



Florida National College

SINCE 1982
OPENS DOORS TO THE FUTURE

Student Handbook Volume VII

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www.fnc.edu

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4206 West 12 Avenue
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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

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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 Nieves, 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 associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404 -679-4500 for questions about the status 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

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

BOARD OF GOVERNORS

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Rachel Tourgeman, Member
Marta San Martin, Member
Maria Hidalgo-Diaz, Member
Honorary Member, The Honorable Lincoln Díaz-Balart, Member
of the United States House of Representatives*

COLLEGE ADMINISTRATION

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María Cristina Regueiro, B.S.E.E., C.M.M., President/CEO
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Caridad Sánchez, M.Ed. Vice President of Academic Affairs
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Barbara J. Rodriguez, M.S. Accreditation Liaison
Frank Andreu, VP of Operations
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César Reyes, B.B.A., Assistant Controller
Alexandra Pitner, M.S, College Library Director
Rodrigo Loaiza, A.S., Director of Assessment and Research
Tricia Foster, M.A., Director of Student Services
Vacant Position, Computer Science Division Head
Loreto Almonte, M.D., Allied Health Division Head
Lidia Morales, M.S., ESL Division Head
Barbara J. Rodriguez, M.S., Humanities/Fine Arts Division Head
James Bullen, D.B.A., Interim Business and Economics Division Head
Jesusa Alfonso, R.N., B.S.N., Nursing Division Director
Maida Burgos, R.N., B.S.N., Assistant Nursing Division Director
Gustavo Zapata, A.S., Student Records Custodian
Ana Martinez, A.A., Student Records Custodian Assistant
Olga Palacios, A.S., G.R., R.M.A., Clinical Rotation Manager, WIA Project Dir.
Maria Eugenia Garcia, A.A., Nursing Clinical Rotation Manager
Guillermo Araya, Admissions Coordinator
Julia Sánchez, International Student Advisor and Veterans Certifying Official*

HIALEAH CAMPUS ADMINISTRATION

Jorge Alfonso, M.B.A., M.S., Campus Dean
Olga Rodriguez, MIIBA, Assistant Dean
Karina Cabrera, M.S., Campus Registrar
Naylin Rizo, B.A., Registrar
Mayelin Cintra, Assistant Registrar
Maureen Weil-Turner, M.S., Library Director
Giralda Vergara, M.L.S., Associate Librarian
Maria Elena De La Cruz, M.S., Associate Librarian
Hilda L. Lopez, B.A., Library Assistant
Zoymar Quevedo, A.S., Financial Aid Officer
Olga Carrazana, B.A., Financial Aid Assistant
Marilu Pereda, Financial Aid Assistant
Zulma Rodriguez, Financial Aid Assistant
Marlen Blanco, Financial Aid Assistant
Julia Garcon, Financial Aid Assistant
Maria Elena Princiagalli, Financial Aid Assistant
Kesia Garlobo, A.A., A.S., Financial Aid Assistant
Carmen García, B.S., Bursar
Linda Rojas, Bursar
Yamani Lopez, A.S., Bookstore Coordinator/Bursar's Assistant
Frank Aveille, Placement Officer
Celianny Concepcion, Placement Officer
Vanessa Perez, Placement Officer
Manuel Mares, M.A., Academic Advisor
Jacqueline Fuentes, M.S., Academic Advisor
Jelenny Hernandez, M.S., MPA, Academic Advisor
Virginia Rabelo, Admissions Representative
Ricardo Gervais, Admissions Representative
Eric Valdes, A.A., Admissions Representative
Alberto Chevalier, Admissions Representative
Eduardo Mojena, Admissions Representative
Jose A. Cabrera, Admissions Representative

SOUTH CAMPUS ADMINISTRATION

Maria-Lorena Santos, M.S., Campus Dean
Barbara Mursuli, B.A., Campus Registrar
Carmen Suarez, Associate Registrar
Heidy Cuadro, Registrar's Assistant
Engracia Z. Sierra, B.S., Associate Librarian
Martha Rodríguez, A.S., Library Assistant
Erick Garcia, Library Assistant
Carlos Alegría, B.A., Financial Aid Officer
Rosa M. Alegría, Financial Aid Assistant
Violeta Velasquez, Financial Aid Assistant
Ivette Bonilla, Financial Aid Assistant
Yolanda Garcia, Financial Aid Assistant
Irma Patino, Bursar/College Bookstore Coordinator
Zenia Luna, Bursar's Assistant
Haydee Cuervo, A.A., Placement Officer
Liliana Vázquez, Admissions Representative
Nelfa Chevalier, Admissions Representative
Nelida Soto, Admissions Representative
Xavier Rivera, Admissions Representative
*Martha Romero, Admissions
Academic Advisor*
Maria Hoffman, Student Services Officer

TRAINING CENTER ADMINISTRATION

*Jose Luis Valdes, M.S., Campus Dean
Manuel Concepcion, M.S., Campus Registrar
Maria B. Martin, Financial Aid Officer
Genobeba Delgado, B.S., Admissions Representative*

DISTANCE LEARNING ADMINISTRATION

*Nestor Castellanos, M.S., Distance Learning Director
Sandra Lomena, M.S., Blackboard Administrator
Juan Jose de Noriega, Student Support
, Distance Learning Admissions Supervisor
Gloria de Paul, Distance Learning Admissions Representative
Yolanda Navarro, Distance Learning Admissions Representative*

MILITARY AFFAIRS DEPARTMENT

*Jorge L. Alfonso, M.B.A., M.S., Director of Military Affairs
Jelenny Hernandez, M.S. MPA, Education Specialist
Manuel A. Mares, M.A., C.S.S., Military Academic Advisor
Victor Varon, M.A., PhD., Field Representative*

COLLEGE SUPPORT STAFF

*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
Anisleydis Polo, Accounting Clerk
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)
Monique Abbadie, 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.*

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. Lesley College School of Management
7. Nova Southeastern University
8. Polytechnic University of the Americas
9. St. Thomas University
10. Union Institute University
11. University of Phoenix
12. Hebei University of Technology, Tianjin, China
13. Hebei College of Industry and Technology
14. Hebei University of Science Technology
15. Shijiazhuang Information Engineering Vocational College

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 will be issued a picture identification card. This identification card must be worn at all times. The student will not be allowed on the premises without an identification card or a pass. 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.

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.

STUDENT USAGE OF COLLEGE COMPUTERS AT ALL CAMPUSES

The use of college computers is available outside class hours in the computer lab and the campus libraries. Hours of operation for the computer lab are visibly posted and a lab assistant will be on site to assist students with basic information. Please be sure to bring your own diskettes to save your projects. Open Computer lab hours are from Monday-Thursday 1:00pm-5:00pm and Friday 9:00am-9:00pm. Please note computers in the lab are to be used for academic projects only. For email purposes you may utilize the computers in the library or resource room. If you have suggestions regarding the convenience of the hours or the equipment, contact the Office of Student Services.

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 (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.

DISTANCE LEARNING

(305) 821-3333 ext 1047 Hialeah Campus

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

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.

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.

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: All 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.

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.
- 9.

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 . 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
Jacqueline Fuentes - Hialeah Campus
– 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: Dr. James Bullen, (D.B.A) **jbullen@mm.fnc.edu**
Humanities and Fine Arts Division: Barbara Rodriguez, M.S., **bjrodriguez@mm.fnc.edu**
Allied Health Division: Dr. Loreto Almonte, **lalmonte@mm.fnc.edu**
Computer Science Division Dept. Head: Sonia Martinez, M.S., **smartinez@mm.fnc.edu**
English as a Second Language Division: Lidia Morales, M.S., **lmorales@mm.fnc.edu**
Nursing Division Program Director: Jesusa Alfonso, R.N., B.S.N., **alfonsoj@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.

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 an 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's ledger, 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 page 9 of 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

Students 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 42).

Satisfactory 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:

1. Any student whose cumulative grade point average falls below 2.0 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 his/her cumulative grade point average to 2.0 at the end of a semester will be removed from academic probation.

Any student who falls below the 2.0 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 2.00 CGPA and they are within the maximum time frame.

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 67% 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 of 2.0 CGPA 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 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. 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 students' immediate family. Student requesting an appeal must submit a written request, with appropriate documentation, to the Vice President of Academic Affairs and 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.

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.	
<u>TRANSCRIPT CODES</u>			
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 the terms specified by the instructor. After discussing these terms with the student, the instructor will fill out duplicates of the “Incomplete Form” –one copy for the student, one copy for the Registrar. An “I” is valid for only one term (8 weeks); 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. If the student leaves without having contacted his instructor or campus registrar by the day of course completion, 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 (see page 39). Course withdrawals may also jeopardize the student's financial aid eligibility, VA benefits, and program completion date.

- **Add-Drop Period:** Students have until the end of the first week of classes to change courses. Withdrawals within this period will receive a "W" on the transcript.
- **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.

STANDARD PERIOD OF NON-ENROLLMENT

Students planning to be out of the college for one term (two months) must submit a written request for a Standard Period of Non-Enrollment to the Registrar's Office. A Standard Period of Non-Enrollment must be requested during the first week of classes of the term the student is planning to leave. It is approved for one term (two months) per semester only, except for the summer for which students can be approved for four months. The request must be authorized by the Campus Registrar and the Financial Aid office.

Classes corresponding to the current term will be dropped with a W grade. Students with one term in Standard Period of Non-Enrollment will maintain their class scheduled for the rest of the Semester.

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 their expected date will be considered to have withdrawn from the school. Therefore, the student will be responsible for any balance due.

License Practical Nurse students are not eligible for a Standard Period of Non-Enrollment.

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

- DEAN'S LIST FOR ALL HONOR STUDENTS:** In recognition of academic excellence, selected students are named to the Dean's List each semester. In order to qualify for the Dean's List, degree seeking students must maintain a GPA of 3.50 to 4.00 on at least 9 GPA earning credit hours of course work for which grade points are earned.
- 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.
- 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.
- 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:

<i>Honor</i>	<i>Required CGPA</i>
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.

COLLEGE POLICY ON DRUG AND ALCOHOL USE ON CAMPUS

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

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 policies 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

1 ST 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.