Office of Student Services coordinates the various services offered to the students, as well as aid in the development and carrying out of the student projects and organizations.

***Performance Outcomes***

- I. Personal and professional growth: To provide resources for both external and internal services in order to assist the student in achieving personal and professional goals.
- II. Cultural awareness: To enrich students' knowledge and respect of other individuals, their customs, and cultures by the use of informational boards and cultural activities.

The Office of the Director of Student Services has a college-wide function. The Director of Student Services serves as an intermediary between the Student Body and the College. FNC Students should also contact Student Services for information regarding bus passes, student I.D.s, the Student Government Association, the commencement ceremony, institutions of higher education, and student concerns or grievances. **For information on any of the services offered, please call or visit the Office of Student Services.**

**BUS PASSES**

Students who do not own a vehicle and use public transportation should consider purchasing a monthly Metro Transit Bus Pass. This pass allows unlimited use for an entire month of the Metrorail and Metro Dade Bus System. For prices and payment deadlines, contact the Office of Student Services.

**STUDENT IDENTIFICATION**

Students, faculty and staff are issued a picture identification card. This identification card **must be worn** at all times. If you are not wearing an identification card, you will not be allowed on the premises. In the event that a student is expelled or suspended from FNC, the student must immediately surrender his/her FNC identification card to the Campus Dean. The cost of the identification card is \$5.00. Each replacement I.D. card will be charged \$5.00.

**PARKING DECAL**

For the safety and security of faculty, students, and staff, all motorized vehicles **are required** to have an FNC parking decal affixed to the vehicle's lower right/left back window. Faculty, staff, and students who have been issued a parking decal - but due to an emergency are unable to use the vehicle with the permit - must obtain a temporary parking pass from the Student Services office. Use of these passes is limited to a range of several days up to one week and documentation may be required.

## **TUTORIALS**

Free tutorials are offered on the various subjects offered at Florida National College. At the Hialeah Campus, tutorial information is provided by Program Division in each window case on each floor. The South Campus tutorials information is located in the hallway by the teachers' office. You may also contact your individual instructor for additional help with the subject area you are having difficulty with.

## **COMMENCEMENT CEREMONY**

The Office of Student Services coordinates the graduation ceremony which consists of the commencement act and the reception. All students are encouraged to participate. Graduating students must apply in writing for graduation status in order to receive their credentials, whether they participate or not in the commencement exercises.

All student data (address, phone numbers, and e-mail address) must be current in order to receive the ceremony itinerary in the mail.

## **ORIENTATION**

Prior to the first day of class, Orientation is offered for all new students. All student development services representatives greet new students. New students will learn about policies and procedures from FNC representatives; receive their program schedules, parking information, FNC ID's and get acquainted with the use of the FNC Library.

## **STUDENT LIFE ON CAMPUS**

Florida National College is a commuter college. Its population is for the most part hard working and busy; yet this should not be reason to deprive student life of many amenities such as clubs, field trips, a cohesive Student Government Association, and Alumni Association. Participation in these activities can contribute towards the cultural and social enhancement of student life.

## **STUDENT GOVERNMENT ASSOCIATION**

Florida National College Student Government Association (F.N.C.S.G.A.) is the self-governing student entity serving as a liaison between the student body, the faculty, and the administration. It seeks professional development in an atmosphere of friendship and participation. The SGA is responsible for assisting the Student Services office in organizing student activities such as dances, sports, parties, picnics, and fund-raisers, and other.

## **POLICIES AND PROCEDURES GOVERNING THE SUPERVISING ROLE OF THE INSTITUTION OVER STUDENT ACTIVITIES**

1. All student activities are directly under the supervision of the Campus Offices, Director of Student Services and the department sponsoring them.
2. College wide activities are directly under the President's Office.
3. Activities sponsored by the Office of Student Services are supervised by the Director of Student Services and the Campus Dean.

4. Activities sponsored by the campuses are supervised by: the Campus Dean, the head of the campus office sponsoring them, or a combination of the above and any staff or faculty recruited for the occasion.
5. Divisional activities/departmental activities are supervised by: the head of the division /department, faculty member of the division/department, or a combination of the above.

## **ADA and FERPA**

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

All classrooms and buildings at all campuses are accessible to students with disabilities in accordance with the **Americans with Disability Act of 1990 (ADA)**.

Title III of the Americans with Disability Act of 1990 (ADA) prohibits discrimination on the basis of disability in access to private colleges and universities. Florida National College provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate fully in the programs and activities of the college.

Students who believe they are in need of such accommodations should contact the Office of Student Services. Florida National College maintains strict confidentiality with regards to medical information related to students' disabilities.

Any complaints or concerns regarding disability accommodations should be presented to the Office of Student Services. Complaints will be handled in accordance with the college's complaint procedures.

### **ACCESSIBILITY TO STUDENT RECORDS AND THE PRIVACY ACT**

Florida National College does not release student record information, except as permitted under the **Family Educational Rights and Privacy Act (FERPA) of 1974**. The students' educational records are confidential.

A student who is eighteen years old or any student enrolled in a post-secondary program must provide one of the following: (a) written consent to release information to his/her parents or (b) parental evidence that said student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code, 1954. The parents no longer have any rights under the Code unless these requirements are met. Other parties will not be able to receive information without the written consent of the student.

The student has a right to be informed of any request for information concerning his/her files, according to Statute 20, United States Code, section 123g and regulations adopted pursuant thereto (and thereafter referred to as Code). A copy of the entire Code can be obtained in the Office of the Director of Student Services or in any Campus Dean's office.

Under the Code, FNC has established a classification of student information referred to as "directory information." This "directory information" will be made available to persons on request based on availability of access. Florida National College has established the following data as "directory information":

1. Student's full name
2. Sex
3. Career major
4. Participation in student organizations

5. Dates of attendance (start and withdrawal dates)
6. Degree and awards received

Other information will only be available to the student and certain staff members of FNC who need it for completing their work in regards to the student, and otherwise only to parents or guardian. Such data includes:

1. Health and medical records
2. Disciplinary records
3. Personal counseling records
4. Student or family financial income
5. Student placement records
6. Other personal, identifiable information

The Records Custodian of Florida National College may release information from these records only upon authorization in writing from the student or in case of subpoena by the court or when needed by the President of FNC in completing his official responsibilities within the limits of the law when mandated by state board regulations, or board policies. The student has the right, upon informing the Office of the Registrar in writing, to withhold personal directory information from publication or release.

## **FNC'S COMPUTER USE POLICY / INTELLECTUAL PROPERTY RIGHTS**

All FNC students are required to comply with FNC's Computer Use Policy at all times. FNC's Computer Use Policy is attached as Exhibit "A" hereto.

### **Proprietary Information**

All Data is considered confidential. All information produced by employees of the College while executing their duties as employees belongs to the College. All Data is considered property of the College.

Deleting, altering, or sharing Data, and/or any confidential, proprietary, or any other computer information while employed by the College, upon and/or after termination, and/or at any other time whatsoever, is strictly prohibited.

Any Computing Resources used while employed by the College must be returned, along with the User's password, identification code, and any other appropriate information necessary for the College to continue using the respective Computing Resources and information, uninterrupted.

## **HEALTH SERVICES**

Through the Office of Student Services, students can solicit referrals for different health services that may be of help to them (psychological counseling, immunizations, day care, etc.) This information is obtained through governmental publications (Help Pages) which list agencies open to the public for special student fees, on sliding scales, or for free. Brochures are also available through the Office of Student Services.

Florida National College cannot offer professional health services, but it can assist you in locating them.

## **BULLETIN BOARDS**

Any student wanting to distribute or post literature (i.e. posters, pamphlets, questionnaires, sample products, for sale signs, etc.) on campus must receive approval from the Office of Student Services.

## **STUDENT PUBLICATIONS**

All student publications are organized and distributed through the auspices of the Office of Student Services. The Director of Student Services must authorize the final copy and distribution of such publications in order to meet any and all criteria, regulations and standards that Florida National College must meet in its licensure agreements.

## **BOOKSTORE**

All students are required to have their textbooks and other materials by the first week of class. Textbooks, workbooks, supplies and materials for all courses are available from the bookstore at each campus during the first ten days of each start. Students are not, however, required to buy their books and supplies at the FNC bookstore as this is only a service we provide to the students.

## **JOB PLACEMENT**

The Job Placement Office offers employability training, job referrals, and participation in annual job fairs. This is a lifetime service available to active and graduated students in good standing. Students are strongly urged to maintain contact with FNC when they obtain employment, change jobs, need further assistance, or relocate to another area. There is a Job Placement Office at each FNC campus.

FNC graduates are offered free lifetime placement assistance. Although FNC does not guarantee job placement, every effort is made to achieve the best possible results for the student.

## **LIBRARY / MEDIA CENTER / RESOURCE ROOM**

Florida National College Library exists chiefly to support the curricula offered by FNC. Its responsibilities include assisting faculty and students in locating research materials as well as instructing them in the effective use of library resources, which include multimedia resources and Internet access, full text online periodicals, and access to full online books.

Over 29,628 items in the library collection are housed at the Hialeah Campus Library, at the South Campus Resource Room, and the Training Center. Internet access passwords to the full text online periodicals databases and online books are given out at orientations and Library research training seminars. The library website is available at [www.fnc.edu](http://www.fnc.edu) (click on Library) and includes access to the online catalog, a library research tutorial, links to local libraries, and the research databases. Library hours are scheduled to service day and evening students. A librarian or an assistant librarian is always available to assist students, faculty, and staff in the use of the library during scheduled hours.

## **COPYRIGHT INFRINGEMENT POLICY**

In compliance with the 18 USC 2319, Criminal Copyright Infringement, 17 USC 101, the No Electronic Theft ("Net") Act and the Digital Millennium Copyright Act's provisions relating to educational institutions, Florida National College encourages its students, faculty and staff to educate themselves on the principles of copyright and to respect the rights of copyright owned by others.

Individuals using computers and networks (the "account holder"), library, and other academic resources at Florida National College (the "College") are responsible for complying with copyright laws and the College's policies and procedures regarding the use of copyrighted materials.

Compliance with federal copyright law is expected of all students, faculty and staff at Florida National College. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the university's networks or other computer resources may create liability for the university as well as the computer user. Accordingly, repeat infringers will have their computer account and other access privileges terminated by Florida National College.

For more information on Florida National College's Copyright Infringement Policy, you may go to our website under Consumer Information. The policy is available there in its entirety.

### **DISTANCE LEARNING**

(305) 821-3333 ext 1047 Hialeah Campus

[www.fnc.edu](http://www.fnc.edu)

Online classes can help you make a balance between your busy life and personal goals. FNC's Distance Learning Department offers exciting courses for your convenience. Online classes include exercises, interesting projects, and assignments. You don't need to travel to the campus. Take the courses from home, office or while traveling. Enjoy the simplicity, interaction and flexibility.

Online courses link students with their faculty member and classmates online through the World Wide Web (Blackboard). Online courses are asynchronous, which means that students can sign on and participate at times convenient to them.

Online students need to be prepared to interact with their faculty member and classmates in writing. Strong reading and writing skills in the English language are critical.

Typical elements of online courses include:

- asynchronous, frequent student and faculty participation
- lectures and assigned readings (from textbooks and online resources)
- individual and group assignments
- online debates
- individual and group papers
- use of online library resources
- online and proctored quizzes and examinations

FNC's Distance Learning Department and the Registrar's Office will announce which courses will be delivered online each term. For more information visit: [www.fnc.edu](http://www.fnc.edu)

### **CHILD CARE SERVICES**

Little Angels Children Development Center  
Hialeah Campus Only  
(305) 821-3333 ext. 1034

Little Angels Children Development Center has been an enormous help for the parents at the college in order to prepare them for a better future. As the parents feel comfortable in leaving their children in a safe environment, they are able to concentrate on their studies, complete their homework, use the computer labs, and participate in activities provided by the college.

Our mission is to promote quality education and care for children. Presently, we are in the process of getting information about ourselves through a survey to know what we need to pursue accreditation.

Registration is \$50.00 (Academic year). The registration fee is non-refundable. The center accepts children from 0 to 5 years old. A 10% discount for all members of FNC (college students & staff) is offered.

### **CAMPUS DEAN AND THE STUDENT**

(305) 821-3333 ext 1009 Hialeah Campus  
(305) 226-9999 ext 1309 South Campus  
(305) 231-3326 Training Center

The Campus Dean is the highest authority within the campus. He or she is the mentor, academic advisor, guide and friend. Students feel comfortable with the Campus Dean. This is why students at FNC have come to rely and depend heavily upon their Campus Dean for guidance, advice, and support.

### **THE INSTRUCTOR AND THE STUDENT**

You will get to know the members of the faculty on a close, first hand relationship. FNC is a small college, and so students and faculty come to be closely knit. Student and instructor develop friendly, scholarly and business/professional relationships that last through the years.

## **COURSE SYLLABUS**

Instructors will write their own syllabi, modeled after the institutional syllabi. The syllabus will present information on class schedule, number of sessions, holidays, course description (quoted from the FNC Catalog), textbook, course requirements, objectives, course outline, required assignments, class policies, grading system, and exit competencies. Instructors are encouraged to bring in guest lecturers, arrange field trips, and promote library skills by means of library assignments.

The instructor will distribute and discuss the syllabus on the first day of class. Students should make sure they understand all policies and provisions on the course syllabus.

## **CLASS PERIOD LENGTH**

Classes will start at the scheduled times and students are expected to arrive on time. Remember, regular, punctual attendance not only means a good grade; it also means a timely graduation.

## **ATTENDANCE POLICY**

**The policy on attendance for college classes will be the responsibility of the professor who will fully inform students of such policy at the beginning of the semester.**

The faculty and staff at Florida National College want you to succeed. Since studies indicate a positive relationship between good attendance and better grades, you are strongly encouraged to attend all classes and arrive on time.

\* Individual instructors establish their own class attendance policies. Each instructor's policy is included in the course syllabus and distributed at the beginning of each semester.

\* It is your responsibility to understand and follow these policies and, if possible, to notify instructors in advance when it is necessary to miss a class.

\* Any anticipated prolonged absences should be reported to instructors as soon as possible.

\* If you stop attending class(es) for any reason, you must consult with your instructor(s) and registrar about possible withdrawal from the class(es).

## **ATTENDANCE OF VA STUDENTS**

Instructors will submit VA students' daily attendance records to the Veterans Affairs Coordinator at least once a month. VA students are required to attend all classes. Excused absences will be granted only for extenuating circumstances, which must be substantiated by entries in the student's file. Early departures, tardiness, etc. for any portion of an hour will be counted as a full hour of absence. Educational benefits of VA students who accumulate three days of unexcused absences in any calendar month will be terminated for unsatisfactory attendance.

## **VITAL INFORMATION UPDATE**

Students must immediately notify the Registrar's Office in person or through certified mail of the following:

- Cancellations
- Leave of Absence (LOA)
- Withdrawal
- change of contract
- drop/add classes or changing classes must be done during the add/drop period to avoid having a financial penalty
- change of address
- change of phone number

In order to ensure proper communication between the College and the student, FNC encourages the use of email from students to communicate with the various departments.

## **PERSONAL PHONE CALLS**

Florida National College realizes the necessity for students to be able to occasionally receive telephone calls. The receptionist will immediately forward any emergency messages to students. Personal phone calls should be limited to emergencies.

Students are not allowed to place personal long distance telephone calls and charge them to the College. Violations of this rule can lead to suspension.

## **FIELD TRIPS AND GUEST LECTURERS**

Field trips and guest lecturers will enhance the value of classroom work. All students are required to attend these scheduled events.

## **STUDENT PARTICIPATION IN INSTITUTIONAL DECISION MAKING AT FNC**

The students' active participation is made possible through:

1. The Student Government Association;
2. Various Ad Hoc Committees of the College (such as the Institutional Effectiveness Process);
3. The President's Strategic Planning Committee;
4. The College Curriculum Committee;
5. The Catalog Committee;
6. Participation in the evaluation of the College and College units;
7. The right of petition and resolution to ask for changes in all aspects of the College or its programs;

The students participate individually and in groups, through the drawing up and presentation of group resolutions and petitions concerning their particular campus needs.

## **STUDENT CONCERNS AND GRIEVANCES**

As an accredited academic institution, Florida National College is committed to provide the Student with effective avenues of communication in order to provide the best possible education. Any concern about the

facilities, courses, staff or any other matter that you feel may impede your success at Florida National College should be addressed immediately to the Director of Student Services, the Campus Dean, or higher authorities, if necessary.

## **STUDENT GRIEVANCE / COMPLAINT POLICY**

It is the policy of Florida National College to listen to any student who may have a grievance or complaint concerning any faculty, staff, administrator, policy, or academic or financial matter. The student is guaranteed a speedy answer and access to higher authority through the appropriate chain of command until the student fully understands the action taken.

*Students who have academic complaints are to follow the procedures as established by Florida National College, which are:*

1. The student should address his complaint to the faculty member, staff member, or administrator involved.
2. If the Student is not satisfied, he or she is to address the individual's superior:  
Faculty member > Department Head > Division Head  
Staff member > Administrative Supervisor
3. If the student follows through the chain of command and is not satisfied, he or she can file a written complaint with the Office of Student Services. The written complaint will be investigated by the Director of Student Services and pursued to conclusion.
4. If the complaint has not been resolved to the student's satisfaction, he or she is to address the Campus Dean.

**NOTE:** For those who request information concerning the methods of contacting the U.S. Department of Education, the Commission for Independent Education of the Florida Department of Education, or the Southern Association of Colleges and Schools / Commission on Colleges will be furnished promptly with said information. (Telephone numbers for agencies can be found on page 5 of this handbook).

## **FINANCIAL AID**

Students are responsible for being knowledgeable of all financial aid policies and procedures. For detailed information regarding financial aid eligibility, loan programs, grants, refund policies, and repayment plans, please see the FNC Catalog.

## **STUDENTS' RIGHTS**

It is the right of the student to:

1. Know what services Florida National College offers to all students.
2. Have access, upon written request directed to the proper FNC officials, to a list of the types of records and student-related reports maintained on him or her by the respective offices and departments at FNC.
3. Know the policies and procedures in regard to financial aid, enrollment, registration, and of any changes in his or her program, classes, and grades.

4. Privacy of all records.
5. Challenge record contents through the College's established appeal processes.
6. Have access to all FNC student service offices and their benefits.
7. Have a safe, healthy and pleasant atmosphere for learning, studying and research.
8. Participate in any student activities.
9. Know the criteria used in the selection of recipients of financial aid, and the method used for calculating need.
10. Be fully informed of the FNC refund and repayment policies.

## **STUDENTS' RESPONSIBILITIES**

It is the student's responsibility to:

1. Adopt a professional manner in attire, speech, inquiry, research, and personal values that will contribute to the goal of preparing the student for a successful, professional future.
2. Acquire his/her own textbooks and other class materials within the first five days of the term.
3. Study, learn, and fulfill in a timely manner the requirements of the courses of study.
4. Maintain awareness of grades, course completions and grade point averages with an eye toward fulfillment of graduation requirements.
5. Know FNC's transfer of credit policies as delineated in the FNC Catalog.
6. Be knowledgeable with respect to all the contents of the FNC Catalog and the FNC Student Handbook.
7. Perform the timely and proper completion of all financial forms by the established deadlines and guarantee the accuracy of any information provided in the financial aid application.
8. Notify the Financial Aid Office of any scholarship, grant, or other resources made available to the student from non-college sources while the student is receiving financial aid.
9. Fulfill all financial obligations by the established deadlines including making monthly payments and paying back student loans.
10. Notify the Office of Student Services of any change in address or phone numbers in order to ensure proper communication between the College and the student.
11. Comply with FNC's Computer Use Policy at all times

### **Academic Life**

#### ***Tips for Learning***

In order to prevent procrastination and low GPA's (Grade Point Averages), we offer the following guidelines for students:

Manage you time appropriately.  
Then you'll get things done, and will avoid coming up with excuses.

This is especially true at FNC, as most of our students are members of the work force, heads of households, or both. Balancing those responsibilities and duties calls for lots of planning and organization. A daily schedule will help you do that.

Study at least **two hours** for every hour in class.

### **While Studying:**

1. Review the topic matter taken up in class each day as soon as possible before and after class before you forget what was said in class, refer to the footnotes, and look up references in the works indicated.
2. Read the textbook assignment.
3. Always read and study a chapter before it is discussed in class. This reading and studying ahead will make it possible for you to be able to clear up confusing points with the professor when the matter is introduced in class.
4. If your professor gives daily quizzes study the items you missed on these quizzes and you will go far to preparing yourself for the final exam.
5. Test yourself daily on each chapter or section before you go to class. Always be prepared so the instructor cannot catch you with a question to which you do not know the answer.
6. Always participate in class ask questions, volunteer answer, etc.
7. Find study friends and study together and thus learn from each other.
8. Use the library and the internet to expand your knowledge unlimitedly.

The college library has readily available material on study skills and time management. Other additional resources can be found on the Internet through the search engines found in [www.fnc.edu](http://www.fnc.edu) . Type in keywords: study skills or time management.

### **Academic Advising at FNC begins with:**

1. The Admissions Office, where students are advised:
  - a. The programs they are projecting to sign for;
  - b. The reason for their selection;
  - c. The student's qualifications as well as understanding of the nature of programs;
  - d. Where necessary, as to choosing other, more appropriate programs.
2. During registration time, the Registrars advise the students concerning:
  - a. the requirements of the programs and the instructors, as well as the students' own expectations;
  - b. class schedules, class times, attendance and class punctuality.
3. During Orientation, Student Services advises the students concerning:
  - a. attendance at student development activities;
  - b. faculty and student interrelationships;
  - c. the importance of good GPA for success at FNC and your professional career.

**Academic Advising Center**  
Manuel Mares - Hialeah Campus  
Jelenny Hernandez - Hialeah Campus  
Melissa Lopez - South Campus

## **The Academic Advising Center**

- Advising new and current students who are in a career/program.
- Explain and review academic requirements.
- Once student has completed successfully their first 4 terms they are transferred to a faculty advisor of their chosen career.

## **What is the purpose of Academic Advising?**

The primary purpose of academic advising is to assist students in the development of meaningful educational plans that are compatible with their life goals.

Based on their program of studies, students should contact their Division Head for advisor's name and contact information. The instructors advise their student's concerning academic progress as well as academic matters. The Office of Student Services has information on other colleges, universities, scholarship, and there are all waiting for you don't miss it.

The ultimate responsibility for making decisions about life goals and educational plans rests with the individual student. The academic advisor assists by helping to identify and evaluate the alternatives and the consequences of decisions. The academic advisor will be able to direct the student in the right direction depending on his/her life goals and offer recommendations in the following areas:

1. Career options
2. Program Choice
3. Course Scheduling

To find out whom your **Program Academic Advisor** is and to set up an appointment as soon as possible, contact a Division Head. Here is the list of Division Heads by their respective division:

Business and Economics Division: James Bullen, PhD. [jbullen@mm.fnc.edu](mailto:jbullen@mm.fnc.edu)  
Business and Economics Department Head: Ernesto Gonzalez, PhD. [egonzalez@mm.fnc.edu](mailto:egonzalez@mm.fnc.edu)  
Humanities and Fine Arts Division: Barbara Rodriguez, M.S., [bjrodriguez@mm.fnc.edu](mailto:bjrodriguez@mm.fnc.edu)  
Allied Health Division: Dr. Loreto Almonte, [lalmonte@mm.fnc.edu](mailto:lalmonte@mm.fnc.edu)  
Allied Health Department Head: Dr. Carlos Cuervo, [ccuervo@mm.fnc.edu](mailto:ccuervo@mm.fnc.edu)  
Computer Science Dept. Head: Sonia Martinez, M.S., [smartinez@mm.fnc.edu](mailto:smartinez@mm.fnc.edu)  
Criminal Justice/Paralegal-Legal Dept. Head: Liz Barcena, LL.M., [ebarcena@mm.fnc.edu](mailto:ebarcena@mm.fnc.edu)  
English as a Second Language Division: Lidia Morales, M.S., [lmorales@mm.fnc.edu](mailto:lmorales@mm.fnc.edu)  
Nursing Division Head: Ruben Coll, R.N., B.S.N., M.S.N., [rcoll@mm.fnc.edu](mailto:rcoll@mm.fnc.edu)  
PN Program Director: Maida Burgos, R.N., M.S.N., [mburgos@mm.fnc.edu](mailto:mburgos@mm.fnc.edu)  
RN Program Director: Oneida Segura, M.B.A., B.S.N., [osegura@mm.fnc.edu](mailto:osegura@mm.fnc.edu)  
RN Program Assistant Director: Ana Dueñas, R.N., B.S.N., [aduenas@mm.fnc.edu](mailto:aduenas@mm.fnc.edu)

## **TRANSFER POLICIES**

### **TRANSFERABILITY OF FNC CREDITS**

Florida National College is accredited by the Southern Association of Colleges and Schools / Commission on Colleges to grant the Associate of Arts and Science degrees. However, students entering Florida National

College and intending to continue their studies at a senior college or university shall note that the accepting institution has full discretion as to which credits it will accept for transfer.

FNC cannot assure full transferability of credits, nor anticipate which course other institutions of higher learning will accept. Please discuss your plan with your advisor.

## **TRANSFERABILITY TO FNC / RESIDENCY REQUIREMENT**

Students who wish to continue their studies at FNC may transfer up to 50% of the total number of credits required for completion of a program.

- A maximum of 60 credits towards a 120-credit program.
- A maximum of 40 credits towards a 80-credit program.
- A maximum of 37 credits towards a 75-credit program
- A maximum of 30 credits towards a 60-credit program.
- A maximum of 22 credits towards a 45- credit program.
- A maximum of 15 credits toward a 30- credit program.

**(Exception – Students transferring to the BSN Program with an ASN Degree/RN License)**

The procedure for transferability of credits to FNC is as follows:

1. The applicant submits an original transcript of his/her courses from the previous institution(s) at the time of registration or within the first term of enrollment (two months).
2. The College Registrar and/or the Vice-President of Academics will render an evaluation of submitted transcripts.
3. This evaluation is filed in the student's Academic file. A copy of this document is submitted to the Office of Financial Aid for computation.

Grades and grade point averages are not transferred; courses transferred will appear on the Student Progress Report as "TC" credits.

Transfer credits are granted only for those courses in which a grade of "C" or better was earned. Criteria for transferring credits from and A.A. or A.S. degree program awarded at FNC to a baccalaureate program is shown on page 44. For internal transferability from one program to another program, the student must satisfactorily pass at least 25% of the credits corresponding with the new career to graduate.

FNC will accept credits from regionally accredited institutions that are applicable to the applicant's program of study. FNC will accept credits from non-regionally accredited institutions for courses which are substantially equivalent in content to FNC's courses and applicable to the applicant's program and evaluated on a course by course basis. The acceptance of classes from non-regionally accredited institutions is contingent upon appropriate faculty credentials and applicable course content to the degree program.

Credits from international institutions will be evaluated and granted on course equivalency basis. The transcript must be translated into English and evaluated by an authorized educational evaluations and translations agency.

FNC reserves the right to choose the credentialing institutions it recognizes.

## **TRANSFERRED CREDIT (TC)**

Credit for external or internal transferability is granted for grades of "C" or better. College courses completed more than five years prior to the date of enrollment at FNC will require validation. A student who wishes to

change from one program to another should consult with (a) the Division Head, faculty advisor, or Campus Dean, (b) the registrar, (c) the financial aid advisor in order to become fully aware of the best possible use of credits earned, of allocated monies, of necessary changes in the contract, and of any other possible implication. All courses that can be transferred to the new program, as either part of the required block or as electives, will be reflected in the Student Progress Report, and in the Summary Sheet in the Academic File.

The grade of “D” shall transfer and count toward the baccalaureate in the same as D’s obtained by students from FNC, provided that the student has earned and been awarded an A.A. or A.S. degree. Whether courses with “D” grades in the major satisfy requirements in the major field may be decided by the department or division.

Transferring credits from another institution will be recorded as “credits earned” toward graduation, but not as “credits attempted” since they are not earned on the basis of regular attendance or regular tuition cost.

All transfer of credit must be effected at the time of registration or within the student’s first term of enrollment (two months).

## **ADMISSION OF INTERNATIONAL STUDENTS & TRANSFER OF CREDITS**

Florida National College is authorized under United States Federal Law, Immigration and Naturalization Act, Sections (101) (a) (15) (F) (I), and (101) (a) (15) (M) (I) to enroll non-immigrant alien students. Registration of students on an I-20 Visa must be for at least a period of four (4) months; equivalent to one semester or 12 credits. This applies equally to the Associate of Science and Associate of Arts degree programs, the career education diploma program, or the certificate program. In order to process an I-20 Visa the applicants are required to fulfill the admissions procedures mentioned in the College Catalog.

## **TRANSIENT AND NON- DEGREE- SEEKING STUDENT ADMISSION**

A student who is in good standing at another college or university may be admitted to Florida National College as a transient student. Transient students should consult the appropriate Dean or Registrar at the college to which they wish their credits transferred to determine the acceptability of outside credits at their home institutions.

Applicants who are taking a course, but without enrolling in a program, are classified as non- degree-seeking students. At Florida National College these students are limited to thirty credits in this classification, and they are not eligible for financial aid.

### ***Re-Enrollment / Readmission***

Typically, a Re-Enrollment is a student who withdrew and requests enrollment in another program and Readmission is for students who withdrew and desire to return to the same program within five years. In both cases students must satisfy the **readmission** procedures as follows:

1. The student who withdrew with a **CGPA of 2.0 or better** and a clear balance will resume his/her studies following regular admission procedures.
2. The student **who was terminated because of academic probation or lack of attendance and has two consecutive semesters with a GPA under 2.0** can’t be considered for Re-Enrollment or Readmission

unless the student requests a waiver of the Satisfactory Academic Progress Policy. The following process will apply:

- a) A student who has been dropped or suspended because of inability to maintain a CGPA of 2.0 may reapply to Florida National College after being out of school for a minimum of one term. At that time, the student's academic records will be evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum time frame of 1.5 time of the normal time frame for completion. If it is not possible for the student to meet both standards, the student will no longer be eligible for Title IV funds.
  - b) Additionally, Florida National College may use its discretion in waiving its Satisfactory Academic Progress Policy in cases where students have mitigating circumstances. Students requesting an appeal must submit a written request, with appropriate documentation, to the Vice President of Academic Affairs and the Vice President/Director of Financial Aid. If the appeal is approved, the student will be allowed one additional semester to meet the required standards and will be eligible for Title IV funds.
3. The student who was terminated because of inability to fulfill costs will have to pay the complete balance before classes start.
  4. The student who was terminated because of serious violations of FNC rules may not reapply at FNC for admission.

Additionally, Florida National College reserves the right to reject the application request of any student who comes from any other institution where the student has lost — “Good Standing” status.

Students that decide to continue onto a different program once a program has been completed, are not considered re-entry nor re-enrollments.

**The Office of Academic Affairs**  
(305) 821-3333 ext 1050

The Office of Academic Affairs oversees the planning and administration of the instructional programs of the college. Students should feel free to communicate with this office at any time. The Office has an open door policy toward all members of the College: students, administrators, faculty or staff.

## **GRADE POINT AVERAGE AND SATISFACTORY ACADEMIC PROGRESS**

*A student must meet certain minimum standards for satisfactory progress while enrolled at Florida National College.*

The satisfactory progress is computed on the basis of the quality points earned by the grades received in a semester (**grade point average** or GPA). The GPA is calculated as follows: the number of the course credit hours multiplies the quality point value for each grade earned. The sum of these points divided by the number of credit hours attempted (hours from courses with grades A through F) equals the GPA.

The **cumulative grade point average**, or CGPA ratio, is obtained by calculating the GPA for all courses attempted at Florida National College. Course grades of S, U, I, W, AU, and TC do not count in the overall GPA

since they carry no quality points, but count as credits attempted. See the Grading System section for more information (page 41).

**Satisfactory Academic Progress** is a requirement for graduation; it is also necessary in order to maintain eligibility for Title IV financial assistance. Florida National College evaluates Satisfactory Academic Progress **every semester**. Satisfactory progress requires meeting the following criteria:

**Bachelor's and Associate Degrees**

Credits attempt	Probation if CGPA is below
1 - 12.	1.3
13.- 24	1.5
25- 36	1.7
37 - 48	1.8
49 - 60	2
60 - above	2

**Diploma Programs**

Credits attempt	Probation if CGPA is below
1 - 12.	1.3
13.- 24	1.5
25- 30	2
45 - above	2

**Certificate Programs**

Credits attempt	Probation if CGPA is below
0 - 9	1.5
10 - 18.	2

1. Any student whose cumulative grade point average falls below the indicated index (See table above) will be placed on academic probation for the next semester. While on academic probation, the student remains eligible for financial aid funds. Any student on academic probation who brings up his/her cumulative grade point average to the indicated index at the end of the semester will be removed from academic probation.

Any student who falls below the indicated CGPA at the end of the probation period will be ineligible for financial aid from federal and state funds. Students will re-establish eligibility for financial aid when the cumulative grade point average rises to the indicated index CGPA and they are within the maximum time.

2. Satisfactory completion of the program in a period no greater than 1.5 times the normal time frame for completion. Therefore, a student must pass 66.6% of the credit hours attempted in each academic year. The college defines its academic year as 32 weeks / 24 semester credits. A semester is 16 weeks long and consists of two terms of 8 weeks.

3. A Cumulative Grade Point Average of 2.0 ("C") or above at graduation.

**A student will be considered for academic termination when the student fails to maintain the required academic standing at the end of the probation period.**

A student who has been suspended may reapply to Florida National College after being out of school for **one term**. At the time, the student's academic records will be evaluated to determine if it is possible for an acceptable cumulative grade point average to be achieved and if the program can be completed within the maximum time frame of 1.5 time of the normal time frame for completion. If it is not possible for the student to meet both standards, the student will no longer be eligible for Title IV funds. Therefore, should funding still be required, alternative financing must be arranged for re-enrollment.

Florida National College may use its discretion in waiving its Satisfactory Academic Progress Policy in cases where students have mitigating circumstances. These include serious illness or injury of the student or serious illness, injury, or death of the student's immediate family. A student requesting an appeal must submit a written request to the Vice President of Academic Affairs and Vice President/Director of Financial Aid. If the appeal is approved, the student will be allowed to enter the College only at the beginning of a semester (term A) for one additional semester to meet the required standards and will be eligible for Title IV funds.

## **UNSATISFACTORY PROGRESS**

### **ACADEMIC WARNING, PROBATION AND TERMINATION**

If a student falls below the criteria listed for Satisfactory Progress (below 2.0 average), the student will be placed immediately on academic warning. Academic advisement will be given to the student to advise him or her of the seriousness of the change in academic status and the need for improvement.

When the grade point average below 2.0 is sustained for two consecutive semesters, the student will be placed on probation. At this point, the eligibility of the student to graduate becomes uncertain. During the probationary period, financial aid from federal and state funds will be withheld. In such a case, the student has the following options:

1. If the student wishes to remain in college he must meet his own academic expenses during the probationary period. However, the student will be terminated if the grade point average remains below a 2.0.
2. If the student does not wish to/or cannot maintain his own expenses, he will be terminated.

### **SUSPENSION, EXPULSION**

Suspension and or expulsion have to do with the infringement of College rules, and their application will follow procedures at the discretion of the Campus Dean. Please see College Catalog.

### **ACADEMIC DISHONESTY**

Florida National College prohibits and therefore, will adjudicate cause, all forms of academic dishonesty, which includes, but is not limited to, plagiarism, cheating, giving false information, forgery, alteration or misuse of documents cheating during an exam or fraud or deception with identification. When using the ideas, research, and forms of expression of others, the student should appropriately acknowledge the source. Those students accused of academic dishonesty may take their appeal to the Honor Court.

## **THE HONOR COURT**

When using the ideas, research and forms of expression of others, the student should appropriately acknowledge the source. Those students accused of academic dishonesty may take their appeal to the Honor Court. In cases of flagrant violation of FNC rules, the campus deans may refer the matter to the Honor Court. The Honor Court will be made up of three members of the student government of the Campus involved and two faculty members, one chosen by the student. The decision of the Court will be by majority of the panel members. The decision of the Court may be appealed to the Campus Dean. The campus dean's decision is final.

## **STUDENT CODE OF ETHICS**

Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and is unacceptable conduct. Students who engage in cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course; and the possibility of an additional administrative sanction, including probation, suspension, or expulsion.

**Cheating** is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at FNC includes but is not limited to: Copying, in part or whole from another's examination, paper, mathematical analysis, research or creative project, or the like; Submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen; or fabricating data; Consulting notes, sources, or materials not specifically authorized by the instructor during an examination; employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument; Aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work; and Committing any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

**Plagiarism** is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment. More specifically, plagiarism is: The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and The act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own.

If a student is in doubt about the nature of plagiarism, he/she should discuss the matter with the course instructor.

**Theft** - Copying computer programs owned, leased, or rented by the College for use by the student in his or her course of studies is considered theft and will be dealt with according to the laws covering such actions and to the College norms for disciplinary actions.

In cases like these, the Campus Dean will convene a Hearing Committee which will hear, investigate and render a report to the Campus Dean. This Committee will be composed of three members from the faculty or staff. According to the findings, the Campus Dean has the choice to make a decision. If this decision is not

acceptable to those involved, a petition to the Dean to appoint an Honor Court must be signed by at least three people. The Honor Court procedure is explained in the Student Handbook.

## ACADEMIC GRADING SYSTEM AND TRANSCRIPT CODE KEY

Official grades and their quality point's equivalency at FNC are as shown on the next page. The final grade of a course shall be based on various criteria; however, the individual instructor establishes the weight of each assignment for determining the final grade and this information is given in the course syllabus of which every student shall receive a copy.

ACADEMIC GRADING SYSTEM and TRANSCRIPT CODE KEY			
	Letter Grade	Numerical Value	Quality Points
Superior Achievement	A	(90-100)	4.00
Very Good	B+	(85-89)	3.50
Good	B	(80-84)	3.00
Above Average	C+	(75-79)	2.50
Average	C	(70-74)	2.00
Passing	D	(60-69)	1.00 Passed but not transferable.
Failure	F	( 0-59)	0.00
Satisfactory	S	-----	Passing grade for remedial courses.
Unsatisfactory	U	-----	Failure grade for remedial courses.
Incomplete	I	Student did not complete the required class work for reasons accepted by the instructor.	
Withdrawal	W	Withdraws from course during the add-drop period or takes a leave of absence.	
Withdrawal with Penalty	WP	Withdraws after the add-drop period.	
Audit	AU	No grades, no points.	
Transferred Credit	TC	Credit is granted for equivalent course; external or internal transferability.	
Withdrawal with Failure	WF	Student did not complete the required class work.	
Unsatisfactory Withdrawal	WU	Student did not complete the required class work for remedial courses.	
<b><u>TRANSCRIPT CODES</u></b>			
Credit by Examination	CE	Subject to Registrar's authorization.	
Guided Studies	GS	Subject to Registrar's authorization.	
Placement by Testing	PT	For the ESL programs.	

### FAILURE (F)

An "F" is a grade; it counts for the GPA. It alters the completion date of the program; it also increases the student's financial burden. An "F" may not be erased, but the course can be repeated to improve the GPA. The latest grade for the course prevails. A student may continue to receive federal financial aid for any course failed as long as the student is otherwise eligible.

In the Practical Nursing Program, the lowest acceptable grade is a 75% (C). Anything below is considered failure.

### INCOMPLETE (I)

Use of this grade is very restricted and only on the basis of extenuating circumstances in the judgment of the instructor. When a student is not able to complete the course requirements within the length of the course for reasons acceptable to the instructor, the instructor may assign an "Incomplete" on terms specified by the instructor. An "I" is valid for only one **semester**; after this it becomes an "F." During the waiting period, an "I" is listed as credit hours attempted, but not completed.

The instructor will prepare a modified final exam or an appropriate assignment and leave it in a sealed envelope with the department head or division head. The department head or division head or an instructor

designated by them will proctor and score the exam in accordance with FNC policy. The same will apply to written papers waiting to be graded as part of a final grade.

The instructor may calculate the course average by using "0" for each of the components of the final grade that has not been satisfied. (The course syllabus will list the components of the final grade for that course, or the instructor will otherwise stipulate these.)

## **WITHDRAWALS (W, WP, WF, WU)**

Students desiring to withdraw formally from a class may do so within the add-drop period without penalty. A reduction in course load may keep the student from meeting minimum standards for satisfactory progress. Course withdrawals may also jeopardize the student's financial aid eligibility, VA benefits, and program completion date.

- The **ADD/DROP period** is the first week of the semester (Term A), ending Friday of that week.
- During this time, you are able to add, change, or cancel classes, by following the procedure established. Classes withdrawn within this period will receive a "W" on the transcript.
  
- Requests to change, add or cancel classes must be made in writing by means of the Cancel/Add form, found on the FNC website or at the Registrar's Office. Any changes to your schedule must be approved by your Department/Division Head and a Cancel/Add form must be completed, signed, and turned into the Registrar's Office. Distance learning students must submit the completed form to the Registrar's Office via either e-mail (kcabrera@mm.fnc.edu or nrizo@mm.fnc.edu) or fax at (305) 362-0595, Attention to: Registrar's Office.
- Additional questions to the Distance Learning Dept. can be emailed to slomena@mm.fnc.edu.
  
- No schedule changes will be accepted for the semester during Term B unless it is an emergency, and you will be charged for the change. For changes approved after the ADD/DROP period, the student will be charged \$50.00 per change.
  
- Students starting in the College in the Term B of the semester, will be granted an ADD/DROP period during the first week of this term.
  
- **Late Withdrawal:** Any withdrawal after the Add-drop period incurs full financial obligation. The student will receive a "WP" if the withdrawal is made between the second week of classes up to the mid-term. "WP" does not affect GPA. "WF" is assigned after the midterm, when the student does not complete the course requirements. "WF affects GPA. "WU" is assigned after the midterm, when the student does not complete the course requirements for remedial courses. "WU" does not affect GPA.

### **WITHDRAWAL FROM THE COLLEGE :**

In order to officially withdraw from the College, the students must fill out a Withdrawal Form. This form is available at the Registrar's Office or can be downloaded from the FNC website. It must be completely filled out and submitted to the Registrar's Office. Distance learning students must submit the completed form to the Registrar's Office via either e-mail (kcabrera@mm.fnc.edu or nrizo@mm.fnc.edu) or fax at (305) 362 0595, Attention to: Registrar's Office. Additional questions to the Distance Learning Dept. can be emailed to slomena@mm.fnc.edu.

It is common practice for the student to meet with the Advising Office and his/her career advisor (Department or Division Head) before processing a withdrawal.

No withdrawal will be official until the student receives an acknowledgement from the Registrar's Office. Any withdrawal after the ADD/DROP period is subject to financial implications.

## **STANDARD PERIOD OF NON-ENROLLMENT**

Students planning to be out of FNC for one term (two months) must submit a written request for a Standard Period of Non-Enrollment to the Registrar's Office. The SPNE request form is located in the Registrar's Office or can be downloaded from the FNC website. Distance learning students must submit the completed form to the Registrar's Office via either e-mail (kcabrera@mm.fnc.edu or nrizo@mm.fnc.edu) or fax at (305) 362 0595, Attention to: Registrar's Office. Additional questions to the Distance Learning Dept. can be emailed to slomena@mm.fnc.edu.

SPNE's are usually approved for one term (two months) per semester. However, during the summer semester, a student can request it for four months (one semester).

A Standard Period of Non-Enrollment must be requested prior to the start of the term or during the first week of classes of the term the student is planning to be away from FNC.

After the ADD/DROP period, no SPNE requests are granted. Students will receive a "W" for that term once that SPNE is approved. If the SPNE is only for one term (two months), the student's remaining schedule of courses will remain the same.

The request must be authorized by the Campus Registrar and the Financial Aid officer.

Students must report to the Registrar's Office by the date indicated on the Standard Period of Non-Enrollment form. Students who fail to return to the College by the expected date will be considered to have withdrawn from the school, and the student will therefore be responsible for any balance due.

Practical Nurse students (for their entire curriculum) and Registered Nurse (during their core courses) are NOT eligible for a Standard Period of Non-Enrollment.

An SPNE extends a student's graduation date. Students on SPNE may not be able to maintain their course sequencing.

## **GRADUATION REQUIREMENTS**

### **GRADUATION**

Graduation is not automatic. To be awarded a Bachelor's Degree, Associate of Arts degree, Associate of Science degree, diploma or certificate from Florida National College the student must fulfill the following requisites:

1. Successful completion of one of the programs of study as it appears in the FNC Catalog.
2. Achievement of a cumulative grade point average (CGPA) of at least 2.0 ("C" average).
3. Complete an Exit Interview with each of the following. Clearance from each of these offices is required previous to the release of any official documents by FNC. These offices and their role in the graduation procedure are shown below:

Exit Interviews of the Graduation Candidate with Campus Offices	
Office	Purpose
1. Registrar	a. To verify that the student is completing the academic requirements of his/her program (number of credits and nature of credits; GPA; honors. When applicable clinical hours and/or seminars). b. To apply for Graduation status. c. To submit request of student's copy of transcripts. d. To order diploma.
2. Financial Aid	To close financial aid folder; to receive information on rights and responsibilities relating to loans and types of repayment plans.
3. Bursar	To fulfill all financial obligations to FNC before graduation.
4. Library	To be sure that there are no outstanding books or fines.
5. Placement	To update all personal information relating to placement and attend workshop.
6. Student Services	To receive information on graduation exercises, cap and gown, ring, pictures, guests, rehearsal; alumni association; to file for commencement exercises.

## COMMENCEMENT CEREMONY

At least once a year, Florida National College will hold a commencement ceremony. All students are encouraged to participate. Graduating students must apply in writing for graduation status in order to receive their credentials whether they participate or not in the commencement exercises.

## ACADEMIC HONORS AND AWARDS

1. **DEAN'S LIST FOR ALL HONOR STUDENTS:** In recognition of academic excellence, selected students are named to the Dean's List each semester. Students from all baccalaureate and associate degree programs with a GPA of 3.50 to 4.00 in a semester, with a minimum of 9 GPA earning credit hours, are eligible for the Dean's List. A notation will be made in the Student Progress Report Chart and it will be a permanent part of the student's transcript. The Dean's List will be posted upon completion of each semester. Students can pick up their certificate at the Office of Student Services

A notation will be made in the Student Progress Report Chart and it will be a permanent part of the student's transcript. The Dean's List will be posted upon completion of each semester. Students can pick up their certificate at the Office of Student Services.

1. **PRESIDENT'S LIST- FOR HONOR STUDENTS IN CAREER DIPLOMA AND CERTIFICATE PROGRAMS:** Students who achieve a maximum GPA of 4.0 in all semesters in a Diploma or Certificate Program are eligible for the President's List. A notation will be made in the Student Progress Report Chart and it will be a permanent part of the student's transcript. The President's List will be read at the commencement ceremony.
2. **GRADUATING WITH HONORS- FOR HONOR STUDENTS IN THE A.A. OR A.S. DEGREE PROGRAM:** Graduating with Honors applies to degree students with outstanding academic achievement. The honors are based on a minimum of 60 credits at Florida National College and a GPA of no less than 3.50. Students receiving honors will be acknowledged during the commencement ceremony. There will be a corresponding notation in their transcripts. These honors are as follows:

<b><i>Honor</i></b>	<b><i>Required CGPA</i></b>
Summa Cum Laude	3.90-4.00
Magna Cum Laude	3.70-3.89
Cum Laude	3.50-3.69

## **ALUMNI ASSOCIATION**

The Florida National College Alumni Association has been established and all graduates are encouraged to join. Please inquire at the Office of Student Services.

## **CODE OF BEHAVIOR**

### **CODE OF BEHAVIOR**

- ❖ Students will come to class on time, visible wearing their student ID card, and must remain in their classroom for the entire class session.
- ❖ All students will bring textbooks and other materials to class everyday.
- ❖ Breaks will be kept within the designated time frame of twenty minutes.
- ❖ The student should follow all safety rules. All female and male students with long hair must wear hair bands in the dental lab.
- ❖ Students are expected to be generally in proper attire while they are on FNC grounds; tank tops, shorts or halters are not acceptable attire.
- ❖ Guests and visitors will not sit in the classrooms while instruction is going on, and under no circumstances will children be allowed in the classrooms.
- ❖ Eating and drinking are permitted only in the lounge. Smoking is permitted outdoors only.
- ❖ No alcohol or drugs are permitted on school grounds. Failure to comply may result in expulsion.
- ❖ Allied Health students are required to wear the FNC medical uniform at all times.
- ❖ Serious disturbances of order on campus will lead to suspension or possible expulsion.
- ❖ Respect for personal and college property, and a sense of responsibility about their own security and the security of others, is expected of all students at all times. Serious violations will be presented to the College Honor Court for adjudication.
- ❖ We expect all students to be of good moral character and to abide by all laws of our city, county, state, and nation.
- ❖ Students must comply with FNC's Computer Use Policy at all times.

## **COLLEGE POLICY ON DRUG AND ALCOHOL USE ON CAMPUS**

Florida National College is a Drug-Free Workplace. Standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

FNC reserves the right to terminate, suspend and/or put on probation any student or employee who is under the influence of alcohol or drugs while on the College premises.

The College has a Drug Abuse program which makes use of experts in the field, featuring counseling, seminars, instruction, preventive recommendations, speakers, movies and the appropriate literature. (SEE PAGE 38)

The FNC Drug Abuse Program follows the guidelines for such programs as required under section 1213 of the Higher Education Act of 1965 and as amended by the Drug Free Schools and Communities Amendments of 1989.

FNC supports and abides by the drinking laws of the State of Florida, especially with respect to underage drinking. The College supports Federal and State Laws on the sale, possession and use of illegal drugs.

## **DISCIPLINARY PROCEDURES AND RESPONSIBILITIES**

Disciplinary responsibility at FNC resides with the following:

1. The Instructors, who have the responsibility and authority necessary for good classroom discipline.
2. The Campus Deans, who are responsible for student discipline on their individual campuses both in and out of the classroom.
3. The Honor Courts, which are convened at the call of the Campus Dean.
4. The President of the College, who has the ultimate responsibility and authority to receive and finalize all appeals as well as initiate actions through the above offices.

### **DUTIES OF THE VARIOUS JUDICIAL PERSONS AND BODIES:**

- 1. Instructors:**
  - a. Have the responsibility and authority to publish, generally with their course syllabi, disciplinary rules over and above college dicta concerning their own classrooms, subject, with the Campus Dean's approval.
  - b. Have the responsibility and authority to refuse entrance to tardy students without written authorization from the Campus Dean.
  - c. Have the responsibility and authority to refuse early dismissal to students without the written permission of the Campus Dean.
  - d. Have the responsibility and authority to request disruptive students be removed from class.
  
- 2. Deans:**
  - a. Have the responsibility and authority to discipline students referred to them by instructors or other members of the staff for disruptive behavior.
  - b. Have the responsibility and authority to remand particular cases to instructors for further consideration.
  - c. Have the responsibility and authority to convene an Honor Court for severe disruptions of College discipline.
  - d. Have the responsibility and the authority to recommend cases to the higher administrative authorities when they feel there are conflicting interests, or for advisory decisions. These higher authorities are:
    - VP Academic Affairs: will handle any academic issue raised;
    - VP Financial Aid: will handle any financial issue raised;
    - VP Assistant CEO: will handle any administrative issue raised
  
- 3. The Honor Court:** Each campus establishes its own Honor Court.
  - a. Has the responsibility and authority to hear disciplinary cases referred to it by the Deans.
  - b. Has the responsibility and authority to hear those cases brought to it by the proper channel: student, faculty or administration, backed up with proper documentation.
  - c. Has the responsibility and authority of giving a fair settlement after due consideration. It can be appealed and taken to the President of the College.
  
- 4. The President:**
  - a. Has the responsibility and authority to act as the final judicial authority for all final/ultimate appeals.

- b. Has the responsibility and authority to initiate, through the above, actions concerning disciplinary matters.
- c. Has the responsibility and authority of suspension or dismissal from the College based upon matters brought before him by the above or upon his own authority in extreme cases.

## **THE STUDENT HONOR COURT**

In cases of flagrant violation of FNC rules, the campus deans may refer the matter to the Honor Court. The Honor Court will be made up of three members of the student government of the Campus involved and two faculty members, one chosen by the student. The decision of the Court will be by majority of the panel members. The decision of the Court may be appealed to the Campus Dean. The campus dean's decision is final.

A session of the Student Honor Court may be requested by an administrator, faculty member, or student and granted at the discretion of the Campus Dean.

## **PROCEDURES FOR THE REQUESTING OF A SESSION OF THE HONOR COURT**

Upon calling the session, the following procedures will be observed:

1. Requests for the sitting of the Honor Court will be made to the Campus Dean, who may not be a member of the Court.
2. The Campus Dean will determine the validity of convening of the Court in conjunction with the President.
3. Upon the decision to call a session of the Honor Court, the Campus Dean will notify all concerned of the date and time of the sitting of the Court.
4. The Court must convene within a seven class-day span of time.

## **PROCEDURES FOR THE CONDUCTING OF THE HONOR COURT**

1. The President of the Court will preside over the session.
2. Decisions concerning court procedures will be made by the President of the Court.
3. The person or office bringing the grievance will present the case, with witnesses, etc.
4. The defendant will present his or her case, with witnesses, etc.,
5. The two parties will retire at the end of their presentations.
6. The Court will consider the facts presented, decide by majority vote, and authorize the President of the Court to deliver the verdict.
7. The President of the Court will call the Court back into session and deliver the verdict to the defendant.
8. The Court will inform the Campus Dean of their decision.
9. The Campus Dean will then hear any appeal requested by the defendant.
10. The Campus Dean's decision can be appealed to the College President.

## **MEMBERSHIP OF THE STUDENT HONOR COURT**

- The Court President (the Campus Dean)
- Member of the Court (an instructor chosen by the Office of Student Services)
- Member of the Court (an instructor chosen by the student)

- Member of the Court (a student chosen by the student defendant)
- Member of the Court (a student chosen by the Office of Student Services)

## **SAFETY**

### **SECURITY AND ACCESS TO COLLEGE FACILITIES**

The security of the College ultimately lies in the hands of the President, who has delegated this authority to the VP/Assistant CEO, the College Vice President, the Campus Deans, VP of Operations, and the maintenance personnel. The Campus Deans will work closely with the Student Services Department who in turn directs a program of awareness with the students.

All campuses are secured with master alarm systems which are activated by one of the above mentioned, according to day/night duty schedule. The Hialeah Campus is also monitored by video cameras.

At each orientation, every eight weeks, all students and college personnel are reminded of security, its necessity and their obligation to look out for each other and the security of the institution.

All members of the College community must wear the College ID at all times.

While each incidence of campus criminal activity is reported to the President's Office, each Dean keeps a record of the criminal activity on his campus.

### **PROTECTION OF PERSONAL PROPERTY**

The safeguarding of personal effects in the offices, classrooms, or anywhere on the College campus is the responsibility of the individual. The College carries no insurance on personal property loss and, consequently, cannot accept responsibility for loss of personal effects, including cash. Keep your personal effects with you at all times. Report all crimes to the Campus Dean. In the event that you lose or find any item, please notify the receptionist immediately.

### **PROCEDURES IN CASE OF FIRE, DISASTER, OR MEDICAL EMERGENCY**

#### ***FIRE PREVENTION AND CONTROL PROGRAM***

Students will have readily available information on procedures regarding different emergencies (fire, hurricane, etc.,). There are two fire drills a year. Specific polices and procedures can be found in the Safety Manual.

In this handbook, we present some useful and commonsensical tips for prevention of emergencies:

#### ***FIRE PREVENTION***

- No smoking is allowed within the College premises.
- Combustible materials are properly sealed and stored at a safe temperature.

#### ***MEDICAL LABS***

- Safety procedures for each laboratory will be taught and practiced in the course.

## **GENERAL COLLEGE AREA**

- No frayed cords are to be used.
- No wires are to be exposed.
- No flammable materials are to be stored inappropriately.

## **FIRE CONTROL PLAN**

- All College members shall be aware of the nearest exit in case of fire and where the fire extinguishers nearest to them are.
- The Building plan should be posted in each classroom.
- Telephone number of fire department should be posted. (Dial 911)
- Twice a year a fire drill will be conducted.
- If the fire alarm sounds, the building must be evacuated.

## **PROCEDURES IN CASE OF FIRE**

Make sure you are aware of the evacuation route posted in each classroom or office. Fire extinguishers (that are adequate for the number of people in the building) are easily accessible and in sight.

1. Persons discovering fire will immediately inform the Campus Dean.
2. If evacuation of the building is deemed immediately necessary, campus authorities will pull the fire alarm.
3. Emergency Services (911) will be immediately called.
4. In each class, the faculty member will keep order and escort students through the nearest exit. Nobody should lock any classroom doors during this procedure.
5. All other persons will walk to the nearest exit in silence.
6. Each faculty member will close the door, and turn off the lights of his/her own classroom on way out.

## **IN THE EVENT OF REAL, THREATENING OR IMPENDING DISASTER:**

1. The Campus Dean will call Emergency Services (911) immediately.
2. All faculty and staff present will hold joint responsibility for safety and for orderly procedures.
3. Upon arrival of the emergency medical personnel, the situation rests in their hands.

## **PROCEDURES IN CASE OF MEDICAL EMERGENCY**

For those who become ill or are involved in an accident while on campus, the following procedures are to be followed:

1. The affected individual is attended by the campus personnel at hand, but is not to be moved.
2. The rescue squad (911) is to be called immediately, if deemed necessary or requested by the victim.
3. Parents, guardians, or spouse are contacted immediately as indicated in the student's Health Form (in his file), and from then on, the family members will take responsibility.
4. The Campus Dean's office will fill out the Student Accident/Illness form for the records.

## **CRIME ON CAMPUS**

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (originally known as the "Campus Security Act") was enacted by the United States Congress and signed into law in 1990 and then later amended in 1992 and 1998. This law, which applies to all institutions of higher education, both public and private that participate in any federal student aid programs requires schools to publicly disclose 3 years of campus crime statistics and basic security policies. As prescribed by the **Jeanne Clery Act**, FNC has its own plan to report criminal actions, other emergencies occurring on campus and its own policies concerning the institution's response to such reports.

Under no circumstances are students allowed to bring any type of weapon on campus or use any object to threaten or harm people or property. For specific plans and procedures on reporting of a crime, please refer to the Safety Manual.

## **TIMELY WARNING POLICY**

In compliance with the "Timely Warning" provision of the *Clery Act*, Florida National College issues campus wide alerts regarding any *Clery Act* crime that may constitute a continued threat to the campus community. Timely warnings may be issued for threats to persons or property.

The issuing of a timely warning is made on a case by case basis, taking into consideration the nature of the crime, the continuing danger, and the risk of compromising any ongoing investigation. Upon notification that a *Clery Act* Crime has been committed, the Dean or Assistant Dean shall issue the Timely Warning.

The methods employed to notify the campus may include but are not limited to:

- Announcement over the interoffice intercom
- Room by Room Announcement
- A "Timely Warning" flyer posted at the campus entrance.

## **RULES OF PREVENTION**

1. Being certain that automobiles are tightly closed and locked. Never for an instant leave the keys in a car or the car without security precautions.
2. Never leaving visible packages or such in a car, even though it is locked.
3. Purses, coats or personal property should never be left out of the owner's reach.
4. Never leaving books and class lab materials in unattended classrooms.
5. Never allowing prescription medicines leave the possession of the owner.
6. Reporting drug taking, or possession or sale of drugs on campus to the Campus Dean's office, remembering at all times that persons who take, possess or sell drugs are a menace to themselves and every one in the community.
7. Reporting to the Dean's Office possession, use, buying or selling of alcoholic beverages.
8. Reporting unsecured equipment or classrooms to the maintenance personnel or Dean's Office.
9. Turning in lost and found articles to the receptionist immediately.
10. Never inspect your wallet and/or count your money in public.

## **SEXUAL ASSAULT PREVENTION AND RESPONSE POLICY**

Florida National College educates the student community about sexual assault and date rape through the Office of Student Services. The Office of Student Services provides literature on date rape education, risk reduction, and college response annual sexual assault education as well as annual information programs to College students and employees.

If you are a victim of sexual assault, first seek safety and then immediate medical attention. Florida National College strongly encourages any victim of sexual assault to report the incident in a timely manner. Time is a critical factor in the collecting and preserving of evidence. (Ideally a victim of sexual assault should not wash, douche, use the restroom, or change clothes prior to a medical examination.) An assault should be reported to the local police department by dialing 911 or reporting the incident to the Campus Dean who can assist you with the reporting of a sexual assault.

All alleged sex offenses are subject to FNC disciplinary action. Both the victim and the accused are entitled to choose one person who has no formal legal training to accompany them throughout the hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the sexual misconduct policy could be criminally prosecuted and expelled from FNC. Student victims have the options to change their academic situation after an alleged sexual assault, if such accommodations are reasonably available.

Florida National College also strongly advises victims of sexual assault to seek counseling. Local organizations that specialize in crises counseling include:

RAINN-Rape, Abuse & Incest National Network	(800) 656-4673
Victims of Crimes Services	(305) 230-6141
Opa Locka Domestic Police Department-Violence Intervention Unit	(305) 953-2838
Baptist Health-Women's Health Center	(786) 596-5981

### **SEX OFFENDER REGISTRY**

In compliance with the "Campus Sex Crimes Prevention Act" of 2000, Florida National College maintains an electronic link to the Florida Department of Law Enforcement Sex Offender Registry. According to this act, all institutions of higher learning must issue a statement informing the campus community where it can access the state sex offender registry. This act also requires State registered sex offender to report any institution of higher learning in which he/she is employed, carries a vocation, or is a student.

The Florida Department of Law Enforcement is responsible for maintaining the Florida Sexual Offenders and Predators website. Follow the link below for access.

<http://offender.fdle.state.fl.us/offender/homepage.do>

# DRUG AND ALCOHOL PREVENTION PROGRAM

## **NOTICE TO STUDENTS AND EMPLOYEES:**

Florida National College has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

### **PHASE ONE**

#### **WARNING OF THE DANGERS OF DRUG AND ALCOHOL ABUSE:**

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. **SCHEDULE A** specifically details the Uses and Effects as it relates to alcohol.

### **PHASE TWO**

#### **THIS INSTITUTION HAS A POLICY OF MAINTAINING A DRUG AND ALCOHOL FREE LEARNING ENVIRONMENT**

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

Florida National College 4425 West 20 Ave, or any teaching site, or any "off-site" location (i.e. field trips, job placement, luncheons, meetings, etc.) where the activities are in any way related to the College.

### **PHASE THREE**

#### **LISTING OF THE AVAILABLE LOCAL DRUG COUNSELING, REHABILITATION AND ASSISTANCE PROGRAMS:**

Please refer to **SCHEDULE B**.

### **PHASE FOUR**

#### **NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION'S DRUG-FREE WORKPLACE STATEMENT**

Non-compliance will result in the following action being taken by this institution:

- a. The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement or other appropriate agency. Attached **SCHEDULE C** contains a description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- b. Community service with one of the above stated agencies.
- c. Termination of enrollment.

## **SCHEDULE A**

### **ALCOHOL USES AND EFFECTS**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## **SCHEDULE B**

### **DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS**

1. Addicts Rehabilitation Center, Miami, Florida
2. Drug Free Living, Inc., Miami, Florida
3. Alcoholics Anonymous, Inc., Miami, Florida
4. Odyssey House, Inc., Miami, Florida
5. Pills Anonymous, Inc., Miami, Florida
6. National Association for Drug Abuse, Miami, Florida

## **SCHEDULE C**

### **FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE**

#### **21 U.S.C. 844(a)**

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceed 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram,

#### **21 U. S. C. 853 (A)(2) AND 881 (A) (7)**

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

21 U. S. C. 861 (A) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U. S. C. 844a

Civil fine up to \$10,000 (pending adoption of final regulations).

21 U. S. C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.

18 U. S. C. 922(8)

Ineligible to receive or purchase a fire arm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilots licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

**LOCAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE AND ALCOHOL:**

In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

**STATE OF FLORIDA PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE  
BLOOD ALCOHOL LEVEL OF .05**

**1st OFFENSE:** Imprisonment for not more than 1 year and/or \$350-\$500 fine; suspension of license at least 6 months.

**2nd OFFENSE:** Within 10 years, fine of not less than \$500; 1 year license revocation.

# **EXHIBIT “A”**

## **FLORIDA NATIONAL COLLEGE COMPUTER USE POLICY (the “Policy”)**

### **I. Purpose**

To support the mission of Florida National College and the needs of the Students, Faculty, and Staff, by facilitating the use of information systems.

### **II. Agreement to the Policy**

By using any of the Computing Resources (defined below) of Florida National College, Users (defined below) expressly agree to strictly abide by the terms and conditions contained within this Policy, in its current form and as amended from time to time.

### **III. Definitions**

1. The “College” or “FNC” shall refer to Florida National College.
2. “Computing Resources” shall refer to any and all College facilities, hardware, software, computing services, networks, websites, social media, and computer accounts used by the College, its agents, vendors, other authorized users, employees, faculty, and/or students. The term “Computing Resources” shall expressly include, but in no way be limited to, all computers (desktop computers, laptop computers, and server computers), networks, software-as-a-service (SaaS) services, cloud-based services, disk drives, disks/discs (including but not limited to floppy disks, CD’s, and DVD’s), flash memory drives, tape drives, removable media, removable storage, portable storage devices, and storage media.
3. “Electronic Communication” shall refer to (but shall not be limited to) electronic mail, instant messaging, electronic messaging, social media communications, or any other form of communication transmitted through a computer network, the internet, or a similar medium.
4. “Data” shall refer to any and all information residing on or transmitted through the College’s Computing Resources.
5. “Users” shall refer to those individuals authorized by the College’s administration to use the College’s Computing Resources. The term “Users” shall expressly include all of the College’s students, faculty, staff, employees, visitors, and guests.

### **IV. Policy Statement**

The Computing Resources of the College are the property of the College. The use of the Computing Resources is a privilege granted by the College to Users. The college requires that all Users act responsibly in using the Computing Resources, and do so in compliance with all local, state, and federal laws, all applicable administrative regulations and policies, all contractual and license agreements, and all policies of the College.

Users are entitled to use the Computing Resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the College, and other activities as may be approved by the College’s administration.

Users are responsible for the appropriate use of the Computing Resources, and for taking reasonable precautions to secure all Computing Resources and Data used by them. Users are responsible for reporting inappropriate use of the Computing Resources and Data, and any suspected or actual breaches of computer security, and are responsible for assisting in resolving such matters. Users are responsible for promptly reporting to the College in writing any suspicion or occurrence of any unauthorized activity (as outlined herein) as it may pertain to the Computing Resources. Users are responsible for adhering to the College's policies and practices as described herein, and in other policy manuals of the College, to ensure that the Computing Resources and Data are used in accordance with the College's policy guidelines, and reasonable measures are taken to prevent loss or damage of Computing Resources and Data. Users must report all malfunctioning equipment immediately including copiers, computers, computer accessories, printers, network equipment, projectors, etc. to [support@mm.fnc.edu](mailto:support@mm.fnc.edu), or call 305-821-3333 ext. 1031.

## **V. Proprietary Information**

All forms of Data are considered confidential. All forms of Data produced by the College employees on or with the College computers and network resources are the property of the College. All forms of Data either stored or transmitted are considered property of the College.

Deleting, altering, or sharing Data, and/or any confidential, proprietary, or any other computer information while employed by the College, upon and/or after termination, and/or at any other time whatsoever, is strictly prohibited.

Any Computing Resources used while employed by the College must be returned, along with the User's password, identification code, and any other appropriate information necessary for the College to continue using the respective Computing Resources and information, uninterrupted.

## **VI. Password Selection and Protection**

Select difficult passwords. Change them regularly, and protect them from snoopers. Serious damage can be done if someone gets your password.

Do not share your password with anyone. Do not write your password down where someone can find it, and do not send it over the Internet, Intranet, e-mail, dial-up modem, or any other communication line.

1. Use 8 or more characters, and at least one numeric character. Your password should not include your login ID, your name, your spouse's name, your partner's name, your children's name, your pet's name, or any other names commonly known to others.
2. Your password should not be a word pertaining to the College, your work, or an activity that you participate in or follow that is commonly known.
3. Your password should not include anything derogatory, offensive, or defamatory. If you have a question about password selection or safekeeping, please see the System Administrator.

**DO NOT LEAVE YOUR COMPUTER LOGGED ON AND UNATTENDED. WHEN STEPPING AWAY FROM YOUR COMPUTER AT ANY TIME (EVEN IF FOR JUST A SHORT PERIOD OF TIME), MAKE SURE YOUR SCREEN IS LOCKED AND PASSWORD-PROTECTED. IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCEDURE, PLEASE ASK FOR ASSISTANCE.**

Do not log on to your system if someone can see you keying in your password. Make sure your computer is set to deny access after three unsuccessful attempts. Report any irregularities flagged by your

computer. Turn off your computer at the end of your scheduled workday. If you use a remote access program, and you need to leave your computer on, be sure the computer is locked and it is in a locked room.

**USERS MUST IMMEDIATELY REPORT TO THE COLLEGE ANY KNOWN USE BY ANOTHER OF THEIR ACCOUNT, LOGON ID, PASSWORD, PIN, TOKENS, ETC.**

## **VII. Use of Personal Software**

Users may NOT use or install personal software or programs (whether obtained by purchase, on a trial period, free of charge, or otherwise) on the College's Computing Resources at any time or for any reason.

## **VIII. Acceptable Use, and Prohibited Activities**

Computing Resources may only be used for legal purposes. Examples of prohibited activities ("Prohibited Activities") include, but are in no way limited to, the following (all of the following Prohibited Activities shall expressly include, but not be limited to, engaging in any such conduct through the use of internet, intranet, micro-blogging, and/or "social media" sites):

1. Accessing or attempting to access the Computing Resources without the approval of the College;
2. Attempting to alter or damage Computing Resources or Data, or any other property (whether tangible or otherwise) belonging to the College, other Users, others, or external networks;
3. Attempting or actually gaining unauthorized entry to the College's network or external networks, or accessing in any manner the private files of another, except as may be provided by appropriate authority;
4. Stealing or unauthorized copying of Data or other information without permission;
5. Posting, sending, or transmitting any sensitive, proprietary, and/or confidential information (or disclosing any information which is not otherwise public) outside of the College and/or to anyone not reasonably authorized to obtain such information;
6. Intentional propagation of computer viruses, Trojans, worms, etc., or the introduction of any self-replicating and/or malicious code (or any other code whose purpose is to damage or hinder a computer or network system) into the Computing Resources or any other system maintained by any other individual and/or entity;
7. Performing any act which may, or is reasonably likely to, degrade the performance of the Computing Resources (including but not limited to utilizing an unreasonable amount of bandwidth). Such acts may include, but are not limited to, downloading media files such as music and video files, and the playing of video games;
8. Violation of any local, state, or federal laws, or any administrative regulations or policies, or performing any act which is reasonably likely to result in violation of same, including but in no way limited to copyright and/or other intellectual property laws;
9. Performing any act which causes or is reasonably likely to cause damage to any of the College's Computing Resources, Data, or the property (whether tangible or intangible) of another;
10. Using the Computing Resources in connection with a denial-of-service attack, or a distributed denial-of-service attack;

11. Performing any act intended to, or reasonably likely to, circumvent security or access controls of the Computing Resources, or the systems of any other individual and/or entity, including but not limited to the possession or use of any software or hardware used or reasonably likely to be used for purposes such as analyzing network performance or security, circumventing or removing software copy protection, revealing or uncovering passwords, identifying or probing security holes or vulnerabilities, decrypting files without authorization or without the proper decryption key/password, or otherwise exposing or weakening computer security methods, etc.);
12. Violating any software license agreements;
13. Software piracy;
14. Transmitting speech not protected by the First Amendment;
15. Promoting or maintaining a private business;
16. Sharing or using someone else's login information (login ID and/or password);
17. Performing any fraudulent or illegal activities, including but in no way limited to: gambling, trafficking in drugs or weapons, participating in terrorist activities, participating in any pyramid or Ponzi schemes, or attempting or gaining unauthorized entry into any computer system, whether part of the Computing Resources or otherwise;
18. Publishing information or performing any act that results in defamation, libel, disparagement, or portrayal in a false light.
19. Using the Computing Resources in any manner that could be reasonably deemed as unethical and/or unprofessional by the College.
20. Using the Computing Resources in any manner that could be reasonably deemed as bullying and/or harassment towards any other person or group of persons.
21. Sending out any unsolicited commercial email or Electronic Communication whatsoever. Any unsolicited commercial email or Electronic Communication which is otherwise permitted by applicable laws, shall only be sent with the advance express written approval of the College's administration, and then only from an account designated by the College's administration.
22. Sending out any email or Electronic Communication which contains pornographic, racist, bullying, harassing, or otherwise offensive content, or content which is reasonably likely to be deemed by anyone as containing such content;
23. Sending out, perpetuating, or re-transmitting, any chain letters via an Electronic Communication;
24. Sending out, perpetuating, or re-transmitting, any mass mailings whatsoever, whether for commercial purposes or not, via an Electronic Communication;
25. Sending out any malicious code, or code which is designed to (or actually does) damage or hinder performance of any computer system or network, via an Electronic Communication;

26. Sending out any email or Electronic Communication which contains a falsified or misleading header or header information, or an alias sender;
27. With respect to internet, intranet, micro-blogging, or “social media” sites, establishing any group, subgroup, listserv, mailing list, fan site, fan club, fan page, pseudonym, custom URL, or any other similar identity, which either purports to be or could reasonably be interpreted to be an official identity of the College, without the College’s prior express written permission to do so;
28. Transmitting any Electronic Communication which either purports to be or could reasonably be interpreted to be an official communication of the College, without the College’s prior express written permission to do so.

### **IX. Back-up**

Students are responsible for safeguarding the work and information they produce and must backup their information frequently (but no less than daily) to a removable memory device of their own. If visitors and/or guests wish to save any of their data, they must do so only to a removable memory device. The College is not responsible for any data loss suffered by a student, visitor, and/or a guest. Additionally, students, visitors, and guests should retain a current secondary backup of all of their data. The College shall not be responsible for damage or data loss to any removable memory device.

Faculty and staff are responsible for saving all of their College-related work on the College’s servers. Saving information on any other storage medium (including, but not limited to, a desktop computer, laptop computer, a removable storage device, or online storage) is strictly prohibited. Activity on the Computing Resources is monitored for tampering, security breaches, and compliance with this Policy. Maintenance and back-ups are performed on the servers daily.

### **X. No Expectation of Privacy**

Users shall not have any expectation of privacy in connection with their use of the Computing Resources. The College expressly reserves the right to audit and monitor all Data and use of the Computing Resources.

### **XI. Hosted Service and Third-Party Control of Data**

The College stores its Data (and any backups thereof) on file storage (in the form of file servers and/or other media) which is located at a remote hosting, service, and storage facility (or facilities) maintained and controlled by a third-party provider (or third-party providers). However, the College reserves the right to maintain its Data (and any backups thereof) internally, in the College’s sole discretion and without further notice.

### **XII. Computer Resource Availability**

The College’s IT resources are divided between the Student Labs, the Library, the Resource Rooms, the Faculty, and the Staff.

Computer Labs are used Monday through Thursday from 8:30 A.M. to 12:30 P.M. and from 6:00 P.M. to 10:00 P.M. for teaching as per the Master Schedule. Monday through Friday, one lab at each campus will be open from 8:00 A.M. to 10:00 P.M. with a lab assistant. All labs must remain locked when not in use. The computers will be available to the students under the supervision of the Instructor or lab assistant. A Faculty or Staff member must supervise the students if a lab assistant is not present. The computers will be used to teach

the approved curriculum. Instructors must refer to the Master Schedule for availability of the Computer Labs. The Computer Labs are available to Faculty and Staff when class is not in session.

Library and Resource Room Computers are available from 8:00 A.M. to 10:00 P.M., Monday through Thursday, and 8:15 A.M. to 8:00 P.M. on Fridays. These computers are available on a first come first serve basis; the users are limited to 30 minutes if there is someone waiting to use them. If no one is waiting to use the computer, users may stay on as long as needed. There is a \$0.10 (ten cents) per page charge to print in black and white. There is a \$0.25 (twenty five cents) per page charge to print in color. Color printing is only available at the Hialeah Campus.

Students must use the computers for work related to their field of study and must leave the computers in the same state of functionality as they found them. Users MAY NOT disable or make changes to any computer or network settings, install programs, download programs of any kind, bypass the content filter or firewall, open any computer or remove from the College's premises any component of the Computing Resources. The Library and Resource Room computers cannot be opened or altered under any circumstances. Course work calling for alteration of a computer must be done in the approved computer lab only. The student is responsible for safeguarding the work and information they produce and must backup their work and information daily to a removable memory device of their own.

Faculty office computers are accessible to the faculty only and are available to them during Campus hours of operation; these computers operate Campus Vue Software, Microsoft Office, and Windows Operating System, and are password protected. Faculty computers must be used for the College's work only. The student records are processed and kept in Campus Vue Software. Campus Vue Software has many levels of security and has integrated modules including: Admissions, Financial Aid, Registrar, Student Accounts, and Placement. Everyone using Campus Vue has security levels appropriate to the work they will be performing. Each faculty member is responsible for saving all of their College-related work on the College's servers. Saving information on any other storage medium (including, but not limited to, a desktop computer, laptop computer, a removable storage device, or online storage) is strictly prohibited.

Staff computers are available only to staff and only during their scheduled work hours; these computers operate Campus Vue Software, Microsoft Office, and Windows Operating System, and are password protected. Staff computers must be used for college work only. The student records are processed and kept in Campus Vue Software. Campus Vue Software has many levels of security and has integrated modules including: Admissions, Financial Aid, Registrar, Student Accounts, and Accounting. Everyone using Campus Vue has security levels appropriate with the work they will be performing. Each staff member is responsible for saving all of their College-related work on the College's servers. Saving information on any other storage medium (including, but not limited to, a desktop computer, laptop computer, a removable storage device, or online storage) is strictly prohibited.

Users MAY NOT disable or make changes to any computer or network settings, install programs, download programs of any kind, bypass the content filter or firewall, open any computer, or remove from the College's premises any component of the Computing Resources.

### **XIII. Violation of the Policy**

Any User who violates this Policy (or any portion of this Policy) shall, in the College's sole and absolute discretion, have their access to the Computing Resources suspended and/or terminated, and/or shall be subject to any other lawful administrative action by the College, up to and including termination of employment and/or expulsion, as applicable.

### **XIV. Waiver; Non-Waiver**

No portion of this Policy (nor this Policy as a whole) may be waived by any employee or faculty member of the College. Any waiver or purported waiver of this Policy (or any portion of this Policy) by the College shall not operate as a waiver as to any future or subsequent violation(s) of this Policy (or any portion of this Policy) by any User.

### **XV. Changes to this Policy**

This Policy may be changed at any time by the College, and in a manner determined by the College. Once changed, the revised Computer Use Policy shall immediately become the official Computer Use Policy of Florida National College.

Revision 02-2011.