

ACCREDITATIONS

Bethune-Cookman University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033 Phone: (404) 679-4500 for questions about the accreditation of Bethune-Cookman University.

Also Accredited by

Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 Phone: (404) 975-5000
Accreditation Commission for Programs in Hospitality Administration
National Collegiate Athletic Association
Florida State Board of Nursing (approved)
Florida State Department of Education for Special Programs
Council for the Accreditation for Educator Preparation (formerly NCATE)
University Senate of the United Methodist Church

Affiliated with

American Association of Colleges of Nursing
American Association of Collegiate Registrars and Admissions Officers
American Association of Colleges for Teacher Education
American Assembly of Collegiate Schools of Business
American Association of Higher Education
American Council on Education
American Library Association
American Management Association
Association of American Colleges and Universities
Association of Church-Related Institutions of Higher Education
Association for Continuing Higher Education
Association for Computer Machinery
Association of Fund Raising Professionals
Association of Governing Boards of Universities and Colleges
Association of Institutional Research
Central Florida Library Consortium (CFLC)
College Entrance Examination Board
Council for Advancement and Support of Education
Council for Christian Colleges & Universities
Council on Hotel, Restaurant and Institutional Education
Council of Independent Colleges
Florida Association of College Testing Administrators
Florida Association of Colleges and Universities
Florida Association of Colleges of Nursing
Florida Association for Private College and University Admissions
Florida Association of Institutional Research
Florida Chamber of Commerce
Florida Council on Aging
Florida Department of Education School of Colleges & Universities
Florida Library Information Network (FLIN)
National College Testing Association

FOREWORD

We wish to welcome you to Bethune-Cookman University. This Student Handbook serves as a guide to assist students in adjusting to University life on this campus.

We are aware that your happiness and success, as a student here, can be accomplished only if you are well informed about the University and its expectations of you.

The contents of this Handbook will relate you to the University's history, mission, services and organizations available to you student organizations you may join, special events, and policies and regulations governing your academic and social life during your years of matriculation on this campus. As such, we ask you to read this Student Handbook very carefully.

A dynamic University such as Bethune-Cookman University, is never stagnant. The eternal quest for excellence demands change. When changes in policies and regulations affect students, addenda to the Student Handbook will be publicized through oral and written communications until such time as a revised edition is produced.

Each student is responsible for reading and following regulations of the Student Handbook and other University publications. University email is the official form of communication, so please get in the habit of checking your B-CU email account daily.

The administration reserves the right, at any time, to require that students withdraw if their conduct is harmful to the best interest of Bethune-Cookman University.

The Student Handbook is also available on-line at www.cookman.edu.

**640 Dr. Mary McLeod Bethune Blvd.
Daytona Beach, FL 32114-3099
Telephone: (386) 481-2000
www.cookman.edu**

DISCLAIMER

While this handbook accurately reflects the programs, policies, and requirements at the time of printing, the University reserves the right to unilaterally change or amend this handbook at any time and in any way as may be deemed necessary.

This handbook is not a contract and is not intended to form a contractual agreement between the students and the University.

Familiarizing yourself with its provisions will allow you to avoid many of the misunderstandings, delays, and difficulties which otherwise will confront you as you seek to meet the requirements for matriculation and graduation.

Bethune-Cookman University shall continue the present policy of admitting students of any race, color, gender, national and ethnic origin to all rights, privileges, programs and activities generally accorded to or made available to students at the University.

B-CU is an Equal Opportunity Institution.

MISSION

The mission of Bethune-Cookman University is to develop global leaders committed to service, life-long learning and diversity by providing a faith-based environment of academic excellence and transformative experiences.

CORE VALUES

B-C.U. F.I.R.S.T.

Faith: We recognize and uphold the Christian tradition while welcoming the diversity of faiths.

Integrity: We live in a way that reflects our deepest convictions.

Respect: We recognize the inherent dignity and worth of each person.

Service: We seek social justice through civic engagement.

Thirst for Knowledge: We are engaged in the continuous pursuit of learning that transforms us and the world.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. ***The African American Experience*** – Graduates demonstrate an understanding of the foundational social, political, economic, and cultural role African Americans played in the development of the United States.
2. ***Faith*** – Graduates are able to articulate knowledge of Christian traditions and values, and apply this knowledge to analyze the faith commitments in other world religions.
3. ***Reasoning*** – Graduates are able to reason, analyze, and think critically to solve complex problems quantitatively and scientifically in their professional and personal life.
4. ***Moral and Ethical Judgment*** – Graduates are able to clearly articulate and apply their knowledge of ethics and aesthetic values, particularly in terms of a study of social justice, to determine and defend actions which improve our society.
5. ***Knowledge of Human Cultures*** – Graduates are able to analyze, compare, and assess the values, arts, social structures, and material practices of

world cultures.

6. ***Literacy and Communication*** – Graduates are able to use technology to gather and evaluate information in order to interpret and communicate complex ideas using written, oral, and visual media. Graduates are able to use digital environments to communicate and work collaboratively.
7. ***Leadership, Service and Entrepreneurship*** – Graduates demonstrate true servant-leadership in keeping with Dr. Mary McLeod Bethune’s imperative that students “enter to learn and depart to serve.” Graduates have vision, strategic planning and collaboration skills to translate ideas into action and to promote the growth and well-being of people and communities to which they belong.
8. ***Practical Knowledge and Skills*** – When applying discipline-specific principles, graduates are able to discriminate among possible solutions, selecting and supporting those that take into consideration societal impact (e.g., the health, safety, and empowerment of others).

UNIVERSITY MOTTO

Enter to Learn, Depart to Serve

UNIVERSITY COLORS

Maroon and Gold

UNIVERSITY MASCOT

Wildcat

ALMA MATER

Dear Alma Mater, thou beloved,
We pledge our lives to thee,
Thou art results of toil and pain
And tears come in a stream;
Dear Alma Mater, thou art all
And all the world to me –
Thou'rt the answered prayer of a dream.
Oh, God, protect dear B-CU*
Crown her with love and cheer;
We'll ever sing thy praise to Thee,
It makes us strong and bold.
All hail to thee dear B-CU*
All hail to thee, all hail!
Hail thee, Maroon and Gold.

Amen

(The Alma Mater is observed by standing in place until the hymn is concluded)

*Some alumni may sing B-CC.

UNIVERSITY SHIBBOLETH

"Leaning on the Everlasting Arms"

(Lyrics by: Elisha A. Hoffman and Melody by: Anthony J. Showalter)

What a fellowship, what a joy divine;
Leaning on the everlasting arms;
What a blessedness, what a peace is mine;
Leaning on the everlasting arms.

Leaning, leaning;
Safe and secure from all alarms;
Leaning, leaning;
Leaning on the everlasting arms.

Oh, how sweet to walk in this pilgrim way;
Leaning on the everlasting arms;
Oh, how bright the path grows from day to day.
Leaning on the everlasting arms.

What have I to dread, what have I to fear?
Leaning on the everlasting arms.
I have blessed peace with my Lord so near;
Leaning on the everlasting arms.

August 2015

Dear Wildcat:

Welcome to Bethune-Cookman University, a student-centered environment where students have every opportunity to grow intellectually, socially, and spiritually. As a matriculated student, I encourage you to thoroughly peruse The Student Handbook. Become acquainted with expectations, policies and procedures, as well as roles and responsibilities that are vital to your success on your educational journey. We firmly believe that your success in navigating your collegiate journey is paramount to your understanding and application of the policies, procedures, rules and regulations. Every student is expected to fully accept responsibility for his/her actions.

The Student Handbook is one of the most important documents that you will have in your possession. It is readily available to every Bethune-Cookman University student in hard copy and on our website. All of our students are expected to embrace the University's Five Core Values: Faith, Integrity, Respect, Service and Thirst for Knowledge. Students are also expected to respect the Honor Code and to pursue excellence.

Bethune-Cookman University has a team of professionals who are profoundly committed to the goals and aspirations of each and every student. It is our hope that you will become familiar with policies and procedures and embrace our proud legacy and tradition – Enter to Learn. Depart to Serve.

And always remember, *“If your mind can conceive it, and your heart believes it, then you surely, surely can achieve it.”*

Sincerely,

Edison O. Jackson, Ed.D.
President

Welcome Wildcats!

August 2015

Dear Students,

We are excited about beginning a new academic year at Bethune-Cookman University. Once again The Office of Admissions has done a great job recruiting a strong incoming class and we applaud the academic accomplishments of our current students. As we ascend to greatness, we recognize that our entire learning community, which includes faculty and staff, plays an important role in your education both inside and outside of the classroom. We are mindful that it is our responsibility to help you achieve your academic goals and to provide a learning environment that promotes student success.

“To whom much is given, much is required,” so we expect great things from you! Very soon you will graduate from Bethune-Cookman University and we want to make sure that along your educational journey you have taken advantage of every opportunity that has been presented. As you prepare for a new academic year, we are asking that you pay special consideration to our Institutional Core Values which are Faith, Integrity, Respect Service, and a Thirst for Knowledge and allow them to mold you into a B-CU Man or a B-CU Woman.

The Divisions of Academic Affairs and Student Development and Academic Integration are committed to working together to create an environment where the education of our students is front and center and all of us are working together to help you reach your full academic potential.

Thank you for your commitment to Bethune-Cookman University.

Makola M. Abdullah, Ph.D.
Provost and Senior Vice President

Dear Wildcats,

It is my pleasure as the Vice-President of Student Development and Academic integration to provide you with the 2015-2016 Student Handbook. My staff and I have worked diligently to streamline this Handbook so that you have all of the information at your fingertips in order to be successful while matriculating here at B-CU.

Always remember that your success is our success! Every academic achievement you make, every opportunity you pursue to develop your leadership skills, and every co-curricular experience you participate in makes us proud. We believe in you and want to help you make the right decisions that will propel you into your destiny.

Please take the time to read through this 2015-2016 Student Handbook so that you are aware of the policies and procedures which provide you with a detailed guide to campus life, and if you have any questions or concerns please feel free to email me at thompsonmi@cookman.edu. Ignorance is not an excuse! It is our expectation that you know the information contained within this Handbook.

Sincerely,



Michelle D. Thompson, Ph.D.
Vice-President, Student Development and Academic Integration

Dear Fellow Wildcats!

On behalf of your 2015-2016 Student Government Association and the Student Activities Board, we would like to welcome you to the new academic year. It is incumbent upon us to embrace this academic year with vision, purpose, and fortitude. As you review our vows of leadership, understand that our commitment is to provide you with the Ultimate B-CU Experience! We encourage you to find your niche, and to carry on the tremendous legacy of our founder and our University.

As your elected leaders, we are anxiously awaiting the opportunity to provide you with a “home away from home.” You will see very soon how the University’s Culture supports each of its members and all students. We are Family here at B-CU. We charge you as new students to commit and contribute to our supportive community. Throughout the year, academic scholarship is undoubtedly a top focus; however, we also encourage you to learn and excel beyond the classroom. Try something new during your time at Bethune-Cookman. Allow challenging, yet nurturing, opportunities to push you beyond your comfort zone. Each of you has the potential to develop into men and women who live generously, act deliberately, and commit to service for others. Thus, as we enter forward with the agenda that has been set, we open our hearts, minds and office doors to each and every wildcat on our campus. Remember as you enter our family, we “Enter to learn, and Depart to Serve.”

Sincerely,

Chad Powell
SGA President

Karla Dunklin
SAB President

BETHUNE COOKMAN UNIVERSITY
MASTER (ACADEMIC & EVENTS) CALENDAR
2015 – 2016

Fall Semester 2015 – 88 Instructional Days

Subterm 1 - 35 days

Subterm 2 - 35 days

August

- 17 All Full Term Classes Begin
- 17-20 Late Registration /\$100 Late Registration Fee Applies /Add-Drop
- 18 Last Day to be Accepted or Readmitted for Fall 2014
- 20 Last Day of Registration/Last Day of Add
- 20 Last Day for 100% Tuition Refund (Room/Board Assessed)
- 20 Last Day to Drop Without Receiving a WD
- 22 First Saturday Class
- 24 First Day Subterm 1 Classes
- 25 Last Day to Add/Drop Subterm 1 with 100% Tuition Refund

September

- 5 No Saturday Classes (Labor Day Weekend)
- 7 Labor Day Holiday – (No Classes)
- 18 Census Day
- 21 Last Day to Drop Subterm 1 Classes and Receive WD
- 21 Last Day to Withdraw from University Subterm 1 and Receive W
- 28 Student Deadline: Last Day for Students to Remove I's Earned Spring & Summer Semesters

October

- 5 Faculty Deadline: Submit Removal of I's to Registrar's Office by 5:00 p.m.
- 5 Last Day of Subterm 1; Final Examinations
- 7-8 Midterm Examinations
- 12 Web Opens for Midterm Grade Submission
- 14 Last Day to Submit Midterm Grades – Must be in Computer by 12 noon
- 22 First Day of Subterm 2 Classes
- 23 Last Day to Add/Drop Subterm 2 with 100% Tuition Refund
- 24 Homecoming
- 27 Last Day to Drop Full Term Classes and Receive WD
- 27 Last day to Withdraw from the University (Full Term) and Receive W
- 29 Early Registration for Spring Begins

November

- 16 Last Day to Drop Subterm 2 Classes and Receive WD
- 16 Last Day to Withdraw from University Subterm 2 and Receive W
- 21-29 Thanksgiving Holiday
- 30 Classes Resume
- 30 Final Examinations Begin at Miller Center

December

- 1-4 Final Examinations Continue at Miller Center

- 4 Last Day Subterm 2; Final Examinations
- 4 Outstanding Grade Changes and Transfer Grades (Official Transcripts) for Graduates Due by 3:00 p.m.
- 5 Final Examinations Saturday Classes
- 7-9 Final Examinations for Full Term Classes
- 10 All Graduating Senior Grades Due in Computer by 12 noon
- 11 All Non-Graduate Grades Due in Computer by 3:00 p.m.
- 12 Fall Commencement Ceremony

Spring Semester 2016 – 85 Instructional Days

January

- 11 All Classes Begin
- 11-14 Late Registration /\$100 Late Registration Fee Applies /Add-Drop
- 12 Last Day to be Accepted or Readmitted for Spring 2015
- 14 Last Day for 100% Tuition Refund (Room/Board Assessed)
- 14 Last Day to Drop Without Receiving a WD
- 18 Martin Luther King, Jr. Holiday (No Classes)
- 19 First Day Subterm 1 Classes
- 20 Last Day to Add/Drop Subterm 1 with 100% Tuition Refund
- 23 First Saturday Class

February

- 12 Last Day to Drop Subterm 1 Classes and Receive WD
- 12 Last Day to Withdraw from University Subterm 1 and Receive W
- 15 Census Day
- 22 Student Deadline: Last Day for Students to Remove I's Earned Fall Semester
- 29 Last Day Subterm 1; Final Examinations
- 29 Faculty Deadline: Submit Removal of I's to Registrar's Office by 5:00 p.m.

March

- 2-3 Midterm Examinations
- 4 Web Opens for Midterm Grade Submission
- 5-13 Spring Break
- 14 Classes Resume
- 14 First Day Subterm 2 Classes
- 14 Midterm Grades Due in Computer by 12 noon
- 15 Last Day to Add/Drop Subterm 2 with 100% Tuition Refund
- 22 Last Day to Drop Full Term Classes and Receive WD
- 22 Last Day to Withdraw from the University (Full Term) and Receive W
- 25 Good Friday (No Classes)
- 26 No Saturday Classes (Easter weekend)
- 28 Early Registration for Summer and Fall Begins

April

- 11 Last Day to Drop Subterm 2 Classes and Receive WD
- 11 Last Day to Withdraw from University Subterm 2 and Receive WD
- 25 Last Day Subterm 2; Final Examinations
- 29 Outstanding Grade Changes and Transfer Grades (Official Transcripts) for Graduates Due by 3:00 p.m.
- 30 Final Examinations for Saturday Classes

May

- 2-4 Final Examinations for all Full Term Classes
- 5 All Graduating Senior Grades Due in Computer by 12 noon
- 9 All Non-Graduate Grades Due in Computer by 3:00 p.m.
- 11 Commencement Ceremony

Summer Semester

Five days per week (20 & 20 instructional days)

Four days per week (16 & 16 instructional days)

May

- 23 Summer A Session Begins/First Day of Classes
- 23-24 Late Registration/Drop/Add Summer A
- 24 Last Day to Drop Without Receiving a WD
- 24 Last Day for 100% Tuition Refund (Room/Board Assessed)
- 30 Memorial Day Holiday – (No Classes)

June

- 9 Last Day to Drop Summer A and Receive WD
- 9 Last Day to Withdraw from University Summer A and Receive W
- 20 Last Day Summer A; Final Examinations
- 21 Final Grades for Summer A Due in Computer
- 21 Summer B Session Begins/First Day of Classes
- 21-22 Late Registration/Drop/Add Summer B
- 22 Last Day to Drop Without Receiving a WD
- 22 Last Day for 100% Tuition Refund (Room/Board Assessed)

July

- 4 Independence Day Holiday
- 7 Last Day to Drop Summer B and Receive WD
- 7 Last Day to Withdraw from University Summer B and Receive W
- 19 Last Day Summer B; Final Examinations
- 20 Final Grades for Summer B Due in Computer

HISTORY OF THE UNIVERSITY

In 1904, with faith in God, \$1.50 and five little girls, Dr. Mary McLeod Bethune embarked on a journey to transform lives and opened the Daytona Literary and Industrial School for Training Negro Girls. The name later changed to Daytona Educational and Industrial Institute. In 1919, the curriculum was expanded and the name was changed to the Daytona Normal and Industrial Institute. In 1923, it became a co-ed high school as a result of the merger with the Cookman Institute of Jacksonville, Florida (founded in 1872) and was named the Daytona Cookman Collegiate Institute. The institution evolved into a junior college and was subsequently renamed Bethune-Cookman College in 1931, and in 2007, the institution achieved university status with the offering of graduate programs and became Bethune-Cookman University.

Throughout its existence and evolution, Bethune-Cookman University established a stellar reputation for preparing women and men for leadership and service. Bethune-Cookman University's academic reputation, dynamic faculty and 82-acre historic campus attracts more than 3,500 students from across the United States and around the world. At B-CU, students receive a liberal arts education in a full range of academic programs, including business, education, humanities, the sciences and nursing.

LAST WILL AND TESTAMENT

Dr. Mary McLeod Bethune (1875-1955)

Founder and President (1904-1942; 1946-1947)

Dr. Mary McLeod Bethune left a heritage in the college she founded. She also left her Last Will and Testament, an everlasting and priceless document of challenge, hope, and responsibility for African-Americans and other people, which states the following:

“...I leave you love. Love builds. It is positive and helpful. It is more beneficial than hate.

...I leave you hope. The Negroes’ growth will be great in the years to come. Theirs will be a better world. This I believe with all my heart.

...I leave you the challenge of developing confidence in one another. As long as Negroes are hemmed into racial blocks by prejudice and pressure, it will be necessary for them to band together for economic betterment.

...I leave you a thirst for education. Knowledge is the prime need of the hour. If we continue in this trend, we will be able to rear increasing numbers of strong, purposeful men and women, equipped with vision, mental clarity, health and education.

...I leave you a respect for the uses of power. We live in a world, which respects power above all things. Power, intelligently directed, can lead to more freedom.

...I leave you faith. Faith is the first factor in a life devoted to service. Without faith, nothing is possible. With it, nothing is impossible.

...I leave you racial dignity. I want Negroes to maintain their human dignity at all costs. We, as Negroes, must recognize that we are the custodians as well as the heirs of a great civilization.

...I leave you a desire to live harmoniously with our fellow men. The problem of color is world-wide. It is found in Africa and Asia. Europe and South America. I appeal to American Negroes - North, South, East and West - to recognize their common problems and unite to solve them.

...I leave you finally a responsibility to our young people. The world around us really belongs to youth, for youth will take over its future management. Our children must never lose their zeal for building a better world.

...If I have a legacy to leave my people, it is my philosophy of living and serving. As I face tomorrow, I am content, for I think I have spent my life well. I pray now that my philosophy may be helpful to those who share my vision of a world of Peace, Progress, Brotherhood and Love.”

ANNUAL EVENTS

President's Convocation: The President's convocation is a mandatory event held in the Performing Arts Center. The President of the University invites a notable public figure to address the B-CU community. Customarily, faculty and staff are in academic regalia and students are in professional dress.

Founder's Day: On October 3rd of each year, the University family commemorates our University Founder, Dr. Mary McLeod Bethune.

The Coronation of Miss B-CU: Each year a young lady is chosen by the student body to represent the institution as Miss B-CU. Her court consists of Miss Senior, Miss Junior, Miss Sophomore and Miss Freshman. Other organizations also participate in the pageantry. A Coronation Ball, in honor of the Queen and her court, follows the ceremony.

Homecoming: The alumni are formally welcomed to the campus on one Saturday during football season. Decorations of residence halls and other campus buildings, a parade, and the game are highlights. During the week, prior to the game, Miss Homecoming is elected by the student body and serves in this capacity for the entire Homecoming Week.

Dr. Martin Luther King Jr's Birthday: On the third Monday in January, the University family honors Dr. Martin Luther King, Jr. Students are encouraged to participate in a Day of Service.

Senior Consecration: During Commencement Week, the University conducts a religious service for its graduates followed by a candlelight processional and a wreath laying at either the Bethune Statue or the gravesite.

The President's Reception for Graduating Seniors and their Families: The President's reception for Graduating Seniors is held prior to commencement. It gives the graduating senior and their families an opportunity to celebrate with B-CU faculty, staff and administration and share their plans post B-CU.

Commencement: Commencement for graduates is held in December and May of each year. Locations may vary.

Birthday of Dr. Mary McLeod Bethune: The University observes the birthday of Dr. Mary McLeod Bethune each year on July 10th.

CUSTOMS

In addition to these traditional events, the Bethune-Cookman Family observes the following customs:

- The audience stands and remains in place when the Alma Mater is played.
- Students are expected to be dressed professionally on Wednesdays.
- A program is not over until after the Benediction.
- The Bethune-Cookman University campus is smoke free.
- Gentlemen remove hats during prayers.
- Hats, caps and other head wear are not to be worn inside campus buildings.

UNIVERSITY STATEMENT ON ETHICS AND VALUES

Bethune-Cookman University seeks to develop graduates who are honorable, democratic citizens capable of making worthwhile contributions to society. The University expects its students to uphold the highest moral and ethical standards by practicing self-discipline. Students are held accountable for their behavior. The University believes that commitment, perseverance, and high regard for the value and quality of work should be demonstrated with pride as tasks are completed with accuracy and timeliness. Bethune-Cookman University further affirms that students should respect the environment - including the University's property, grounds, and buildings.

Bethune-Cookman University seeks to develop graduates who demonstrate academic excellence. Graduates are expected to show competence in their academic careers and vocations through mastery of verbal and written communication skills, research, scholarly pursuit of knowledge, and major areas of study. Bethune-Cookman University believes that competent individuals will enter the future with confidence and self-esteem.

Human Worth and Dignity

Based on the premise that all human beings are worthy of respect, honor, and dignity, Bethune-Cookman University propounds the concept of human worth that is deeply embodied in its founding and purpose. In communicating this fundamental belief, the University seeks to define those characteristics that reflect honesty, tolerance, and genuine sincerity in all phases of human relations. The University strives to instill within each student the value of human worth and to show justice, compassion, and equality toward all.

Spiritual Growth and Development

Bethune-Cookman University, founded in the Christian tradition, strives to instill spiritual growth by nurturing a continuous understanding and appreciation of the ecumenical tradition and heritage of our school. The study and acceptance of other religious cultures is shown with tolerance, understanding, acceptance, and love toward others. Students will be able to make wholesome decisions for themselves and contributions to their communities.

(Approved by Bethune-Cookman University Board of Trustees, October 16, 1992)

ENROLLMENT MANAGEMENT

College-Level Examination Program (CLEP)

CLEP examinations may be taken by students to measure their comparative competence in five general education areas. Credit may be obtained through the following criteria:

- Not more than six semester hours of credit may be earned in any one area.
- Not more than 30 semester hours of credit may be earned by examination.
- Transfer credits based on CLEP scores will be accepted if the scores meet Bethune- Cookman University standards.

For more information on registration and test fees, contact the Offices of Testing and Evaluation in the L. Gale Lemerand Nursing Building, room

#172.

Auditing Courses

Students must register to audit a course during the time of registration and must pay the current fee per semester hour. Audit courses require no examination, and no credit is given. Students may not change from credit to audit, or audit to credit, once the registration period has ended. Modifying a course registration to audit status must be handled in the Office of the Registrar.

Registration

Registration procedures are printed on the Wildcat Web each semester, and the official registration dates are listed on the Bethune-Cookman University Academic Calendar. A late fee of \$100 is charged for late registration. (Charges will be posted by the Bursar's Office). For just reason, and upon approval of the Office of the Registrar, these fees may be waived.

FINANCIAL INFORMATION

Bursar's Office

The activities of the Bursar's Office includes billing students, recording payments, processing refunds, coordinating payment plans, collecting outstanding balances, and handling transactions affecting accounts receivable. Each semester the Bursar's Office is responsible for ensuring that students have met their financial obligations to the University before being permitted to register for classes, move into residence halls, receive bookstore authorizations, receive a transcript, or graduate.

**Tuition, Room, Board and Fee Charges
(2015- 2016 Academic Year)**

	Fall 2015	Spring 2016	Total
Tuition* (Based on 12 – 18 Semester Hours)	\$6,720	\$6,720	\$13,440
Room** All Halls Except Lee. E. Rhyant Residential Life Center	\$3,355	\$3,355	\$ 6,710
Board	\$1,000	\$1,000	\$2,000
Student Insurance Fee	\$150	\$150	\$300
Technology Fee	\$100	\$100	\$200
Band Fee	\$40	\$40	\$80
Student Activity Fee	\$75	\$75	\$150
Cultural Activities Fee	\$5	\$5	\$10
Pre-Alumni Fee	\$5	\$5	\$10
Athletics Fee	\$70	\$70	\$140
Endowment Fee	\$15	\$15	\$30
Student Government Fee	\$25	\$25	\$50
Total	\$11,560	\$11,560	\$23,120

***The cost per credit hour is \$560.**

** The Lee E. Rhyant Residential Life Center costs an additional \$354 per semester (\$708 per year).

Tuition costs for Fall 2015 and Spring 2016 are based on 12-18 credit hours. Students who enroll in less than 12 credit hours will be charged \$560 per credit hour for tuition and \$50 per credit hour for their fees. Students who exceed 18 credit hours will be charged the overload fee of \$700 per credit hour.

Enrollment Fee

All first time students are required to pay a non-refundable \$100 Enrollment Fee the first semester of attendance.

Room Reservation Fee

In order to be considered for on-campus housing the student must have paid a \$200 room reservation fee and have a clear student account. Once a student checks into the residence hall, all charges will remain on the account, even if the student chooses to move off-campus. The \$200 fee is non-refundable and non-transferable. The fee is assessed each academic year that a student resides on campus. Payment of this fee does not guarantee a room will be available, as rooms are assigned on a first-come, first-served basis.

Late Registration Fee

A \$100 late registration fee will be charged to the account of any student who fails to complete registration by the end of each semester's regular registration period.

The University's tuition and fee schedule is subject to change by action of the Board of Trustees. However, changes in tuition and fees do not occur during the semester. Students should obtain a current schedule of tuition and fees from the Bursar's Office.

Methods of Payment to Bethune-Cookman University

Before the start of each academic year, the University publicizes the deadlines for students to clear their financial obligations. Payment for charges may be made through the following methods:

- Payments can be made with cash, cashier's check, money order, or traveler's check. Personal checks are not accepted. Cash should never be mailed. Payments should be made payable to Bethune-Cookman University and include the student's first, middle initial, and last name, student I.D. number or social security number. Payments should be mailed to: Bethune-Cookman University, 640 Dr. Mary McLeod Bethune Boulevard, Daytona Beach, Florida, 32114-3099, Attn : Cashier's Office.
- Credit Card payments (American Express, Discover, Visa, or MasterCard) can be made online by accessing the Wildcat Web at www.cookman.edu. Students will need both their B-CU student I.D. & pin numbers in order to access the Wildcat Web. Third party payments to a student's account can be made online through the following link:
<http://www.cookman.edu/payment/index.html>
- Payments can also be made in person by visiting the Cashier's Office (located in White Hall), or by calling the Cashier's Office at (386) 481-2289 or (386) 481-3292.

Tuition Management Systems Payment Plan

As a special service to students and their families, the University offers the option to make tuition and room and board payments on a monthly basis through Tuition Management Systems; the payment plan is not available during the summer sessions. The cost of books is not included in the Tuition Management Payment Plan. For additional details, students may contact the Bursar's Office.

Bookstore Authorizations

Any student who has financial aid in excess of his or her semester tuition and fee charges may receive a Bookstore Authorization which will allow him or her to purchase books from the University's bookstore. Students are permitted to receive an authorization in an amount not to exceed \$750. Bookstore charges are posted to the student's account and funds are deducted from the student's financial aid. If a student's financial aid is reduced during the semester, he or she is still responsible for repayment of any purchases made using Bookstore Authorizations.

Book Scholarships

If a student has been awarded a book scholarship, any credit remaining from the scholarship, after books have been purchased, is not refundable to the student unless a refund has been approved by the benefactor.

Dropping Courses

No adjustment is made to tuition charges when a student drops a course after the last day of the Add/Drop Late Registration Period. It is the student's responsibility to know the last day to drop courses in any given semester. This information is readily available on the University's Homepage and through the Registrar's Office. Students may call the Registrar's office at 386-481-2525. Student Success Coaches are also able to provide students with this information. Please also refer to the Academic Calendar in this Handbook.

Withdrawal from the University

Withdrawal from the University is not accomplished by no longer attending classes. Withdrawing from the University is a process that involves several steps which must be followed in the prescribed order so as to avoid unnecessary expenses and/or failing grades. When a student officially withdraws from the University, a refund or adjustment to tuition may be calculated. Students should familiarize themselves with the following Tuition Refund Schedule:

Fall and Spring Semesters

1. 100 percent of tuition charges, if the student withdraws on or before the last day of the Late Registration Period. Room and Board charges are not refundable once a student moves into the residence hall.
2. Up to 90 percent of tuition charges, if the student withdraws after the last day of Late Registration but on or before the last day of the second week of classes. Room and Board charges are not refundable, once a student moves into the residence hall.
3. Up to 50 percent of tuition charges, if the student withdraws after the second week, but on or before the last day of the fourth week of classes. Room and Board charges are not refundable once a student moves into the residence hall.
4. Up to 25 percent of tuition charges, if the student withdraws after the fourth week, but on or before the last day of the eighth week of classes. Room and Board charges are not refundable once a student moves into the residence hall.

First-time students are eligible to receive a 100 percent adjustment/refund of tuition charge, if they withdraw on or before the last day of the Late Registration Period; a prorated adjustment/refund will be processed, if they withdraw after the last day of Late Registration but on or before the last day of the tenth week of classes. Room and Board charges are not refundable once a student moves into the residence hall.

8-Week Session I and II

1. 100 percent of tuition charges if the student withdraws on or before the last day of the Late Registration Period. Room and Board charges are not refundable once a student moves into the residence hall.
2. Up to 90 percent of tuition charges if the student withdraws after the last day of Late Registration, but on or before the last day of the first week of classes. Room and Board charges are not refundable once a student moves into the residence hall.
3. Up to 50 percent of tuition charges if the student withdraws after the first week, but on or before the last day of the second week of classes. Room and Board charges are not refundable once a student moves into the residence hall.
4. Up to 25 percent of tuition charges if the student withdraws after the

second week, but on or before the last day of the third week of classes. Room and Board charges are not refundable once a student moves into the residence hall.

First-time students are eligible to receive a 100 percent adjustment/refund of tuition charges if they withdraw on or before the last day of the Late Registration Period. A prorated adjustment/refund will be processed if they withdraw after the last day of Late Registration, but on or before the last day of the fourth week of classes. Room and Board charges are not refundable once a student moves into the residence hall.

Summer Session A and B

1. 100 percent of tuition charges if the student withdraws on or before the last day of the Late Registration Period; Room and Board charges are not refundable once a student moves into the residence hall.
2. Up to 90 percent of tuition charges if the student withdraws after the last day of Late Registration, but on or before the 5th day of classes. Room and Board charges are not refundable once a student moves into the residence hall.
3. Up to 50 percent of tuition charges if the student withdraws after the 5th day of classes, but on or before the 8th day of classes. Room and Board charges are not refundable once a student moves into the residence hall.
4. Up to 25 percent of tuition charges if the student withdraws after the 8th day of classes, but on or before the 10th day of classes. Room and Board charges are not refundable once a student moves into the residence hall.

First-time students are eligible to receive a 100 percent adjustment/refund of tuition charges if they withdraw on or before the last day of the Late Registration Period. A prorated adjustment/refund will be processed if they withdraw after the last day of Late Registration but on or before the last day of the second week of classes. Room and Board charges are not refundable once a student moves into the residence hall.

There will be no adjustments or refunds for room & board fees, institutional paid charges, waived charges, bookstore charges, late registration fees, housing assessment fees, or fines.

When a student is required to withdraw due to disciplinary action, the student forfeits his or her legal rights and privileges as a member of the University family. All payments made toward assessed charges are also forfeited. There will be no adjustments or reimbursement of tuition, room and board charges, fees/fines, or bookstore charges.

Students who withdraw from courses after the Late Registration Period may be eligible for a 100% adjustment/refund of tuition and room & board charges (if applicable); bookstore charges & fines/fees are excluded, if one or more of the following holds true:

1. Student is called to active military duty.
2. Death of the student or member of his/her immediate family (parent, spouse, child, sibling).
3. Illness of the student of such severity or duration, as confirmed by a physician, that completion of the semester is not possible.
4. Voluntary or involuntary medical withdrawal requested and deemed necessary by B-CU Administration.
5. Cancellation of the course(s) by the University.

6. Exceptional circumstances, upon approval of the University President or his/her designee.

Return of Federal Title IV Funds

When a recipient of Federal Title IV grant or loan assistance withdraws from the University during the semester, the University must determine the amount of the Title IV grant or loan assistance (not including Federal Work Study) that the student earned as of the student's withdrawal date. Unearned Federal Title IV financial aid funds must be returned to the Title IV Programs.

Keep in mind that when **Title IV funds** are returned to the program, the student **MAY OWE A BALANCE** to the institution.

This policy applies to students who withdraw, who are expelled, or who leave the University without notice. The return of funds for these students will be determined according to the following policy:

1. The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized FFEL loans, Subsidized FFEL loans, Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, Federal Perkins Loans, FFEL Parent PLUS Loans, Federal Direct Parent PLUS Loans, Federal Pell Grants, Federal SEOG grants, Federal Academic Competitiveness Grant (ACG), National SMART Grant, and the TEACH Grant.
2. A student's withdrawal date is:
 - a. The date the student began the institution's withdrawal process (as described in the B-CU catalog) or officially notified the institution of his/her intent to withdraw; or
 - b. The midpoint in the semester for a student who leaves without notifying the institution; or
 - c. The student's last date of attendance at a documented academically related activity.
3. Title IV aid is earned in a prorated manner up to the 60% point in the semester. The amount the student has earned is based on the number of days the student attended classes as compared to the number of days in the entire term which runs from the first day of classes to the published last day of final exams. No adjustment will be made to Title IV aid after the 60% point in the semester.

Refund of Credit Balances

Refunds are processed by the Bursar's Office when a student has resolved all financial obligations against their University debts and their student account reflects a credit balance. Refunds are processed within 14 days after the student's account reflects a credit balance.

Through the Wildcat Web located on the University's website, students have access to review their student account transactions.

Parental Refund Authorization Form

If the student's account reflects a credit balance that is the result of a Parent Plus Loan, the parent that authorized and signed the loan must submit a notarized Parental Refund Authorization Form to the Bursar's Office, if all or a portion of the refund is to be issued to the student.

Credit Balance Authorization Form

A Credit Balance Authorization Form must be submitted if the student is requesting Student Accounts to hold a credit balance and apply the funds towards the expenses of a future term within the same academic year.

Billing Statements (eBill)

E-mail notifications are sent to the B-CU student's e-mail address and authorized parents/guardians when the eBill is available to view on-line. We encourage the student to view the eBill to make sure that he or she does not have a balance due. A reminder e-mail will be sent to those students/parents/guardians who have not viewed the eBill.

Collection of Past Due Balances

If a student has a balance due on his/her account, a "hold" will be placed on the student's account, and the balance must be paid in full before the student will be permitted to register for the next semester, reside on-campus, receive a Bookstore Authorization, receive a transcript, or graduate.

If the balance is not paid within a year of the date that the balance occurred, the student's account balance will be turned over to an outside collection agency. The selected agency will actively pursue collection of the bad debt against the student.

Financial Aid Information

The Office of Student Financial Aid provides financial aid advising and information about financial aid programs to students, prospective students, and parents. To be considered for Financial Aid, students must complete the Free Application for Federal Student Aid (FAFSA) in a timely manner. Financial Aid is awarded according to individual financial need and/or academic potential, in the form of loans, grants, scholarships or part-time on campus employment to be used solely for school related expenses. The University expects students and parents to assume the primary responsibility for financing college costs. Students whose family resources are insufficient to meet the cost of attending the University are encouraged to apply for scholarships from the University and from outside sources.

How Soon to Apply for Financial Aid

Applications are available beginning January 1st each year, and families are encouraged to apply early for financial aid. Some programs handled by the Financial Aid office have very early priority dates. Students applying on or before these dates are given top consideration for the program. Those who apply after these dates are late and are considered on a first-come, first-served basis if there is still money left in that particular program after early applicants have been awarded aid. Students **MUST** reapply for financial aid each year. Awards are not automatically renewed.

The priority date for Bethune-Cookman University is approximately March 24th of each year.

How to Apply for Financial Aid
10 Steps to Apply for Financial Aid
2015-2016

Students MUST reapply for financial aid each year. Awards are not automatically renewed.

Step 1 **The student and their parents need to file the 2014 Federal Income Tax Returns.**

Step 2 **Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.**

The FAFSA must be completed by March 24, 2015. The school code for Bethune-Cookman is **001467**. To ensure a more timely completion of the student's Financial Aid package, *the student must choose the IRS Data Retrieval option* when completing the FAFSA. The IRS data retrieval option is available within 1-2 weeks of electronically filing your taxes and within 6-8 weeks of filing a paper federal tax return. For assistance with the FAFSA, the student should go to the following website: <http://www.finaid.ucsb.edu/media/videos/1415/english/5-minute-fafsa.swf>. The student and parent (if he or she is a dependent student) will need a PIN to electronically sign the FAFSA. If they don't have a PIN, they can apply for one at the time of electronically signing the FAFSA.

Step 3 **Submit the required documents.**

In order to complete the processing of the student's aid, additional forms may be required for verification, loans, and scholarships. To check the status of financial aid awards and to find out what forms are required, students can go to <https://pfweb.cookman.edu/NetPartnerStudent>. All required forms and supporting documents must be submitted by April 24, 2015. Submitting incomplete forms without the supporting documents will delay the processing of the student's financial aid.

Step 4 **Complete the Family Educational Rights and Privacy Act (FERPA) form.**

FERPA ensures the privacy of student aid records by requiring prior written consent before disclosing personal information to a third-party. To fill out a FERPA form, log into your Wildcat Web account. On the Current Students tab, you will see the link to the FERPA Release Form.

Step 5 **Complete the Florida Resident Access Grant (FRAG) application (Florida Residents only).**

In order to qualify for Florida State funds students must complete the Florida Resident Access Grant Application at http://www.cookman.edu/documents/finaid_docs/FRAG3.pdf.

Florida residents are required to provide two forms of Florida Residency documentation. If he or she is a dependent student, they must provide proof that their parent(s) are Florida residents.

Step 6 **Complete Verification (only if selected by FAFSA or B-CU for verification).**

The student should review the information sent to them from the Financial Aid Office. If he or she has been selected for Verification, the student and their parent (if a dependent student) must (1) select the IRS Data Retrieval Option in the FAFSA. If they are not eligible for the

IRS Data Retrieval Option, they must submit copies of the 2013 Federal IRS Tax Return Transcripts. A 2014 IRS tax return transcript can be obtained by calling 1 (800) TAX-1040. (2) Complete the 2015-2016 Verification Worksheet available online at <https://pfweb.cookman.edu/NetPartnerStudent>. There are six different versions of the Verification Worksheet (V1-V6). The student should be sure to review their financial aid notice to determine which one they should submit. See Step 3 for on-line access to financial aid status and forms.

Step 7 Complete the Bethune-Cookman Scholarship application.

To be considered for institutional scholarships, the student should complete the B-CU scholarship application at <https://cookman.scholarships.ngwebsolutions.com> by **May 1, 2015**. Applications received after this deadline will not be considered.

Step 8A Complete the Master Promissory Note (MPN) and Entrance Interview for Direct Federal Stafford Loans.

MPN/Entrance Interviews only have to be completed once. Both the MPN and Entrance Interview can be completed at the following website www.studentloans.gov.

Step 8B Apply for the Direct PLUS Loan.

After students have been awarded financial aid, they should have their parent apply for a DIRECT PLUS LOAN to assist with college expenses. Even if the loan is denied; they will still qualify for an Additional Unsubsidized Stafford loan for \$4,000 (if a freshman or sophomore) and \$5,000 (if a junior or a senior). The application will be available after April 28, 2015.

- Submit a completed “Federal Direct PLUS Loan Application for Parents” go to www.studentloans.gov.
 - If approved, parent(s) must complete a Master Promissory Note. The student’s **parent(s)** must electronically sign using the same Parent PIN# used to complete the FAFSA. The funds will not be released until these requirements are met.

Step 9 Accept Awards.

To check the award status and accept any awards, students should click on the “Your awards” Tab in the Online Financial Aid System at <https://pfweb.cookman.edu/NetPartnerStudent>. If the financial aid application is incomplete and the student is missing documents they will not be able to accept the award. Students must complete the application process and **accept awards by August 1, 2015** or the funds will not be released to the student’s account.

Step 10 Apply for Private Alternative Student Loans.

Private loans help bridge the remaining amount of funds needed for a student’s education. A separate application is required directly with the lender. Below are a few lenders that students and parents may want to consider.

- www.pnconcampus.com 1 (800) 762-1001
- www.salliemae.com (SMART loan) 1 (888) 272-5543
- www.discoverstudentloans.com 1 (877) 728-3030
- www.53.com (Fifth Third Bank) 1 (800) 222-7192
- www.wellsfargo.com/student 1 800) 378-5526

Basis on Which Aid Is Granted

Based on the information provided on the FAFSA by the student and parents, the Department of Education will analyze the family's financial situation and transmit that information to the Financial Aid office. This information will enable the Financial Aid staff to determine the student's financial need. Financial aid depends on the amount of federal, state, and institutional funds available at Bethune-Cookman University. To be awarded financial aid, an applicant must (1) show financial need, (2) be accepted or enrolled as a full-time student in an eligible program, (3) be a U.S. citizen or permanent resident, (4) be capable of maintaining a satisfactory academic standing and normal progress toward a degree, (5) be registered with the Selective Service if required to do so, and (6) have not defaulted on any previous aid.

Evaluation and Awarding Process

Personnel of the Student Financial Aid Office will determine the student's allowable educational expenses and the expected family resources. The difference between the two is the demonstrated need. Bethune-Cookman University will try to provide financial aid for all or a portion of the demonstrated need in the form of an award package consisting of loans, grants, scholarships, and/or part-time employment. Selection of students, as well as the types of aid awarded, depends on one or a combination of the following: the demonstrated financial need, the student's class level, academic promise, available funds, and the date a student's forms are received by the awarding agencies and the Financial Aid office.

Award Period

Awards are generally granted for an academic year or two semesters: fall and spring. The summer session comes after the regular academic year. Aid for the summer session is applied for separately by those who expect to enroll for at least six hours. Awards are made as funds permit. Students who attend the full academic year may be able to receive assistance from the Federal Direct Stafford Loan or Parent PLUS Loan for the summer session.

Awards Announcements

For students whose financial aid forms are processed before March 1, efforts will be made to notify them of their financial aid awards beginning April.

Satisfactory Academic Progress (SAP)

Federal regulations (CFR 668.34) requires Bethune-Cookman University to establish, publish and adhere to Satisfactory Academic Progress (SAP) standards for federal Title IV financial aid eligibility. Students who wish to be considered for Federal Title IV financial aid (Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Perkins Loan, Federal Direct/PLUS loan), in addition to meeting other eligibility criteria, must meet or exceed these established standards. This University's academic standard has been structured to reflect the qualitative (GPA) and quantitative (PACE) SAP standards that have been approved by the Department of Education. At the end of each semester, a review will be made to ensure compliance with the Academic/ SAP standards.

Please note Satisfactory Academic Progress Standards do not pertain to Florida State Grants.

Academic /Satisfactory Academic Progress (A/SAP) Minimum Standards

To maintain Academic/SAP standards a student must meet or exceed both the qualitative - cumulative Grade Point Average (GPA) and quantitative - successful completion of attempted credits hours (PACE) standards, and stay within the Maximum Time Frame to complete his or her course of study. Students requesting consideration for Federal financial aid must demonstrate a positive forward movement toward their degree. Students must meet the standards listed as follows:

Qualitative Standard (Cumulative GPA)

Standards	Minimum Requirement
Qualitative Standard: Undergraduate	Maintain a cumulative grade point average (GPA) of 2.0
Qualitative Standard: Graduate	Maintain a cumulative grade point average (GPA) of at least a 3.0.

Quantitative Standard (Successful completion of attempted credit hours (PACE) and Maximum Time Frame)

Each student must successfully complete the minimum percentage of the attempted credit hours each semester in order to complete their degree within the maximum time frame. This includes courses in which the student remained enrolled past the Last Day for Registration/Program Change.

PACE is calculated as follows: Credits Earned/Credits Attempted = PACE %

Students are required to successfully complete a minimum of 67% of all attempted credits each semester.

Maximum Time Frame

Federal financial aid will be provided for up to 150% of the credit hours required to complete your Undergraduate or Graduate degree. This includes institutionally accepted transfer credits from other schools attended. In a proactive approach to assist students in not maxing out of their financial aid eligibility, Bethune-Cookman University Office of Financial Aid will send all students, who have reached or exceeded a total of 160 credit hours, a Maximum Time Frame Courtesy Letter. It is recommended that students visit their respective academic schools for guidance and an evaluation of the credits remaining to complete their degree in order to stay within the Federal requirements of 150%. The Standards for Satisfactory Academic Progress apply to all coursework attempted including coursework for which the student did not receive financial aid.

Example of Maximum Time Frame

Degree Program	Credits Required for Degree*	Maximum Credits That You May Attempt
Undergraduate	120 credits	180 credits
Graduate	36 credits	54 credits

Eligible Non Citizens

Eligible noncitizens or U.S. permanent residents must provide copies of their Permanent Registration ID cards to the Financial Aid office.

Withdrawals

Financial Aid is to be used first for direct educational costs-tuition and fees,

and room and board if the student is in college housing. Students on financial aid who withdraw from the University and are due a refund of their fees will, therefore, not receive fee refunds until funds representing financial aid awards have been applied to the respective accounts. Normally the fee refunds are returned to the financial aid programs on a prorated basis and according to the components of a financial aid package.

Transferability of Financial Aid Awards

Awards such as the Federal Supplemental Grant (SEOG), Federal College Work Study Program (CWSP), and others cannot be transferred from one college to another. A separate application must be made to each college or university. Federal Pell Grant and Florida Student Assistance Grant (FSAG) awards are transferable, but the amount of the award may be different.

International Students

The federal and state financial aid programs are for United States citizens or for permanent residents of the United States. International students are not eligible for federal and state aid. They may, however, qualify for college scholarships and may participate in the College Work Aid (CWA) Program. International students are warned that in many instances these programs provide only enough financial aid to cover some of the college expenses. The burden of financial responsibility will be on the student and his or her family to pay the costs of attending the University.

Types of Aid Available

Grants

The following grant programs are available only to undergraduate students--those working towards their first bachelor's degrees. These grants do not have to be paid back by the student and generally require exceptional financial need.

Federal Supplemental Educational Opportunity Grant (SEOG)

A very limited number of SEOG awards are made to those with exceptional financial need who are also Pell Grant recipients (see Federal Pell Grant Program following). A typical award ranges from \$100 up to \$300 per academic year.

To apply for this program, a student must complete the Free Application for Federal Student Aid (FAFSA). This form can be obtained from the Financial Aid office.

Federal Pell Grant Program

This federally sponsored program provides financial aid to those who need it to attend approved colleges or universities. Awards range from \$0 to \$5730 per academic year depending on a family's financial situation.

To apply for this program, a student must complete the Free Application for Federal Student Aid (FAFSA) from the U.S. Department of Education. This form can be completed on line at: www.fafsa.ed.gov.

TEACH Grant Program

Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to \$3,712 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. In exchange for receiving a TEACH Grant, the student must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. As a recipient of a TEACH Grant, he or she must teach for at least four academic years within eight calendar years of completing the program of study for which the student received a TEACH Grant. **IMPORTANT:** If he or she fails to complete this service obligation, all amounts of TEACH Grants that were received will be converted to a Federal Direct Unsubsidized Stafford Loan. The recipient must then repay this loan to the U.S. Department of Education. The recipient will be charged interest from the date the grant(s) was disbursed. Note: TEACH Grant recipients will be given a 6-month grace period prior to entering repayment if a TEACH Grant is converted to a Direct Unsubsidized Loan.

To apply for this program, a student must complete the Free Application for Federal Student Aid (FAFSA) from the U.S. Department of Education. This form can be completed on line at: www.fafsa.ed.gov.

Florida Student Assistance Grant Program (FSAG)

This program is available only to full-time students with high financial need. Students and the parents of dependent students must also be Florida residents for at least one year prior to the beginning of classes. Awards are \$1,000 per academic year.

To apply for this program, a student must complete the Free Application for Federal Student Aid (FAFSA). This form can be obtained from the Financial Aid office. To be given top consideration, the FAFSA must be received by the processor on or before the priority date of April 15.

Florida Resident Access Grant (FRAG)

This program is available to full-time students who have been Florida residents for at least one year prior to the beginning of classes. This one-year Florida residency is also required for the parents of dependent students. Transfer students and renewals must have a 2.0 cumulative GPA on all previous college work and have earned the equivalent of 12 credit hours for each term, up to an allowable of 9 semesters. Awards may range up to \$2100 per academic year depending on state funding.

To apply for this program, a student must complete the Florida Resident Access Grant Application available at the Financial Aid office. Since there is no priority date for this program, the FRAG application should be received by the Financial Aid office as soon as possible prior to the academic year.

Scholarships

Florida Academic Scholars Award, Florida Merit Scholars Award, and Florida Gold Seal Vocational Scholars Award

These scholarships are part of the Florida Bright Futures Program. They reward outstanding Florida public high school graduates for their academic and vocational achievements. The awards range up to \$3200 per year if sufficient funds are available to make full awards. Contact your public high school guidance office for information on eligibility criteria or visit the

Florida Bright Futures Program website at <http://www.firn.edu/doe/brfutures>. Students who receive an award under these programs and drop courses after the add/drop and/or withdraw without completing the semester **may have to return funds to those programs.**

Florida Mary McLeod Bethune Scholarship Fund

This program, offered by the state of Florida provides financial assistance initially to Florida high school seniors with a cumulative grade point average of 3.0 or above. An applicant must be a Florida resident and demonstrate financial need. Awards range up to \$3000 annually depending on available funds.

To apply for this program a student must complete the Free Application for Federal Student Aid (FAFSA). The form must be received by the processor no later than April 15. A student must also submit an application for this program to the Financial Aid office, postmarked by April 30 of the senior year of high school.

Air Force ROTC and Army ROTC

ROTC academic scholarships are offered to students who meet specific requirements. These scholarships cover the cost of the University's tuition and books plus provide the student a tax free subsistence allowance per month. For more information on ROTC scholarships, please visit www.afrotc.com or call (386) 226-6880.

Institutional Scholarships & Grants

The Bethune-Cookman University scholarships recognize academic excellence. Their major purpose is to encourage outstanding students and assist them along the path to leadership and service to humanity.

Who Can Apply

Since most scholarship awards are merit awards, many require specific grade point averages as well as proof of financial need. When students obtain the brochure listing the scholarships, they should be able to tell which scholarship requirements they meet. Other details will be provided when they request and/or submit an application. They may be eligible for more than one scholarship, depending on their achievements and/or financial need. However, the total scholarship amount cannot exceed their financial need. In most cases, the specific requirements are set by the donors who provide the scholarship funds. Many of the scholarships are renewable over four years if students continue to maintain the required grade point average.

Categories of Scholarships

Most scholarships are awarded in one of six categories:

1. Academic merit
2. General scholarships
3. Scholarships for specific major areas
4. Scholarships for students from specific geographical areas
5. Scholarships for athletics and performing arts (band, concert chorale, etc.)
6. Specific employer and labor union scholarships

How to Apply

2015-2016 BCU Scholarship Application submissions: To be considered for

additional scholarships, please complete online application at <https://cookman.scholarships.ngwebsolutions.com>. For information on performing arts awards such as the Band and Concert Chorale, you should contact the Music Department at (386)481-2740. Those interested in Athletic Awards should contact the Athletic Compliance Department at (386)481-2201.

Academic Scholarships

Bethune-Cookman University recognizes outstanding achievement in prospective students by offering a range of scholarship programs to both freshmen and transfer students. For incoming students, scholarship consideration is based on credentials submitted with the student's Application for Admission. The University also encourages high performance levels in our enrolled students by recognizing and rewarding continuing academic achievement.

The current academic criteria for each award are included in the Application for Admission. The criteria may also be obtained from the Office of Admissions and the Office of the Provost for Academic Affairs.

Presidential Scholarship

The Presidential Scholarship is offered to high school graduates who will enter college for the first time. The award covers college expenses (full-time tuition, room, board, and books) not covered by federal and/or state financial aid and other non-institutional scholarships. Upon enrollment, students must register for at least 12 semester hours (college-credit courses) and maintain a 3.40 cumulative grade point average to renew the awards. Awards may be renewed for a maximum of 10 semesters of study.

Excelsior Scholarship

The Excelsior Scholarship is offered to high school graduates who will enter college for the first time. The award covers the cost of full-time tuition that is not covered by federal and/or state financial aid and other non-institutional scholarships. The award does not cover room and board or books. After enrollment, students must register for at least 12 semester hours (college-credit courses) and maintain a 3.30 cumulative grade point average to renew the awards. Awards may be renewed for a maximum of 10 semesters of study.

The Bonner Scholars Program

The Bonner Scholars Program at Bethune-Cookman University delivers service-learning experiences for undergraduate fellows who have financial need and a promise to service to the community and all mankind. The curriculum is intended to intensify the overall education a scholar receives by ongoing engagement in communal service. Moreover, the program aids the student to cultivate the devices and the knowledge needed for a significant educational experience conducive to life-long learning.

The expectations of a Bonner Scholar are as follows:

- Perform 560 hours of service each academic year (20 hours a week).
- Maintain a GPA of 2.8.
- Participate in a minimum of three career development experiences that supports the Student Success Plan to aid in holistic growth.
- Mandatory attendance and engagement in regular cohort deliberations, enhancement, leadership, and academic development.
- Complete one internship that is service oriented.

Academic Merit Award Plan

Under this plan, Bethune-Cookman University will provide scholarship aid for a) high school graduates entering college for the first time, b) transfer students with 24 college-credit hours, and 3) matriculating students who have been enrolled at the University for at least one academic year. The Academic Merit Award is granted on an annual basis, and students must reapply each year. The Academic Merit Award Plan and application forms may be obtained from the Office of the Provost for Academic Affairs.

a. Academic Merit Award for New Freshmen

The Academic Merit Award is offered to high school graduates who will enter college for the first time. The award amount is determined by the student's total academic profile. Students must enroll full time and earn a 3.25 cumulative grade point average to renew the award. The Academic Merit Award is granted on an annual basis. Students must reapply annually.

b. Academic Merit Award for New Transfer Students

The Academic Merit Award is offered to students who are transferring to Bethune-Cookman from another college or university. The applicant must have earned at least 24 college-credit hours at the previous institution. The award amount is determined by the student's total academic profile. Students must enroll full time and earn a 3.25 cumulative grade point average to renew the award. The Academic Merit Award is granted on an annual basis. Students must reapply annually.

c. Academic Merit Award for Enrolled Students

The Academic Merit Award is offered to students who have been enrolled for at least one academic year. The applicant must have earned a minimum of 3.25 (No I, F, or NR) cumulative grade point average and at least 24 college-credit hours. The Office of Academic Affairs will determine the award amount based on the applicant's cumulative grade point average and financial need. The Academic Merit Award is granted on an annual basis. Students must reapply annually.

Loan Programs

To apply for the following programs, a student must complete the Free Application for Federal Student Aid (FAFSA). This form can be obtained from the Financial Aid office.

Federal Direct/Stafford Loan-Subsidized

This is a low-interest loan made to students by the federal government "directly." Eligibility for a "subsidized" Federal Direct/Stafford Loan is based on financial need as determined by a federally mandated formula. "Subsidized" means that the federal government will pay the interest on the loan while a student is in school and during specified deferments.

Eligible freshmen may borrow up to \$3,500 per year, sophomores up to \$4,500 and juniors and seniors may borrow up to \$5,500 per year. The maximum allowable undergraduate indebtedness over five years is \$23,000. Federal Direct/Stafford Loans are disbursed in two installments: one in the fall semester and one in the spring semester, after enrollment for each semester. When the loan is disbursed, a federally required origination fee of 1.072 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government. Repayment begins six months after the borrower's last enrollment on at least a halftime basis.

Federal Direct/Stafford Unsubsidized Loan

The Higher Education Amendments of 1992 created a new program offering "unsubsidized" Federal Direct/Stafford Loans to students who do not qualify in whole or in part for "subsidized" Federal Direct/Stafford Loans.

A Federal Direct/Stafford Unsubsidized Loan is a low interest loan made to students by the federal government "directly." Under this program, the student borrower (and not the federal government) pays the interest that accrues on the loan while the student is in school. Eligibility for a Federal Direct/Stafford Unsubsidized Loan is determined by the Financial Aid office using a federally mandated formula.

Eligible students, dependent or independent, may borrow \$2000 in Unsubsidized loan money per academic year.

Eligible Independent freshmen and sophomores may borrow up to an additional \$4,000 per year; juniors and seniors may borrow up to an additional \$5,000 per year. A student who shows need for only part of an annual subsidized Federal Direct/Stafford Loan may borrow the remainder through an unsubsidized loan. The maximum allowable loan undergraduate indebtedness over five years is \$31,000. Annual and aggregate loan limits for independent students is \$57,500.

Eligible Dependent students may be eligible for the additional \$4000 Unsubsidized loan as a Freshman/Sophomore or an additional \$5000 as a Junior/Senior with a Parent Plus Loan application denial.

Federal Direct/Stafford Unsubsidized Loans are disbursed in two installments: one in the fall semester and one in the spring semester, after enrollment for each semester. When the loan is disbursed, a federally required origination fee of 1.072 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government.

Federal Direct PLUS Loan (Parent's Loan)

The Federal PLUS Loan is a federally insured loan made "directly" by the federal government. Repayment of principal and interest begins 60 days after the loan proceeds have been disbursed. Eligibility for this loan is based on credit-worthiness as determined by the Government.

The interest rate for the Federal PLUS Loan varies annually (a new rate is effective each July 1), and the rate is based on the 52-week U.S. Treasury Bill rate plus 3.10 percent not to exceed 9 percent.

Federal PLUS Loans are disbursed to the college in two installments: one in the fall semester and one in the spring semester, after enrollment for each semester. When the loan is disbursed, a federally required origination fee of

4.228 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government.

Parents of dependent students may borrow up to the cost of education minus any financial aid. These loans, in combination with all other aid (including loans) may not exceed the educational cost of attendance. Financial need is not an eligibility factor.

THE OFFICE OF THE REGISTRAR

The Office of the Registrar processes change of majors, change of information (address, phone number, etc.), approved grade changes, transient permission forms, and schedule adjustments such as adding and dropping classes and full-course or pre-requisite over-ride forms. The office completes graduation audits and confers degrees, processes transfer credits from other colleges and universities, and supports the institution with course scheduling including room assignments and maintaining course pre-requisites and co-requisites. This office processes grade forgiveness requests, approved course substitutions, and is responsible for sending all outgoing transcripts. All student forms are available in the office and online at <http://www.cookman.edu/academics/registrar/forms.html>. Enrollment information is uploaded to the National Student Clearinghouse every month of the year and students may print their own enrollment verifications by simply logging into their Wildcat Web and clicking on the National Clearinghouse verification link. Students may also order their transcripts online via their Wildcat Web. General inquiries may be made by emailing registrar@cookman.edu or by telephone at (386) 481-2525.

The main form of communication with all students is via their B-CU email. This is where students will be notified about any waitlists they may have been moved from, classroom change notifications, cancelled courses if the office knows about them in advance, graduation information, pending and completed schedule drops due to non-payment, and questions concerning paperwork you have submitted that the office may have issue with or questions about. Please be sure to check B-CU email on a regular basis and do not discard emails without at least perusing their content because most of what the office sends will be of importance.

UNIVERSITY POLICIES

Nondiscrimination Statement

Bethune-Cookman University (B-CU) prohibits discrimination based on sex in employment and education programs and activities both on and off campus. This policy applies to all students and employees, to conduct on school grounds, off-campus to all school-sponsored activities and, through technology resources provided by or used at B-CU.

Media Contact Policy

Students are prohibited from speaking on behalf of Bethune-Cookman University with any media organization or publication, or from inviting the media to any Bethune-Cookman University property or campus events without permission of the President of the University or the Vice- President of Institutional Advancement. Violations of this policy may lead to university dismissal.

Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking Policy

Title IX Policy

Title IX of the Education Amendments of 1972 and other laws, prohibit discrimination on the basis of sex in employment and education programs and activities. Title IX protects all persons from sex discrimination, which includes sexual harassment and sexual violence. B-CU will process all sex discrimination complaints it receives, including complaints of sexual harassment and sexual violence, regardless of where the conduct occurred, to determine whether the conduct occurred in the context of an employment or education program or activity, or had continuing effects on campus. If alleged off-campus sexual harassment or sexual violence occurred in the context of an education program or activity or had continuing effects on campus, the complaint will be treated the same as a complaint involving on-campus conduct. This includes complaints of sexual assault or harassment by students, employees, and third parties.

A. Title IX Coordinators

Complaints of sexual assault, sexual harassment or other conduct prohibited under this policy and inquiries concerning the application of Title IX and its regulations should be directed to the B-CU Title IX Coordinator or the co-Coordinators listed below:

Title IX Coordinator

Dr. Nan Fisher Williams
Vice President for Human Resources, Employee Benefits and Title IX Compliance
644 State Street
Daytona Beach, Florida 32114
(386) 481-2049
williamsnan@cookman.edu

Title IX Co-Coordinator (For Students)

Dr. Michelle D. Thompson
Vice President of Student Development and Academic Integration
165 North Lincoln Street
Daytona Beach, Florida 32114
(386) 481-2330
thompsonmi@cookman.edu

Title IX Co-Coordinator (Athletics)

Ms. Sandra Booker
Associate Director of Athletics & Senior Women's Administrator
740 W. International Speedway Blvd
Center for Civic Engagement
Daytona Beach, Florida 32114
(386) 481-2212
bookers@cookman.edu

The Title IX Coordinators' responsibilities include investigating or overseeing the investigation of all incidents of alleged sexual assault or harassment; ensuring that consistent standards and practices apply to all investigations; being available to meet with students and employees who believe sexual assault or harassment has occurred; and assisting campus security or law enforcement as needed. Students may also contact the U.S. Department of Education, Office for Civil Rights, (800) 421-3481 or ocr@ed.gov.

B. Policy Definitions

Sex Discrimination is an adverse action taken against an individual because of sex, including sexual harassment, sexual violence, domestic violence, dating violence, and stalking as prohibited by Title IX, Title IV, VAWA/Campus SAVE Act, and other laws and regulations. Both men and women can be victims of sex discrimination.

Sexual Harassment is any unwelcome conduct of a sexual nature. This includes unwelcome verbal, nonverbal or physical conduct including but not limited to unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual violence, sexual advances, requests for sexual favors, and indecent exposure, where:

- a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a student's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through B-CU; *or*
- b. Such conduct is unwelcome; *or*
- c. Submission to, or rejection of, the conduct by a B-CU employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; *or*
- d. Such conduct is sufficiently severe or pervasive to create a hostile educational or employment environment.

Sexual Harassment also includes acts of verbal, non-verbal (e.g., written) and physical aggression, intimidation or hostility based on sex or gender stereotyping, even if these acts are not sexual in nature.

Sexual Violence is a form of sexual harassment and means physical sexual acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, domestic violence, dating violence, and stalking (if based on sex), taken against an individual against his or her will and without consent or against an individual who is incapable of giving consent due to the use of drugs or alcohol, being a minor, or an intellectual or other disability. Sexual violence includes acts of physical force, violence, threats, and intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through drugs or alcohol, or taking advantage of another person's incapacitation, including voluntary drug or alcohol intoxication.

Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX. Both men and women can be victims of sexual violence.

Incapacitated means the victim is temporarily incapable of appraising or controlling his/her conduct due to the influence of a narcotic, anesthetic or other substance administered without consent or due to any other act committed upon the victim without consent.

Statutory Rape is unlawful sexual intercourse with a minor under 18 years old, even if the intercourse is consensual.

Sexual Assault is a form of sexual violence and means (1) forcing or coercing an individual to engage in any non-consensual sexual contact or sexual penetration; or (2) an attempt to commit an unlawful act that places another person in reasonable apprehension of immediate, non-consensual physical contact for sexual purposes.

Sexual Battery is a form of sexual violence and means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object.

Rape is a form of sexual violence that may or may not involve force or a threat of force, coercion, violence, or immediate bodily injury, threats of future retaliation, or duress. Rape means nonconsensual sexual intercourse or sexual penetration, which, in addition to intercourse, means nonconsensual oral or anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body. Any sexual penetration is sufficient to constitute rape. Sexual acts are considered non-consensual when they involve a person who is physically incapacitated, physically helpless, incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or due to a mental or physical disability is incapable of giving consent.

Acquaintance Rape is a form of sexual violence committed by an individual known to the victim. This includes a person the victim may have just met, such as at a party, been introduced to through a friend, or met on a social networking website.

Consent means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

- Consent must be **voluntary** and given without coercion, force, threats, or intimidation.
- Consent can be **withdrawn or revoked**. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity.
- Consent cannot be given by a person who is **incapacitated**. A person cannot give consent if s/he is unconscious or coming in and out of consciousness. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an **intoxicated** person (due to using alcohol or other drugs) is **incapacitated** depends on the extent to which the person's decision-making capacity, awareness of consequences, and ability to make fully

- informed judgments is impaired.
- Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered when determining culpability include whether the person knew, or whether a reasonable person in the accused's position should have known, that the victim could not give, did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.

Domestic Violence is a form of sexual violence and means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. "Family or household member" means spouse, former spouse, person related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Dating Violence is a form of sexual violence, and means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.
4. "Dating violence" does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. For purposes of this definition,

1. "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.
2. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
3. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Cyberstalking means engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Hostile Educational Environment Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

C. Prohibited Conduct

Any conduct by an employee, student, or third party that denies or limits the ability of a student or employee to participate in or receive the benefits, services, or opportunities of employment or any B-CU program or activity based on sex is prohibited. This includes any circumstance where:

1. An employment or educational decision or benefit is conditioned on submission to unwelcome sexual advances or conduct;
2. Submission to, or rejection of, unwelcome sexual conduct is used as a basis for denying employment or an opportunity to participate in or benefit from any school program or activity;
3. Conduct has the purpose or effect of unreasonably interfering with, denying or limiting a student's ability to participate in or benefit from any school program or activity or a term, condition or benefit of employment;
4. Conduct alters the educational environment to the degree that it adversely affects the student's ability to participate in or benefit from any school program whether or not that student is the target of the harassment;
5. There is a pattern and practice of sexual harassment;
6. A teacher, administrator or other person in a position of authority engages in sex discrimination or sexual harassment of a student or employee; and/or
7. A student or a group of students engages in sexual harassment of another student or students.

The following are examples of behaviors that are prohibited under this policy. This is not intended to be an exhaustive list:

1. Unwelcome sexual flirtations, advances or propositions;
2. Derogatory, vulgar or graphic written or oral statements regarding one's sexuality;
3. Unwanted touching, patting, pinching, or other attention to an individual's body;
4. Attempted or actual physical assault;
5. Any nonconsensual sexual act, including but not limited to, rape, sexual assault, sexual battery and sexual coercion;
6. Unwelcome sexual comments, innuendoes, suggestions or jokes;
7. Display of sexually suggestive pictures or objects;
8. Domestic violence, dating violence, sexual violence, and stalking, including cyberstalking;
9. Sending text messages, e-mails, or other electronic communications with nude or sexually suggestive photos, videos, or other images; and
10. Sharing or sending nude or sexually suggestive images over the Internet.

This policy specifically includes electronic communications, including but not limited to phone calls, text messages, e-mail, and communications using social media such as Instagram, Snapchat, Twitter, and Facebook.

D. Reporting sexual misconduct or filing a complaint

Where to report: Sexual assault, sexual harassment and other behavior

prohibited by this policy should be reported to:

- Dr. Nan Fisher Williams, Vice President for Human Resources, Employee Benefits and Title IX Compliance, at (386) 481-2049 or williamsnan@cookman.edu;
- Dr. Michelle D. Thompson, Vice President of Student Development and Academic Integration, at (386) 481-2330 or thompsonmi@cookman.edu;
- Sandra Booker, Associate Director of Athletics & Senior Women's Administrator, at (386) 481-2212 or bookers@cookman.edu

A complaint or report may be verbal or written and does not need to take a particular form. Students may also report any incident of sexual violence or sexual harassment that may create or contribute to the creation of a hostile environment to any instructor or school employee. Students, staff and faculty may notify the head of their department or unit, their supervisor, or any member of the administration with whom they are comfortable. Any instructor or other employee receiving such a report is responsible for reporting it to the Title IX Coordinator. Failure to comply with this policy shall be grounds for disciplinary action, up to and including termination.

What to Expect

A representative of B-CU, typically the Title IX Coordinator, will meet with the Complainant, give the Complainant a copy of this policy, and explain:

1. The importance of seeking immediate medical attention for sexual assaults;
2. The importance of preserving evidence;
3. The right to report a crime to campus or local law enforcement;
4. The right to *not* report a crime to law enforcement or file criminal charges;
5. The right to simultaneously file both a criminal complaint with campus security or local law enforcement and an institutional Title IX complaint;
6. The right to assistance from University officials with filing a criminal complaint, if assistance is requested;
7. Internal options, including informal and formal resolution;
8. Available health care, victim advocacy, academic support, mental health, legal assistance resources and counseling services available both on and off campus, including the campus [counseling center](#) and sexual assault resource centers, and pastoral counselors, which can be found [here](#);
9. Even if a Complainant asks B-CU not to take any action, the University is obligated to investigate the complaint;
10. Prohibitions against retaliation;
11. Interim measures that may be put in place, including a no-contact order pending the outcome of the investigation, providing support services, changing living arrangements or course schedules, assignments, or tests, and temporary removal of the Respondent from the campus community pending the outcome of an investigation; and,
12. Options for avoiding contact with the Respondent(s), including being allowed to change academic and extracurricular activities and living, transportation, dining, and working situations as appropriate.

When implementing interim protective measures and taking steps to separate Complainants from Respondents, B-CU will attempt to minimize the burden

on the Complainant.

Confidentiality

B-CU will make reasonable and appropriate efforts to preserve student Complainants' and student Respondents' privacy and to protect the confidentiality of information. B-CU will only disclose information regarding complaints under this policy on a need to know basis, primarily to persons who are responsible for its investigation and any reporting requirements.

B-CU strongly supports a Complainant's interest in confidentiality in cases involving sexual violence. If a student Complainant requests confidentiality, the Title IX Coordinator will determine whether B-CU can honor this request while providing a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence. A request for confidentiality could preclude a meaningful investigation; therefore, B-CU will consider whether there are circumstances present that demonstrate a risk that the Respondent may commit additional acts of sexual violence or other violence. These include whether other sexual violence complaints have been received about the same Respondent; whether the Respondent has a history of arrests; whether the Respondent has records from a prior school indicating a history of violence; whether the Respondent threatened further sexual violence or other violence against the Complainant or others; and whether the sexual violence was committed by multiple perpetrators. Other factors include whether the sexual violence was perpetrated with a weapon, and the age of the student subjected to the sexual violence.

If the Complainant asks that the complaint not be pursued, B-CU will take reasonable steps to investigate and respond to the complaint consistent with the request not to pursue an investigation.

Even when a student asks that a complaint not be pursued or that information be kept confidential, if necessary, B-CU will take action to protect the student. This includes providing support services and changing living arrangements or course schedules, assignments, or tests as appropriate.

E. Investigation

Complaints under this policy will be investigated by the Title IX Coordinator or a designee (referred as the "Investigator"). Other University officials may assist in gathering facts during the investigation and information from B-CU campus security or local law enforcement officials may be considered. Both parties will be given the same opportunity to present relevant evidence and witnesses, including character witnesses. If the Respondent is allowed to review the Complainant's statement, the Complainant may also review any statement by the Respondent. No other witness statements or documents will be available for review by the parties during the investigation. In cases of alleged domestic violence, dating violence, sexual assault, or stalking, proceedings under this policy shall provide a prompt, fair, and impartial investigation and resolution; and be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Relevant Information for Investigation

At the outset of an investigation, the Title IX Coordinator/Investigator will notify the Respondent of the allegations against him or her and request a

written response. In addition, the Title IX Coordinator/Investigator may collect and consider the following types of information:

- Statements by the Complainant and Respondent about the alleged incident(s);
- Statements by witnesses to the alleged incident(s);
- Evidence about the credibility of the alleged victim and the alleged harasser;
- Evidence that the alleged harasser has been found to have harassed other victims;
- Evidence that the alleged victim has made false allegations against other individuals;
- Evidence of the alleged victim's reaction or behavior after the alleged harassment;
- Evidence as to whether the alleged victim filed a complaint or took other action to protest the conduct soon after the incident occurred; and
- Other evidence of the harassment (*e.g.*, reporting conduct to parents, counselors or friends, or medical records)
- The fact of a current or previous consensual dating or sexual relationship between the parties will not imply consent or preclude a finding of sexual violence.

Evidentiary/Fact determinations

The Title IX Coordinator/Investigator has broad discretion in determining whether a proffered witness or documentary information would be relevant or helpful to a determination.

Evidentiary Standard

A "preponderance of the evidence" standard will be used.

Time Frame for Investigation and Completion of Report

An investigation and report should normally be completed within 60 calendar days after notice of a complaint. This time may be extended for good cause, including breaks or the unavailability of the Complainant or Respondent. A written decision should be completed and provided to the parties at the conclusion of the investigation.

Cooperation

All faculty, staff and students are required to cooperate in the investigation process. Refusal to cooperate will result in disciplinary action based on failure to cooperate in an official University investigation for employees and disciplinary action potentially leading to dismissal.

Notice of Investigation

At the outset of an investigation, the Investigator will advise the Respondent of the allegations against him or her in writing.

Opportunity to Participate

Both the Complainant and the Respondent will have the same opportunity to meet with the Investigator, to submit relevant documentary or other evidence, including character evidence, and to request that the Investigator speak with relevant witnesses and evaluate written documents and statements. The Investigator may exclude any third party (including legal counsel, family members, or character witnesses) from such meetings and interviews.

Pending Criminal Matters

The internal investigation will proceed whether a related criminal matter is pending or not. If there is an ongoing criminal investigation, B-CU will *not* wait for the conclusion of the criminal investigation or criminal proceeding to begin its own Title IX investigation. However, B-CU may temporarily delay the fact-finding portion of a Title IX investigation while the police or other law enforcement officials are gathering evidence.

F. Hearings

The hearing process will protect the safety of victims and promote accountability. When the complaint involves students, the Investigator's final report will be submitted to the Office of Student Conduct, a unit within the Division of Student Development and Academic Integration, for review and determination as to proceeding with a hearing before Administrative Panel. If Student Conduct conducts a hearing, both the Complainant and Respondent will be given the opportunity to present evidence and witnesses, as well as have an advisor of their choice present, though that advisor may not participate in any of the proceedings. The Panel shall have no authority to compel the attendance of witnesses. The following applies:

1. Both parties will be given similar and timely access to information that will be used at the hearing.
2. Any conflicts of interest between a party and the fact-finder or decision-maker at a hearing must be disclosed.
3. Both parties will be given the same opportunity to present relevant evidence and witnesses, including character witnesses.
4. If the Respondent is allowed to review the Complainant's statement, the Complainant may also review the Respondent's statement.
5. The parties are prohibited from personally questioning each other at hearings.
6. If the institution allows attorneys to attend the disciplinary hearings, the attorneys for both sides must have the same opportunity to speak and participate.
7. If attorneys are allowed to attend in an advisory capacity both sides must have the same opportunity to provide advice.
8. B-CU will maintain documentation of all disciplinary hearing proceedings, including written findings of facts, transcripts, and any audio recordings.
9. The fact of a current or previous consensual dating or sexual relationship between the parties does not itself imply consent or preclude a finding of sexual violence.

The Panel will then determine whether it is more likely than not that a violation of policy occurred and issue a written decision. The written decision will include, but not be limited to, whether the allegations were substantiated, and if so, recommended disciplinary sanctions and remedial measures. The hearing decision will be provided to both parties, although the content of each letter may be modified subject to the limitations of FERPA and other federal or state privacy laws. In cases of alleged sexual assault, the result of the hearing and any sanction imposed will be disclosed to both parties regardless of whether the hearing concludes an assault was committed.

The Complainant and Respondent will both be notified of the Panel's findings in writing within the same 24-hour period. The written recommendation of

the Student Conduct Committee will be relayed to the student Respondent and Complainant, with any restrictions or sanctions. If the complaint is against a faculty member or other employee, the hearing decision will be submitted to the EEO/Title IX Coordinator, who will make a recommendation concerning restrictions or sanctions to the Office of the President. The President, or the President's designee, will make the final determination as to any recommended actions or sanctions.

Any person who serves on a Panel related to sexual misconduct will receive annual training on the University's policies and procedures related to sexual harassment and sexual violence.

G. Appeals

A student may appeal a decision of the Administrative Panel to the Vice President of Student Development and Academic Integration or designee. The appeal must be submitted in writing within five business days of receiving written notification of hearing outcome.

Basis for Appeal

The Vice President of Student Development and Academic Integration or designee will convene a Disciplinary Review Committee where the student appeals based on one or more of the following:

- Improper hearing procedures that materially affected the outcome of the hearing;
- New evidence (not available at time of original hearing) has surfaced; or Imposition of an inappropriate sanction for the offense in question.

The accused and accuser may file an appeal. Appeals filed after the deadline will not be considered.

The Vice President of Student Development and Academic Integration or designee will issue a decision in writing to the accused Student and the Chief Student Conduct Officer no later than 30 days after the request for an appeal has been submitted. This deadline may be extended in the event of complex or unusual circumstances. If this deadline is extended, the Vice President of Student Development and Academic Integration or designee shall notify the accused of the delay in writing.

H. Sanctions and protective measures

If a violation of this policy is proven by a preponderance of the evidence (*i.e.*, that it is more likely than not that sexual harassment occurred), immediate action, including protective measures, will be implemented to end the harassment and prevent its reoccurrence. The recommended action will depend on the degree of control the school has over the harasser and the nature, frequency and severity of the substantiated sexual harassment. In all instances, the Title IX Coordinator will follow up and communicate with the Complainant at the conclusion of the investigation.

Depending on whether the alleged harasser is a student, teacher, staff member, or third party, sanctions can include a verbal warning, written reprimand, a no-contact order, short-term or long-term suspension, expulsion, or dismissal/termination. Counseling for the Complainant and the harasser will also be considered as remedial action. In addition, the following protective measures may be imposed following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or

stalking:

Protective or Remedial Measures

Available protective and remedial measures include, but are not limited to:

1. Providing an escort to ensure that the Complainant can move safely between classes and activities;
2. Ensuring the Complainant and perpetrator do not share classes or extracurricular activities;
3. Moving the perpetrator or Complainant (if the Complainant requests to be moved) to a different residence hall or, in the case of an elementary or secondary school student, to another school within the district;
4. Providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring;
5. Arranging for the Complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty;
6. Reviewing any disciplinary actions taken against the Complainant to see whether there is a causal connection between the sexual violence and the misconduct that may have resulted in the Complainant being disciplined
7. Any sanction imposed on the perpetrator of sexual assault or harassment that relates directly to the victim, such as a “no contact” order, transfer to different classes or housing, or a suspension will be disclosed to the Complainant. The perpetrator will not be notified of the individual remedies offered or provided to the Complainant other than no-contact orders. In cases of alleged sexual violence, the result of the hearing and any sanction imposed will be disclosed to both parties regardless of whether the hearing concludes an assault was committed

I. Informal Resolution

If the Complainant requests mediation or informal resolution, he/she will not be required to work out problems directly with the accused individual. Mediation cannot be used in cases of alleged sexual assault. In addition, the Complainant has the right to terminate the informal resolution procedure at any time and pursue a formal complaint.

J. Alleged student perpetrator’s rights under the Family Educational Rights and Privacy Act (FERPA)

Under FERPA, an alleged student perpetrator may ask to inspect and review information about the allegations against him or her if the information directly relates to the Respondent and is maintained as an education record. In such a case, B-CU will either redact the Complainant’s name and all identifying information before allowing the Respondent to inspect and review the sections of the complaint that relate to him or her, or notify the Respondent of the specific information in the complaint that is about the Respondent. *See* 34 C.F.R. § 99.12(a).

K. Non-retaliation

Retaliation against a student, employee, or other individual who reports or complains about sex discrimination to an appropriate school official or participates in a report, investigation or proceeding involving a claim or allegation under this policy because he or she made a complaint, testified, or participated in an investigation or proceedings is prohibited.

L. Dissemination of policy

This policy must be distributed to:

1. Students
2. Administrators, faculty, and other employees
3. Applicants for admission
4. Applicants for employment

This policy must be available:

1. On the school website
2. In hard copy at multiple campus locations
3. In both printed and electronic publications, including student, staff, and faculty handbooks, codes of conduct, and catalogs

M. Health care, victims' advocacy, support and related services and providers

Healthcare

Victims may seek appropriate health care through Student Health Services - Adams Alumni Infirmary, (386) 481-2920.

Victims' Advocacy and Support

Student Health Services staff and any other appropriate member of the University community are available for support and advocacy for victims throughout the course of the process and will provide written notification various resources on and off campus. The following are local sexual assault referral sources:

- **SANE** – Sex Assessment Nurse Examiner, can provide proof of assault by examining victim. Location: 503 Heineman Road, Daytona Beach, Florida (386) 258-7273
- **SART** – Sex Assessment Response to Trauma, Location: 503 Heineman Road, Daytona Beach, Florida (386) 258-7273
- **Rape Crisis Center** – (386) 254-4106

Related Services and Providers

B-CU Counseling Services: (386) 481-2462

Student Health Services - Adams Alumni Infirmary (386) 481-2920

References:

The [Violence Against Women Reauthorization Act of 2013](#), (VAWA), also known as the Campus Sexual Violence Elimination Act (Campus SaVE Act). [Title IX of the Education Amendments of 1972](#), as amended.

[Title VII of the Civil Rights Act of 1964](#), as amended.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended.

October 26, 2010 [Dear Colleague Letter](#) on harassment and bullying, issued by the U.S. Department of Education

April 4, 2011 [Dear Colleague Letter](#) on sexual violence, issued by the U.S. Department of Education

April 24, 2013 [Dear Colleague Letter](#) on Title IX retaliation, issued by the

U.S. Department of Education
April 29, 2014 [Questions and Answers on Title IX and Sexual Violence](#),
issued by the U.S. Department of Education
[Title IX Legal Manual](#), U.S. Department of Justice Civil Rights Division

Americans with Disabilities Act

It is the policy of Bethune-Cookman University to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA). The university is committed to providing reasonable accommodations for the documented disability of a student, so as to provide students with disabilities an equal opportunity to achieve academic success.

Bethune-Cookman University Distance Education Student Participation Agreement

Website/Internet/Email Usage

Bethune-Cookman University reserves the right to review any information, pictures, or advertisements, on any public website, social media, University email, etc. that breaches the safety, integrity, and University Code of Conduct. Improper use of the internet, web, or email can lead to disciplinary action.

Commitment to ethical and collegial conduct is expected of every student in a B-CU online or blended distance learning course. This *Distance Learning Student Participation Agreement* outlines expectations for all distance learning students, and all students are required to observe and abide by the rules listed within. Depending on the severity of the offense, any violation of Agreement rules may result in being dropped from online and blended courses, removal of the user's LMS account and access privileges, and further disciplinary action as deemed appropriate by the University administration.

Student Expectations for Distance Education Courses

1. Students are responsible for their own learning. If you are unable to login, access lessons and/or complete assignments, nor receiving emails, contact the instructor, or the Office of Instructional Technology at 386- 481-2095, or the CIT Help Desk at 386-481-2070 immediately.
2. Students will use their University email account for all communication with distance education courses, instructors and peers. Students are highly advised to keep copies of all email correspondence for their records.
3. Bethune-Cookman University awards semester credit hours. One semester credit requires 15 instructional contact hours or 750 minutes. Classes run for approximately 15 weeks. Semester hour credits are also awarded for courses that are shorter than 15-weeks; however, in these instances class periods are longer in order to reach total time required in lecture, recitation or laboratory.
4. Students will receive credit only for those courses for which they are officially registered in the system, for which they pay the necessary tuition at the time of registration, and for which they earn required minimum passing grades.
5. Students will actively participate and complete all assigned work according to the course syllabus and schedule.
6. Students are highly advised to keep copies of all work submitted

- through their distance education course(s). This includes copies of discussion postings and assessments.
7. Students are required to complete the Student Rating of Instruction for all distance education courses.
 8. Students who wish to withdraw from a course must do so in accordance with University policy.
 9. Distance Education student is required to sign Participation Agreement form.

Acceptable Use Policy

1. Students may not engage in practices that threaten the integrity of Blackboard or the B-CU network (e.g. knowingly downloading or uploading files that contain a virus).
2. Students may not use B-CU's LMS or available resources for any illegal activities including the violation of copyright law and/or software piracy. Students may not access anyone else's LMS account, nor may they share their Blackboard account passwords with others.
3. Students will observe and adhere to all other associated IT policies as required by the B-CU Center for Information Technology.

Assessment Policy

Students' participation in University-wide assessments is an important/critical aspect of the institutional effectiveness process. Therefore, students are encouraged to engage in Student Rating of Instruction and provide valuable feedback to the University about the strengths of the teaching and learning enterprise. On occasion, students also participate in national surveys such as NSSE (National Survey on Student Engagement). This data is used by the University to gather information on students' perceptions, expectations, and satisfaction.

Code of Conduct

1. Students will act in a responsible, ethical and legal manner, in accordance with school policies and in compliance with state and national laws.
2. Students will conduct themselves in a manner that facilitates learning in the online environment.
3. Students may not write, use, send, download or display deliberately hostile, insulting, obscene, threatening, harassing, discriminatory or otherwise offensive messages, postings or pictures.
4. Students may not discuss private issues about the course via the threaded discussions. If you have issues and/or concerns about the course content, amount of work, grades given, etc. contact your instructor directly.

Copyright

1. Students may not reproduce course content without explicit written permission. Unauthorized use of course content is prohibited.
2. Students may not copy other participant's work and submit as their own.

Academic Misconduct

1. Students may not engage in any acts of academic dishonesty including, but not limited to, cheating and plagiarism.

2. Students are to be aware that all submitted work may be analyzed for plagiarism through the application of SafeAssign, a plagiarism prevention service used by distance learning instructors at B- CU.
3. Students must have all online midterm and final exams proctored.

Disclosure

1. Distance education students should be advised that in an effort to maintain system integrity and to ensure responsible use, files and communications through the LMS are monitored and recorded.
2. Under no circumstances should online participants expect that messages or discussion postings that are created, modified, transmitted, received or stored on B-CU servers are private.

Disciplinary Action

1. Distance education students who violate any of the above conditions will be subject to being dropped from the course in which the violation is committed.
2. The violator may have their LMS user account and access suspended or permanently removed, as well as any other disciplinary action as determined appropriate by the B-CU administration.

University Policy on Appropriate Dress

The right of students to include in their wardrobe a broad array of various types, styles, colors, and expressions is fully recognized. All students, however, have a vested interest in the image of Bethune-Cookman University, and certain types of clothing tend to reflect negatively upon the University and tend to disrupt the educational process. The following types of clothing and other items, therefore, shall not be allowed in classrooms, at college-sponsored activities, in any University building including the dining hall, or on the University campus grounds:

- Clothing or accessories that contain obscene, profane, or expressions offensive to race, gender, or ethnicity (as determined by the Administration in its sole discretion).
- Clothing or accessories that depict nudity, the showing of male and female sex organs, or explicit sexual acts.
- Clothing or accessories that condone or sanction violence: jewelry in the form or shape of drugs or drug paraphernalia; clothing, jewelry or other accessories with pictures of drugs or drug paraphernalia, or with expressions that condone or sanction the use of illegal drugs.
- Clothing that is sexually explicit or suggestive.
- Clothing which expresses any form of ethnic degradation.
- Faculty members may exclude from class persons who dress in a manner not consistent with this policy. Persons in authority may exclude from University sponsored events and campus buildings and grounds persons who dress in a manner not consistent with this policy.
- Persons who continually dress in a manner not consistent with the policy as stated above may be subjected to disciplinary measures as expressed in the Bethune-Cookman University Student Handbook.

The Family Education Rights and Privacy Act of 1974

Statement of Policy

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students at Bethune-Cookman University certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students wishing to inspect their education records should submit to the Registrar, Dean of the appropriate academic division, or other appropriate official, a written request identifying the records they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed. Students wishing to have copies of education records will be responsible for payment of reasonable copying charges.

The right to request the amendment of the student's education records that the Student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. The student should provide written notice to the University official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate.

The University will review the request and determine whether an amendment is warranted. If the University determines that amending the record is not warranted or appropriated the University will notify the student of its decision, and will advise the student of his or her right to a hearing regarding the request for amendment.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Release of "Directory Information"

FERPA permits the University to disclose "directory information" contained in its students' education records. At Bethune-Cookman University, designated "Directory information" includes, but is not limited to, the student's name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards, and the most recent educational institution attended.

Disclosure to School Officials with Legitimate Educational Interests

FERPA also permits the University to disclose personally identifiable information from a student's educational records to "school officials" with

legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney), auditor, or collection agent); a member of the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Other Disclosures without Consent

FERPA permits the University to disclose personally identifiable information from a student's educational records without the student's consent in a number of instances other than those specified in this notice. The permissible disclosures described above should not be construed as an exhaustive list.

DEPARTMENT OF PUBLIC SAFETY

The Director of the Department of Public Safety is responsible for coordinating a campus wide program to guarantee the safety and welfare of the faculty, staff and students at the University, to protect the physical property of the University, and to regulate the orderly parking and movement of vehicles in parking lots on-campus. In addition, the Director of the Department of Public Safety works cooperatively with other law enforcement agencies in the community, investigates violations of campus regulations and policies, and provides security for all on-campus activities, or at events off campus that are under the control of the university.

Contact Information

For any form of assistance, the Department of Public Safety may be contacted at extension 2900 from any University phone, or by calling direct from an outside line at (386) 481-2900. The Department of Public Safety dispatch center is manned 24-hours per day, 7 days per week, to provide information or render aid or assistance. Important contact numbers for the Department of Public Safety include:

Dispatch	(386) 481-2900
Crime Prevention	(386) 481-2466
Operations	(386) 481-2904
Parking Services Coordinator	(386) 481-2903
Investigations	(386) 481-2467
Director of the Department of Public Safety	(386) 481-2325

Emergency Notification

The Department of Public Safety is responsible for notification of all faculty, staff, and students of emergencies involving severe weather, flooding, fires, and physical threat to the campus. The notification system used is the E2Campus Alert system. This system notifies students, faculty, staff, and residence halls of emergencies via text messaging to cell phones, RSS feed, PDA, text pager, and email, Twitter, Google, My Yahoo or AOL home page.

We are asking students to sign up for this notification system as soon as possible. The system is free of charge and registration only takes a few minutes. Students should go to:

http://www.cookman.edu/campuslife/student_services/alerts.htm or to the

Bethune-Cookman University webpage and click on “Campus Alerts” at the bottom of the page.

Emergency Situations

In the event of a fire, please do the following:

- Stop all activities. Close windows/doors.
- Evacuate via the nearest emergency exit.
- DO NOT USE THE ELEVATOR! Proceed to assembly area (unless otherwise instructed).
- DO NOT RE-ENTER THE BUILDING unless the “ALL CLEAR” signal has been given by the Fire Department or the Department of Public Safety.

Although shooting incidents on campus are unlikely, it is important to know what to do should the situation arise. Keep in mind that no one within the university community, except Public Safety Officers, pursuant to authorization of the University President, shall have in their possession a firearm or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or grounds of a campus. In the event there is an active shooting incident on campus, you can do the following (depending on the situation):

If someone enters the area you are in and starts shooting,

- Exit the building immediately only if it can be done quickly and safely.
- While exiting, notify anyone you encounter to do the same.

Do not sound the fire alarm as it may cause unknowing persons to evacuate into the danger zone. Call 911 and B-CU Dept. Public Safety (386) 481-2900 and give them the following information:

- Number of shooters if known
- Identification or description of shooter(s)
- Your name, location of the incident
- Direction of travel if known, number and location of victims

If you are unable to safely leave the area:

- Go to the nearest classroom or office.
- Close and lock the door if possible. Use rooms without windows.
- Stay away from doors and windows, and stay low to the ground as possible.
- DO NOT answer the door unless an “all clear announcement” has been made by Public Safety officers or emergency personnel.

If you are caught in an open area:

- If you can run, do not run in a straight line. Try to keep objects between you and the shooter.
- If you cannot run, take cover and try to hide in a well hidden space.
- Fighting back is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the suspect and you are unable to fight back, obey all commands and do not look the intruder in the eye.
- If you are taken hostage, remain calm and avoid drastic action.
- Know or be assured that help is being summoned by public safety personnel once the situation has been learned.

Severe weather, hurricanes, tornadoes, floods

- Generally, students, faculty and staff will Shelter-in-Place by remaining indoors until the all clear sign is announced.
- Stay away from windows; move into hallways and other locations without windows.
- Be prepared to move to higher ground/floors if flooding occurs.
- When evacuating the building, be alert for falling objects from the roof/edges of buildings.
- Be aware of downed power lines. Consider all lines active!

Hurricane/Tropical Storm Alert- Hurricane/Tropical storm conditions are possible in the campus area, usually, within 72 hours

Hurricane/Tropical Storm Watch- Hurricane/Tropical storm conditions are possible in the campus area, usually within 36 hours

Hurricane/Tropical Storm Warning- Hurricane/Tropical storm conditions are expected in the campus area, usually with 24 hrs.

NO STUDENT WILL BE ALLOWED TO LEAVE CAMPUS WITHIN 24 HOURS OF A HURRICANE WITHOUT ADMINISTRATIVE PERMISSION.

All students, faculty and staff should monitor the Wildcat Alert (E2) system, B-CU e-mail, Facebook, Twitter, and text alerts for information regarding the cancellation of classes.

In the event of a hurricane watch or warning - signs will be posted on residential hall exterior doors & bulletin boards, as well as all other campus facilities regarding the weather situation.

Policies Governing Campus Automobile Owners

All student automobile owners must register their cars, or any other cars which they drive and park on-campus, with the Department of Public Safety.

1. All automobile owners are required to secure a parking decal from the Parking Services Coordinator. A fee of \$20.00 is charged for this decal and it is good for one academic year.
2. Automobiles parked on-campus without parking permits are subject to be ticketed and/or towed. A fine plus the cost of towing the vehicle will be assessed against the owner of the vehicle.
3. Students must park their cars in the parking areas designated for student parking.
4. All automobile owners must have and maintain liability insurance policies and vehicle registration certificates.
5. Automobiles parked in no parking and reserved areas are subject to tickets and/or towing even with parking permits.
6. Freshmen may not possess/register cars on campus.

Traffic/Parking Appeals

All citations may be appealed in writing, via e-mail, within seven (7) days to the Parking Services Coordinator so that a hearing date may be set. Your reason for requesting the hearing must be outlined. The following defenses will not be acceptable at an Appeals Hearing. **If any of them are your reasons for requesting an appeal, the request will be denied.**

1. It was not me who improperly parked the vehicle.
2. I never received a copy of the ticket.
3. I just parked there for a minute.
4. There was nowhere else to park.
5. I was late for class.

6. I was sick.
7. I didn't have the money to buy a decal.

If an appeal is requested and the citation is upheld, a \$10.00 administrative fee will be added to the cost of the citation. All fines must be paid within ten (10) days, if no appeal is requested or given. **All decisions of the Appeals Panel are final.**

Crime Prevention

Each year, 50-80% of all crime committed on college and university campuses involve theft of unattended or unsecured property. Safety and Security is every student's responsibility!

To help prevent theft:

1. Your property must be locked or kept under a watchful eye at all times.
2. Report any strangers in buildings and on campus to the Department of Public Safety.

Keep an inventory and personalize all your belonging as much as possible.

Bethune-Cookman University is not responsible for any lost or stolen property and strongly encourages each student to obtain renter's insurance or check to see if they are covered under their parent/guardian homeowner's policy.

Remember to report any stolen or lost property immediately to the Department of Public Safety.

Anti-Noise Ordinance

The administration of Bethune-Cookman University is deeply committed to academic excellence. A study period is provided during the week, on a nightly basis. Persons are to keep noise levels to a minimum inside the residence halls, and on the campus during the 6:00 p.m. to 9:00 p.m. study period.

The University believes that students should have an enjoyable stay at the institution; however, one person's pleasure must not jeopardize the academic climate for others. With this in mind, the following "noise" regulations are to be observed at all times:

Radios, tape players, CD players and other musical devices are prohibited at athletic, social, religious and cultural events, unless written permission is granted by the University. This does not apply to persons who use devices for personal listening (IPads, iPhones, MP3 players, etc.)

Musical devices, programs, activities, etc., are permitted on the quadrangle with written consent of the Vice President for Student Development and Academic Integration.

Musical devices of all types are banned inside classrooms, and other academic settings unless permission is granted for instructional purposes. Loud noises in parking lots, including music emanating from sound systems in automobiles, are strictly prohibited.

Inside residence halls, stereo systems, radios, televisions, CDs, DVDs and tape players are to be played at levels to entertain persons within the room,

and not outside of that range. In order to enforce the noise regulations, the University is prepared to confiscate sound equipment from persons who violate them. Within the residence facilities, warnings will be issued and fines assessed, prior to confiscation. The University reserves the right to hold confiscated items until the end of the academic year.

Music, speeches or devices that contain profanity, vulgarity, sexually explicit lyrics or hate messages are prohibited. The University reserves the right to confiscate such materials and may issue disciplinary charges related to these materials.

The use of cellular phones and other electronic devices that may cause disruption inside BCU classrooms, assembly programs and the library is prohibited.

Safety and Security Policy

Students must not engage in any activities that will bring harm and/or disrespect to the University. Students are expected to display and present, if necessary, ID badges at all times when on campus.

Inclement Weather/Hurricane Policy

During the hurricane season, our policy is to retain students on the campus in facilities approved as shelters. The B-CU policy is to evacuate when a pending storm exceeds a category 2, or if serious flooding is predicted. However, based on weather advisories, even for a category 1 or 2 hurricane, the university may elect to evacuate within a 48 hour time line prior to ground impact. B-CU maintains a remote website (www.bethune.cookman.edu/emergency) which posts communication and updates to students and parents.

If the hurricane is a category three the campus will be evacuated for the safety and well-being of our students.

While parents, guardians or sponsors are responsible for travel costs, staff will be on hand to assist all students. In brief, the Hurricane Emergency Plan of Bethune-Cookman University includes:

- A communications center with two phone numbers - (386-255-9477) and a toll free number (866-804-9686)
- Emergency evacuation/transportation; housing; food service, and security
- On-line class assignments

Student Death Notification

In the event of the death of a currently enrolled student, please contact the Vice President of Student Development and Academic Integration at (386) 481-2330. An official Notification of Student Death will be issued by the Chaplain once all pertinent and accurate information has been received. Records pertaining to the student will be restricted by the Office of the Registrar and no grade will be submitted for the student. Faculty or staff members receiving information that a currently enrolled student has died are asked to contact the Vice President's office.

Search and Seizure Policy

The University seeks to assure a climate that is conducive to the purposes of education and learning; that assures the health, safety, and welfare of all personnel and students, and that avoids disruption of the educational process

including B-CU off campus housing.

To assist the University in realizing these goals, the President or the President's designee may conduct random searches of any residence hall room, and may search the person or the personal property of any individual including vehicles parked on university property, and that property or facility provided by the University. These regulations are designed or intended to protect the health, safety and welfare of persons and property.

The President or designee may seize any property, deemed injurious or detrimental to the health, safety and welfare of the personnel or students.

The President or designee shall develop procedures for the implementation of this policy in such a manner as to assure that the individual's rights to privacy are balanced with the larger needs of the University.

Freshmen Curfew

Curfew for freshman students is 12:00 am (midnight), Sunday through Thursday, and 2:00 am on Friday and Saturday. Freshmen have fifteen (15) minutes after an on-campus activity and thirty (30) minutes after a school-sponsored, off-campus activity to return to their residence hall, if said activity extends beyond curfew. (Freshmen are privileged to remain at University sponsored activities until such activities are concluded.)

Freshmen are able to sign themselves out on Friday and Saturday nights, but must return by curfew Sunday night at 12:00 am (midnight)

Curfew for first-year students will remain in effect until after the President's Convocation at which time it will be lifted. Please see your Residence Life Coordinator (RLC) for more information.

Policy on Infants and Children

Bethune-Cookman University understands the importance of providing opportunities for children to learn as a part of our campus community and are committed to providing a healthy and safe environment for them at all times. Although chaperoned children are welcome to attend campus events and in common areas of buildings, they are not permitted in classrooms unless an emergency exemption has been given in advance by the faculty teaching the course. Adult chaperones must abide by all posted rules in the facility regarding children on campus. Further, children are not permitted to stay overnight in the residence halls or in B-CU off campus housing. To prevent injury to children and to protect equipment from damage, children are not allowed in laboratories, studios, power plant, food service areas, mechanical rooms, or any areas containing machinery with moving parts, power operated equipment, maintenance shops, physical plant storage areas, or any area where safety may be compromised.

During situations when a student or employee's child is participating in classes or activities specially scheduled to their benefit, it is expected that a professional and productive work environment will be maintained. It is further expected that consideration of and safety of the child(ren), co-workers, and other campus residents will be maintained at all times. If a child becomes disruptive, the situation must be handled immediately by the parent.

Visitation Policy

Coed visitation will be allowed from 4:00 p.m. until 11:00 p.m. All students who reside within the room must be comfortable with the visitations as stated in the Roommate Agreement (available from any residence Life staff). Cohabitation, however, is not permitted in the residential facilities. Anyone who is not a resident of a particular room or apartment may not keep personal belongings in the room or apartment. Further, all lobbies and common areas of the residence halls are closed to non-residents between the hours of midnight and 9:00 am.

Honor Code for Student Conduct

Bethune-Cookman University is founded on and practices Christian principles, moral and ethical behavior, and total commitment to educational excellence. As an affiliate of the United Methodist Church, the University expects its students to uphold and exhibit the highest standards of conduct and behavior at all times. Our statement on human worth and dignity is included in the Statement on Ethics and Values. Students are held accountable for their behavior and are expected to respect themselves and others whether on the university grounds or in the community.

Statement on Political Affiliation

Bethune-Cookman University is a tax exempt organization under section 501(c) (3) of the Internal Revenue Code. Pursuant to that regulation, Bethune-Cookman University is required to be politically nonpartisan. As an institution we cannot support any candidate, political party, cause, ballot initiative, or other politically oriented activity. We cannot allow any signs, posters or other political paraphernalia to be posted, hung, displayed or otherwise visible in such a manner as to state or imply that Bethune-Cookman University supports the content.

Please coordinate any proposed activity (visits by candidates, voter registration drives, candidate forums, etc.) with the Office of Student Development and Academic Integration.

STUDENT SERVICES

Office of the Vice President of Student Development and Academic Integration

The Vice- President for Student Development and Academic Integration, whose office is located at 169 N. Lincoln St. (next to the Mailroom), is responsible for the following:

- Providing personal guidance and counseling for all students who request such services.
- Referring all student needs to the appropriate campus and community resources.
- Supervising the Office of Enrollment Management (Admissions, Financial Aid, Bursar, and Registrar), Diversity and Inclusion, Counseling and Health Services, Fraternity and Sorority Life, Intramural's and Recreation Services, Residence Life, Student Conduct, Student Government Association, International Student Services, Career Development, Study Abroad, and Student Life.

The Vice President of Student Development and Academic Integration is the chief governing officer of student life. The decisions of this office supersede any made within this sector.

The Vice President, or his or her designee, has the authority to suspend or expel students from the University.

The Vice President, or his or her designee, has the authority to remove any student from any organization he/she deems necessary.

The Vice President has the final say of any decision of the Student Government Association.

The Vice President has the right to remove any student from the Student Government Association. This right supersedes the SGA constitution (i.e. recall by the student body).

Identification Cards

Each enrolled student will be issued an Identification card upon registration for which he/she will be personally responsible. It must be worn/carried at all times while on campus and under no circumstances altered or loaned to another person. Presentation of ID badge is required when requested by University authorities, to receive tickets for attendance at athletic events, when using the Carl Swisher Library, upon entering the dining hall or other necessary purposes such as transactions with the Cashier's office and registration of motor vehicles.

In the event of any alleged, suspected or actual violation of any rule or regulation of the University or of any local, state, or federal ordinances or laws, students shall upon demand, surrender said ID cards/badges to University authorities charged with the conduct of Student Development and Academic Integration, supervisory personnel in charge of any University facility or to a member of the Department of Public Safety. Failure to present an ID badge upon request may result in disciplinary action.

If an identification card is lost, a replacement may be obtained at the cost of \$12.00. Payment is made to the Cashier's Office and receipt is presented to the ID office located in the CIT and Registrar's Office Building.

Lost and Found

The Lost and Found Service is located at the Department of Public Safety and persons finding lost articles are asked to take them to the Department of Public Safety. Articles will be tagged and dated, and if not claimed within 30 days, will become property of the finder. Persons who have lost articles should report the loss to the Lost and Found Service. To recover a lost article, the owner must furnish an adequate description of the article and sign a receipt for it when ownership has been established.

Student Mail Services

The University Post Office is located on the south side of the campus in the Taylor G. Miller Procurement Building. Students must present their University picture ID to claim their mail. The post office hours of operation are from 11:30 a.m. (on Mondays) and 11:00 a.m. Tuesday - Fridays until 4:30 p.m. If there is a problem in getting your mail, please ask to see the Mail Service Director.

THE COLLEGE OF UNDERGRADUATE STUDIES

The College of Undergraduate Studies is a comprehensive first-year and second-year experience designed to provide students with a historical context in which to view the school and the Core Values that are important to the institution. Further, the College of Undergraduate Studies provides a network of resources to help students as they matriculate in their chosen field of study so that they are prepared for success in their upper-level classes. The College of Undergraduate Studies does this with a core of dedicated faculty, staff and student success coaches who are committed to the success of students and who understand the unique challenges many of these students face. Additionally, peer mentors serve to help students with the transition from high school to higher education. First-year students may apply to one of the College of Undergraduate Studies Learning Communities. These interdisciplinary cohorts allow small groups of students to learn together and to participate in co-curricular activities that reinforce the curriculum.

New Student Summer Orientation and Welcome Days

New Student Orientation is housed in the College of Undergraduate Studies and is generally held in January and August of each year. However, summer sessions may be scheduled in June or July. New student orientation programs are designed to provide activities that will acquaint new and transfer students with the traditions, policies and practices of the University. **SUMMER ORIENTATION IS MANDATORY FOR ALL FRESHMEN AND TRANSFER STUDENTS.** Included in the orientation programs are meetings with major area advisors, deans and faculty, who assist students in planning their course enrollments for the semester. Testing, registration, and an introduction to Student Life are major activities during this week. New students will also have an opportunity to interact with current students, as well as, learn more about the co-curriculum activities offered to enhance their personal growth and development. Parents are strongly encouraged to participate and explore strategies on how to support their son or daughter while in college and beyond. Welcome Days are held in August. Welcome Days is planned to provide a variety of activities and programs that will welcome and introduce new and transfer students to the Bethune-Cookman University experience.

Student Success Center

The Student Success Center is the centralized hub on campus that offers academic, career, and support services for all sophomore, junior, and senior students. Located on the 2nd floor of the Parlin Center, the team of Student Success Coaches is committed to assisting students in their personal and professional development as they matriculate towards the completion of their college degree. The staff strives to continually provide new and updated resources that will empower all students to succeed at B-CU and beyond. The Student Success Center serves as the main point of contact on campus in connecting students to academic resources and services. Contact the Student Success Center at (386)481-2399 or by email at studentsuccess@cookman.edu. The Student Success coaches have an open door policy so drop in anytime.

CENTER FOR DIVERSITY AND INCLUSION

Bethune-Cookman University offers a supportive environment, respecting the continuum of human diversity, which includes race, ethnicity, gender, gender identification, sexual orientation, age, socio-economic status, disability and religion. It is incumbent upon us to share the responsibility of creating and maintaining an environment of mutual respect and support.

To value inclusion means providing all who live, learn and work at B-CU the opportunity to actively participate in a holistic community that offers a vast range of ideas and perspectives. The Center is inclusive of the following services and initiatives: Counseling, Student Health, Disabilities, LGBTQ and Interfaith.

STUDENT HEALTH SERVICES

Academic success is dependent upon optimal physical, emotional and spiritual health. All currently enrolled students are eligible for on-site evaluation and treatment. Students with any chronic illness who may have special needs, should contact Student Health Services prior to registration. This will assist in developing a plan of care specific to the students needs.

The mission of Student Health Services is to:

- Promote optimal health and wellness,
- Promote disease prevention,
- Provide quality health care that is appropriate, affordable, accessible, and relevant, and
- Empower students to be self-directed and well informed consumers of health care.

Confidentiality

All records and communications with Health Services are confidential. Information will not be released to parents, staff, faculty or third parties without written consent of student 18 years of age or older, except in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and FERPA guidelines. Medical information may be released to parents or guardians for students under age 18 to the extent permitted by law.

Medical Record/Health History

It is required that a complete medical record be on file for all students before registering for classes. This includes a physical, immunization records, health history form, including information on chronic illnesses, mental health, all medications, and allergies. Please submit medical forms promptly to avoid delays with registration.

Immunizations

Students living in residence halls are at a high risk, therefore the University requires students to obtain Measles, Hepatitis, and Meningitis vaccines. Students living in residence halls are at higher risk of contracting communicable diseases. A copy of your official immunization record is needed for our medical records.

Tuberculosis Screening

International students from TB-high risk countries are required to provide results of a Tuberculosis skin test or chest x-ray performed within the last year. BCG Immunization does not apply.

Medical Holds are required on student accounts which have not met all of these requirements.

Pregnancy Policy

To promote the health and safety of both mother and child, pregnant students are strongly encouraged to register with B-CU Student Health Services. Expectant mothers will be asked to review and comply with the B-CU Pregnancy Policy that requires submission of a medical verification of pregnancy form and a Pregnancy Plan as outlined by one's OBGYN to B-CU Student Health Services. Appropriate support, education, and resources will be provided to assist in the academic success of pregnant students. Any special accommodations needed during one's pregnancy as it relates to on-campus facilities should be requested through B-CU Student Health Services.

HIV/AIDS Policy

The evidence is clear that the risk of transmitting Human Immunodeficiency Virus (HIV) is extremely low in school settings when proper guidelines are followed. The presence of a person living with HIV infection or diagnosed with Acquired Immunodeficiency Syndrome (AIDS) poses little to no significant risk to others in University or University athletic settings. HIV is not transmitted through casual contact and, therefore, is not reason in itself to treat individuals having or perceived as having HIV differently from other members of the community. HIV is a bloodborne pathogen and is treated as such in the same manner as any other bloodborne pathogen.

Bethune Cookman University respects the rights of persons with HIV infection or disease as members of the campus community and fosters an environment that promotes awareness, intervention and prevention. With the belief that education has proven the most effective method toward containing infection, Bethune Cookman is committed to providing students, staff and faculty with information on the nature and transmission of HIV and the legal rights of persons affected by this virus. In that regard, Bethune Cookman University adheres to the guidelines of the American College Health Association.

The University has a responsibility to protect the rights of students with potentially fatal infectious diseases, and to make reasonable accommodations for them. A student with HIV infection has the same right to attend school and receive services as any other student and will be subject to the same rules and policies as any student without HIV. Except as deemed appropriate to accommodate students with disabilities, HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity. No applicant shall be denied admission and no student shall be prevented from continued studies on the basis of having or being perceived as having HIV, unless that person is considered a direct threat to the health and safety to others or accommodations would place an undue burden on the University.

Additionally, the University does not discriminate on the basis of an employee's HIV infection or association with another person with HIV infection. No applicant shall be denied employment and no employee shall be prevented from continued employment on the basis of having or being perceived as having HIV. In accordance with the Americans with Disabilities

Act of 1990, an employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodations if necessary, and does not pose a direct threat to the health and safety of others or accommodations do not place an undue burden on the University. At the same time, the University has a responsibility to protect, as much as possible, the health, safety and well-being of the entire University community. The University will adopt procedures for infectious diseases in accordance with federal and state laws and regulations. For further information, please contact Student Health Services.

FL Statute Title XXIX Chapter 384.24 Non-disclosure of an HIV status is a felony and you can be prosecuted to the full extent of the law.

Health Insurance

All students are required to obtain personal health insurance. Bethune-Cookman University does offer a limited supplemental accident and health insurance policy for all students. For more information about the insurance plan and benefit coverage, please contact Student Health Services.

Class Absences

Student Health Services does *NOT* provide excuses for missed classes. Students are responsible for discussing absences or missed assignments with faculty. Students with medical conditions should provide Student Health Services with the necessary medical documentation.

Student Disability Services

Section 504 of the Rehabilitation Act of 1973 states that:

“No otherwise qualified individual with disabilities in the United States...shall, solely by reason of his/her disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Who qualifies as an individual with a disability?

An individual with a disability is a person who has:

1. A physical or mental impairment that substantially limits one or more major life activities;
2. A record of such an impairment; or
3. Is regarded as having such an impairment

As defined by the ADA, major life activities are divided into two areas – actions and functions:

1. **Major life activities** include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
2. **Major bodily functions** include, but are not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

In addition to meeting the above definition, for purpose of receiving services, education or training, *qualified individuals with disabilities* are persons who meet normal and essential eligibility requirements.

A student reporting a disability must self-disclose to the university, request accommodations and provide required documentation.

Basic Documentation Requirements

To be eligible for accommodations, a student must have a documented disability as defined by the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. **The student must submit required documentation to the Center for Diversity and Inclusion - Office of Disability Services.**

Requirements include:

- All documentation must be on official letterhead, include a complete evaluation and be signed and dated by a licensed medical doctor, psychiatrist or licensed mental health practitioner.
- A complete psycho-educational evaluation for all disabilities that affect cognitive functioning. A description of the current functional impact of the disability of the student's physical, cognitive and behavioral abilities in the educational setting.
- Recommended academic accommodations.

A recent Individualized Education Program (IEP) or 504 Plan may supplement but not replace acceptable documentation. Vocational Rehabilitation Reports may also be considered.

Services

Services and accommodations are determined on a case-by-case basis and are made in the spirit of equalizing opportunity rather than lowering standards or waiving requirements. All modifications are based upon documented needs and may include, but are not limited to, the following:

Classroom Modifications

- Priority Seating
- Advanced lecture notes (when possible)
- Extended Time
- Dictated Tests/Computer
- Alternate Test Location
- JAWS Screen Reader
- ECHO LiveScribe Pens (based on availability)
- Acrobat Screen Reader

Tutoring (upon request and availability)

Students with disabilities have the following responsibilities:

- **Submit documentation to the university regarding your disability if you wish to receive services.**
- Report to the office of Disability Services within the first week of classes to apply for accommodations.
- Report to Disability Services **each semester** the student wishes to receive services.
- Communicate accommodations/needs to the instructor(s) at the beginning of the semester.

The student has the right to:

- Attend a college or university if qualifications and admission standards are met.
- Equal access to educational opportunities.
- Appropriate and reasonable accommodations.

- Expectation of confidentiality.
- Report any grievance as stated in the Student Handbook under the “Harassment and Discrimination”.
- Participate in co-curricular activities with reasonable accommodations.

Counseling Services

Counseling services are available as an asset to the social, educational and personal development of students throughout their University experience. Counseling services are confidential and separate from university records to the extent provided by the law. Counseling services are available to faculty, staff and students. An individual may request an appointment for counseling, or refer someone for services, and walk-ins are also welcomed. The counselor and the individual will determine the number of sessions needed.

Students who pose a threat to themselves or others, who are unable to cope, or who create a pattern of extreme disruption will be referred to the Vice-President for Student Development and Academic Integration (SDAI), or designee, for action. If the student does not respond to the charges against him or her, or if the student did not know the nature or quality of the conduct in question at the time of occurrence, the Vice-President, or designee, will investigate the situation and the effect or the potential effect of the behavior on the student and the university community. The Vice-President, or designee, may require a personal interview with the student and/or an evaluation of the student by a qualified professional. The Vice-President, or designee, may require an interim removal of the student from campus pending outcome of the investigation. If, as a result of this investigation, the Vice-President, or designee, determines that the student’s behavior indicates substantial risk of threat to self or others, or that the individual is otherwise unable to fulfill the expectations of a student at Bethune-Cookman, the pursuit of professional care, online options or a withdrawal from the University may be recommended. The student will be provided with the option of voluntarily withdrawing from the University for the remainder of the term. If the student refuses to do so, the Vice-President, or designee, will consult with other members of the University to determine the best course of action, which may include removal of the student from the University with conditions for readmission. If the student withdraws, he or she may be referred to an appropriate facility for additional assistance. The parents / legal guardians will be notified as soon as possible and must assume responsibility for the student’s care.

Students who leave campus under the above conditions, either voluntarily or involuntarily, will be readmitted to the University only after being cleared by the Vice-President or designee. Permission for readmission will typically be based on the student’s demonstrating a period of responsible behavior outside the University and will require a statement from a physician, psychologist, psychiatrist, or other qualified professional that the student is ready to return and cope with college life and has a treatment plan for his/her return. Follow-up assessment or services may be required as part of the readmission decision.

Removal of a student from the University will be undertaken only as a last resort. Every effort will be made to help students understand the consequences of their behavior, make responsible decisions, and develop skills that will allow them to remain and function in the Bethune-Cookman community.

Students who have voluntarily withdrawn or who have been removed from campus are not allowed to attend classes on campus, to have access to the campus, or to attend University-sanctioned or sponsored events. Individuals may also be trespassed throughout the duration of their voluntary or involuntary withdrawal period and may be subject to arrest if found in violation.

If/when a student poses an imminent threat, danger, or risk of injury to himself or others, the University may take all or some of the following steps to ensure his/her safety as well as the safety of the campus community. The Vice-President for Student Development and Academic Integration, or designee, will work with appropriate University officials to:

1. Secure the physical campus environment and the campus community.
2. Remove the student and any other community member(s) from imminent danger or risk of injury.
3. Contact the parent / legal guardian of the student who poses a risk of injury to himself and/or others.
4. Notify the campus community of the risk of injury as appropriate.
5. Work with local police, mental health professionals, or other external partners to resolve the situation as appropriate.
6. Execute the Voluntary or Involuntary Withdrawal Policy as appropriate.

LGBTQ

The LGBTQ component of the Center exists to assist the diverse LGBTQ community, relate key historical moments, explore the complexity of identity, address common stereotypes and misinformation and create opportunities for building intercultural dialogue and connections. The program coordinates with other campus departments, student organizations, university administration and local community groups to unite students with enriching resources, activities, and the support services they seek in order to be successful at Bethune-Cookman University and society at large.

Based on research, findings and strategic programming, the following initiatives are designed to help foster an inclusive campus for the LGBTQ community:

- LGBTQ Advisory board
- LGBTQ Alumni association in conjunction with G-SA
- Cultural Competency Introduction
- Safe-Zone training
- The Gay-Straight Alliance continuum as direct support and outlet for LGBTQ students/allies
- A “Safe Place”

International Interdisciplinary Institute (III)

The mission of the University includes the development of global leaders. The III is an integral part of the transformation of our students, faculty, and staff as it relates to international experiences. Through the active engagement of faculty and staff, the III continues to embrace diverse cultures and infuse those learning practices into the curricular and co-curricular encounters of all who *Enters to Learn and Departs to Serve*. The III is responsible for providing multi-cultural activities to integrate internationalism into the

classroom as well as events for students such as Rep Your Culture and Web Café.

Further responsibilities of the Institute include building and fostering an environment to support experiences to study abroad. The study abroad program allows the inculcation of students to study in different parts of the world such as Semester at Sea, China, Brazil, France, Cuba, Spain, and other countries that are leading the forefront of student engagement and learning. Students who take advantage of these learning practices increase their competencies by becoming well-rounded graduates who can broaden their views, approach to problem-solving, and adaptability in the work or graduate school environments. Visit the Institute to find out how you can become involved in the Bethune-Cookman University Study Abroad Experience.

International Student Services

For the purposes of this publication, *International Student Services* refers to those services rendered on behalf of the nonimmigrant student with an “F-1” Visa. The stay and matriculation of F-1 students are governed by the rules and regulations set forth by the United States Customs and Immigration Services (USCIS) and are monitored by the Office of International Student Services (OISS). Moreover, students possessing a Permanent Resident Card (Green Card) are encouraged to report to the OISS office for monitoring, to aid in compliance, and for the utilization of assistance with other services.

Upon arrival at Bethune-Cookman University, the international student must report to the OISS. Promptly reporting to the office begins the process of registering with the Principal Designated School Official (PDSO) who also serves as the Coordinator of International Student Services. Additionally, the student will also register with the Student Exchange Visitors Information System (SEVIS), which is a real-time data tracking program implemented by the United States Department of Homeland Security. This system is accessed by embassies, ports of entry, educational institutions, and the USCIS. When reporting to the OISS, the student must present all relevant travel documents, proof of health insurance (enroll in the health insurance offered by B-CU) and a class schedule reflecting 12 credit hours or more. For rules and regulations, information on employment, obtaining a social security number and other vital information, please visit the Office of Academic Integration or the website.

Center for Academic and Career Development (CACD)

Welcoming the responsibility of assisting our students in their professional development on their journey to career success, the CACD affords the student body opportunities to amplify their skills. Imperative skills, such as time and financial management, interviewing skills, resume building, and networking, are vital to the adeptness of students to be successful in the job market or ability to be accepted to graduate school programs. The Center sponsors and co-sponsors an abundance of programs and activities during the academic year in various venues at the University to make certain students can seize many opportunities. Events such as the Career Fair, Graduate School Fair, Graduate School Visits, Snap Into the Future Week, and Career Week are a few flagship events that present students with chances to catapult their career and/or acceptance to top graduate schools around the country. In an effort to assist in honing the achievement of competitive well-prepared students, the Center for Academic and Career Development includes the Internship Experience and the Undergraduate Fellows Program.

Student Employment Programs: The B-CU Work Experience - Internships

The Internship Experience, as noted by our President, is essential to the matriculation and success of every student at the University. The CACD is responsible, in collaboration with the Academy, to attain and cultivate relationships with numerous national and international partners who offer our students hands-on experiences to supplement classroom instruction. In many disciplines, an internship is a requirement for graduation. This CACD is a mechanism to maximize this requirement. Students who complete internships, particularly those who complete multiple internships, are often hired by the company or they are sought by competitors in the industries due to their experience upon completion of their degree.

DEPARTMENT OF STUDENT LIFE

Student Life at Bethune-Cookman University is the centralized hub for student resources and activities. It encompasses:

- The Office of Recreational Services
- The Office of Student Activities and Involvement
- The Office of Fraternity and Sorority Life
- The Michael and Libby Johnson Center for Civic Engagement

Each of these offices supports the student experience by providing unique programs, services and facilities designed to foster student development and help students find their purpose.

Student Life encourages students to get involved in all aspects of college life. From upholding the University Core Values, to creating service opportunities to give back, joining a Fraternity or Sorority, to connecting with campus resources. Whether students want to run for a position within the Student Government Association, unite their class by serving on the Class Board or join one of over 80 student organizations, Student Life is here to support everyone.

It's a proven fact that students who are involved in out-of-class activities are more likely to graduate from college than students who aren't involved. So what are you waiting for? GET INVOLVED!

Student Activities and Involvement

Student Activities and Involvement is an office within the Department of Student Life. The purpose of this office is to address the needs of the total student by providing opportunities outside of the classroom that will stimulate social and cultural awareness and physical wellbeing. Students have the opportunity to realize their potential through involvement in programs and activities.

A great way to get involved is to join a student organization. There are over 80 campus organizations/clubs. This includes Academic/Pre-Professional, Fraternity & Sorority, Honor Society, International, Multicultural, Performance, Political, Religious/Spiritual, and Service Clubs. Student organizations must follow policies in the Student Organization Handbook that is produced by the Department of Student Life.

Student Activities and Involvement includes the following organizations, programs, and services:

- Student Government
- Student Activities Board
- Royal Court
- Special events, including Homecoming activities and Welcome Week
- Student recognition and awards programs
- Student involvement fairs

Inclusion Statement

Bethune-Cookman University, its departments, activities nor its student organizations discriminate against applicants, students or employees. Membership and participation in the group must be open to all students without regard to age, race, color, creed, national origin, disability, religion, religious status or historic religious affiliation, military veteran status, political affiliation or sexual orientation. Membership and participation in the group must also be open without regard to gender, unless exempt under Title IX.

The University provides a well-balanced program of activities for moral, spiritual, cultural, and physical development of students. Various committees, departments and organizations of the University sponsor religious, cultural, social, and recreational activities. Outstanding artists, lecturers and dramatic productions are brought to campus through programs and projects sponsored by student organizations, and scheduled and coordinated by the Assistant Vice President of Student Life, with the cooperation and assistance of other service, administrative and academic units.

Scheduling Activities and Securing Campus Facilities

Activities can only be scheduled on campus by organizations officially recognized and approved by the University. Any group wishing to sponsor an activity on campus should submit their request on the OrgSync system seven (7) days prior to their event. The event must be approved by all parties (Advisor, DPS, Building Location, etc.) before it will be approved by the Office of Student Activities and Involvement. Final approval is made by the Office of Student Activities. Organizations should have a confirmation email present at the event for proof of approval should it be required. Advisors must be present at all times including events, meeting, practice, etc.

Campus Speaker Regulations

Recognized student organizations, faculty members, organized faculty groups, University-sponsored organizations, divisions and departments are authorized to invite speakers to appear on campus.

Each student organization must obtain the approval of its advisor before an invitation to a speaker is considered. It is further necessary that the President of the University or his designee approves all contracts between outside individuals, groups, etc., and Bethune-Cookman University.

Non-University organizations may be authorized to speak on-campus through the Assistant Vice President of Student Life. Final approval is issued by the President of the University.

All speakers and the use of University facilities must conform to the laws of the State of Florida and must comply with the rules and regulations of the

University.

Use of the Quadrangle

The Office of Student Activities and Involvement schedules groups on the quadrangle once the request is submitted on the OrgSync system.

Flyers

The Assistant Vice President of Student Life must approve all flyers and publications prior to posting.

Student Organizations

Student organizations at Bethune-Cookman University are defined as those student-run organizations that have received university recognition. **All recognized** student organizations have the following privileges available to them:

- Permission to post flyers on campus with approval from the Assistant Vice President of Student Life
- Reserve/utilize rooms/university facilities
- Apply for funding through SGA
- Access to Student Activity staff and resources

The University reserves the right to recognize all student organizations. The purpose of recognition is for B-CU to acknowledge an organization's presence on campus and assist in the formation and overall operation of student organizations. Student Activities maintains all current information about each organization including officers, email and website addresses, mission/purpose, constitution and advisor information.

Student Activities is responsible for establishing and enforcing policy concerning student organizations and activities. All student organizations are subject to the rules and regulations governing the University found in the Student Handbook. It is vital that all student leaders and student organizations are familiar with the policies within the handbook.

Minimum Required GPA	
SGA E-Board/Class Board	2.8
Student Activity Board	2.8
Fraternity/Sorority	2.8
Student Organization E-Board	2.5
General Member	2.25

All contact information for student organizations is housed in the Office of Student Activities and Involvement located in the Michael & Libby Johnson Center for Civic Engagement (CCE). Anyone wishing to obtain information may stop by the Office of Student Activities and Involvement or email Student Involvement at student_involvement@cookman.edu

Student Organization Recognition Process

Registration is an annual process. Once an organization is registered, renewals must be completed every year that permits the organization to operate during the two semesters comprising the academic year. Recognition status runs for one academic year. Recognized student organizations are all student organizations that are formed by currently enrolled students sharing

a common goal or interest and have properly completed the necessary forms on time and agree to adhere to guidelines established by the University.

Returning organizations who apply for recognition renewal in the fall must be recognized by the Tuesday following Labor Day in September. Applications can be submitted at the conclusion of the prior Spring semester. A representative of the student organization must attend one registration meeting, hosted by the Office of Student Activities and Involvement. The registration meeting in the Fall will take place between April and August. Organizations will be notified of the meeting times via the student organization OrgSync account. Only after an organization's representative has attended this meeting can the organization receive full university recognition. If the Tuesday following Labor Day deadline is missed, organizations can apply for renewal from the first day of classes after Winter Break through the first Tuesday after the Martin Luther King Jr. Holiday; student organization privileges, however, including access to OrgSync, funding, and scheduling will be lost for the fall semester. Returning organizations are defined as any student organization that has received university recognition within the past five academic years.

New student organizations can apply for recognition at any time during the school year. Generally, a new organization: a) comprises a group of at least five Bethune-Cookman University undergraduate students and b) advances the mission of Bethune-Cookman University and c) provides an environment that facilitates individual growth and autonomy, while also fostering social responsibility within a larger community and d) contributes to the intellectual, spiritual, social, emotional, and physical development of students, and e) serves as a vehicle for service to the campus and surrounding communities f) supports the University's curricular and co-curricular programs g) enhance the overall quality of student life at Bethune-Cookman University.

Organizations without recognition will not have any privileges including access to OrgSync, scheduling and funding.

The entire recognition process will comprise of a face to face meeting and an online registration via the OrgSync portal.

Student Organization Transportation to Off-Campus Events

Student organizations, faculty and staff sponsoring student travel and trips off campus are required to complete a "Travel Authorization/Waiver of Liability" form (available in the Department of Student Life) and file the completed form and roster in the Office of Student Activities and Involvement at least 7 business days prior to departure. The form must include the names of the advisor and /or sponsor, as well as the name (s) and driver's license numbers for all drivers.

In the case of a personal accident occurring during a sponsored activity off campus, the injured student should report the incident immediately to the present advisor. The incident should also be reported to the Campus Safety Office as quickly as possible.

There must be at least 1 chaperone for every 25 students.

Student Organization Advisors

Each organization must have two advisors who are chosen by the group and approved by the Office of Student Activities and Involvement. At least one of the advisors to the organization must be a full-time B-CU faculty or staff member. The advisor must have been removed from being a student of the University for **at least five years**.

Faculty and staff are not obligated to serve as advisors; it is a voluntary service. Those who willingly give the time necessary to guide the organizations as well as attend meetings and events; also accept the challenge and earn general and special appreciation of the University community. All advisors must attend an Advisor's Certification Training once year.

If at any time during the year an advisor finds that she/he cannot continue to serve as advisor to an organization, the advisor must notify the Office of Student Activities and Involvement immediately, with written confirmation. All advisors **must** agree to the terms of the Campus Safety (Clery) Act, serving as a reporter if any person reveals to them they have been victim, witness and/or perpetrator of any incident that might involve a crime.

The Office of Student Activities and Involvement does not require advisors to be present at practices or rehearsals. The Office of Student Activities and Involvement require advisors to be present at all special events hosted by the student organization. Special events are defined as events with critical risk factors. Those events are those that have any or all of the following critical risk factors: dance or concert; held at, or continues until any time after 12 a.m.; money is exchanged (tickets, admission or a donation); events with 30 people or more; or events open to the general public.

The Office of Fraternity and Sorority Life

Fraternity and Sorority Life plays an integral part in the campus community. At B-CU, two governing councils exist which are the National Pan-Hellenic Council (NPHC) and Service and Professional Organizational Advisory Council (SPOAC). They contribute significantly to the quality of student life in a number of ways:

- a) Providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities,
- b) Encouraging and fostering team building and group cohesion,
- c) Striving for academic excellence, and
- d) Performing volunteer service on-campus and in the larger Daytona Beach community.

Because these outcomes are parallel to several University objectives, Bethune-Cookman University welcomes the presence of these groups on campus with the clear expectation they will abide by all University policies and regulations governing their behavior. To the extent that the activities of fraternities and sororities conform to University expectations and fulfill the University mission, they will continue to enjoy all privileges and courtesies extended to them as Registered Student Organizations. Each of these chapters exists on campus as a courtesy to their respective national organizations. At all times, it is expected that the chapters conform to and assist with the upholding of all University policies and protocols. Regarding campus suspensions of fraternities, sororities and social fellowships, the University makes no distinction between the *chapter* of a fraternity/sorority/social fellowship and the fraternity/sorority/social fellowship as an *entity*. The

University further recognizes that chapters are not, in fact, organizations of their own and those chapters represent their said fraternity, sorority, or social fellowship. The University reserves the right to take actions against fraternities and sororities individually or collectively when Administrative action is deemed appropriate (see Membership Intake).

General membership in a registered student organization (including fraternities and sororities) is limited to students enrolled for at least twelve (12) semester credit hours at B-CU.

Standards Governing Fraternities and Sororities

National Fraternities and Sororities

The Registrar and Office of Fraternity and Sorority Life must certify academic eligibility and attendance for membership.

National Pan-Hellenic Council (NPHC)

The National Pan-Hellenic Council (NPHC) is a collaborative organization of nine historically African American, international Greek lettered fraternities and sororities. Of the nine member organizations of the NPHC, the following organizations have established chapters at Bethune-Cookman University are:

Alpha Phi Alpha Fraternity, Inc. - Delta Beta Chapter
Alpha Kappa Alpha Sorority, Inc. - Gamma Tau Chapter
Delta Sigma Theta Sorority, Inc. - Delta Alpha Chapter
Kappa Alpha Psi Fraternity, Inc. - Gamma Theta Chapter
Omega Psi Phi Fraternity, Inc. - Omicron Epsilon Chapter
Phi Beta Sigma Fraternity, Inc. - Beta Upsilon Chapter
Zeta Phi Beta Sorority, Inc. - Mu Beta Chapter
Sigma Gamma Rho Sorority, Inc. - Beta Eta Chapter
Iota Phi Theta Fraternity, Inc. - Beta Chi Chapter

Purpose

NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions. It is the mission of the NPHC to promote “unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations.”

- a) The purpose of the NPHC on the campus of Bethune-Cookman University is as follows: Maintain a high level of Greek life and inter-fraternal relationship within the University.
- b) Encourage student leadership and personal development.
- c) Cooperate with University officials in the effort to maintain high social and scholastic standards throughout the University.
- d) Serve as a forum for the discussion of questions of mutual interest and concern to the University, fraternities and sororities. The NPHC has its adopted by-laws.

Auxiliary Organizations

Bethune-Cookman University does not authorize, recognize or approve the existence of any Chapter- affiliated Auxiliary Organization (sweethearts, diamonds, pearls, doves, angels, little sisters/brothers, courts, kittens, etc.). Students are encouraged to report any solicitation of any fraternity or sorority to join an Auxiliary Organization to the Assistant Vice President of Student Life immediately.

Auxiliary Organizations are not the same as a Fraternity and Sorority and should not be considered and/or treated as such. Any student claiming to be a member of such a group will be sanctioned accordingly along with the affiliated fraternity or sorority.

Service and Professional Organizational Advisory Council (SPOAC)

The following national fraternities and sororities have active chapters at B-CU:

Gamma Sigma Sigma Service Sorority, Inc. – Epsilon Nu Chapter
Gamma Beta Chi Service Fraternity, Inc. – Gamma Chapter
Tau Beta Sigma Music Sorority, Inc. – Theta Rho Chapter
Gamma Phi Delta Sorority, Inc. – Beta Chi Upsilon Chapter
Alpha Nu Omega Fraternity, Inc. - Phi Chapter
Alpha Nu Omega Sorority, Inc. - Phi Chapter
Sigma Alpha Iota Sorority, Inc. – Theta Chi Chapter

Purpose

SPOAC serves as the governing body of Non-Pan-Hellenic fraternities/sororities/social fellowship organizations. The purpose of the SPOAC is to:

- a) Act as the governing body of all recognized Non Pan-Hellenic fraternities/sororities/and social fellowships.
- b) Organize, standardize and regulate recruitment of new member activities;
- c) Promote positive inter-fraternity/sorority competition in scholarship, service, athletics and any other events that may be deemed advisable to better participants, sororities, fraternities, the University and the community;
- d) Encourage cooperation and harmony among member organizations;
- e) Provide education programs and services for member fraternities; and
- f) Serve as the liaison between University authorities and member fraternities in matters of common interest.

Membership Intake Regulations

Recruitment activities can only be scheduled during the period designated by the University and only by those active organizations which are approved members of Greek Life as stipulated in this document. No student may be in a group or organized interest club, pay fees or perform duties or assignments before the new membership intake program and schedule are approved by the University and officially begin.

It is required that all new membership intake activities be coordinated through the Office of Fraternity and Sorority Life. The annual schedule and procedures for new membership intake are determined by the Office of Fraternity and Sorority Life and are provided to the appropriate persons at the designated time or upon request. Only one list of names will be accepted and any organization that processes ineligible persons will be penalized.

No organization may proceed with membership intake before written approval on individual candidates' academic and judicial status has been received by the Office of Fraternity and Sorority Life. If grade reports appear to be inaccurate, individual candidates should contact the Registrar's Office; however, **candidates must be eligible at time of clearance (including the resolution of ALL holds on a student's account).**

Compliance with University minimum requirements for application eligibility **does not guarantee** that a student will be selected or voted on for membership into an organization.

Membership Intake Restrictions

Perspective Members: To be eligible or considered for membership into any Greek organization, the University requires that a student meet the following criteria:

- a) Completed a total of 12 credit hours during the academic semester prior to the intake semester.
- b) Received a cumulative grade point average of 2.8 during the academic semester prior to the intake semester.
- c) Be currently enrolled in a total of 12 credit hours during the academic semester in which intake is being held.
- d) Be in good judicial standing (meaning clear judicial record defined as not currently on probation, suspended or expelled; no case pending, opened or closed within one year of intent to participate in membership intake; or no history of major violations, i.e. drugs, assault, harassment or possession/use of a weapon) with the University per the Office of Student Conduct.

Compliance with University minimum requirements for application eligibility does not guarantee that a student will be selected or voted on for membership in an organization.

Some organizations require a higher cumulative average, giving the option to a chapter to use the University's minimum requirement. Beyond minimum requirements, organizations have the right to select their members by criteria approved by the national governing body of the organization and accepted by the University as a fair policy. These criteria must be documented in the Office of Fraternity and Sorority Life.

New Member Presentations

- a) All new member presentations must be approved by the Office of Fraternity and Sorority Life and must take place on campus in the Performing Arts Center as designated by the University intake schedule and as approved at the time of petition hearings.
- b) All new member presentation must receive written approval by the organizations chapter advisor and submitted to the Office of Student Fraternity and Sorority Life as designated by the University intake schedule.
- c) There will be NO EXCEPTIONS to any other time periods or forms of expression (before, during, or after the intake period).
- d) No pre or post new membership presentation shows on or off campus.

Statement on Hazing

The Chad Meredith Act

The Chad Meredith Act became law in Florida effective July 1, 2005. In 2001, University of Miami student Chad Meredith returned from a concert and began drinking with two officers of Kappa Sigma, a fraternity he wished to join. After several hours of drinking, the group tried to swim across Lake Osceola near campus. Meredith had a blood alcohol level of 0.13. He

drowned 34 feet from shore in six feet nine inches of water. Although the fraternity officers protested that the incident was not a fraternity-sanctioned hazing event, a jury found otherwise, and awarded the deceased student's family a \$12.6 million verdict in a negligence suit based on hazing.

State of Florida's Definition of Hazing

"Hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

"Hazing" includes, but is not limited to:

- Pressuring or coercing the student into violating state or federal law;
- Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student;
- Any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment;
- Other forced activity which could adversely affect the mental health or dignity of the student.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Hazing is a Criminal Offense

In the State of Florida, a person committing hazing, a *third degree felony*, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

A person commits hazing, a *first degree misdemeanor*, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

It is not a defense to a charge of hazing that:

- The consent of the victim had been obtained;
- The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

Student Government Association

The SGA at Bethune-Cookman University is the student governing body in matters pertaining to the interest of the student body. The purpose of SGA is:

- To foster scholarship in an atmosphere of free and objective inquiry;
- To insist upon academic freedom, responsibility, and excellence;
- To assume responsibility for exercising and preserving student rights;
- To promote cohesion within the student body;
- To maintain a forum for expressing students; diverse views and interests;
- To initiate, coordinate, and guide student efforts aimed at improving student life and activities;
- To seek and obtain effective communication and relations within the University and external communities;
- To insist upon quality education at an affordable cost, thereby providing educational opportunities for persons of all economic strata;
- To provide opportunities to develop student leadership qualities;
- To facilitate the individual and collective welfare of the undergraduate student body.
- To uphold in highest regard the Student Government Association

The Assistant Vice President for Student Life shall serve as advisor to the SGA. The Vice President of Student Development and Academic Integration shall have final veto power over any decision rendered by the Student Government Association and is an ex-officio member.

SGA Framework

The Student Government Association serves as the umbrella organization to the Bethune-Cookman University Community. The following groups fall under SGA:

- Student Activities Board
- Royal Court
- Student Organizations

SGA Eligibility

At the time of elections:

- All candidates must possess a 2.8 GPA or higher.
- Be in good judicial standing (meaning clear judicial record defined as not currently on probation, suspended or expelled; no case pending, opened or closed within one year of intent to participate in elections; or no history of major violations, i.e. drugs, assault, harassment or possession/use of a weapon) with the University per the Office of Student Conduct.
- If elected or appointed official GPA falls below required minimum, they will be placed on academic probation for the following semester. The elected or appointed official is required to devise a academic plan of action to be implemented the following semester. If the elected or appointed official fails to meet the minimum GPA requirement after a probationary period of one semester, the elected or appointed official will be removed from the position.

Student Activities Board

The Student Activities Board is a student-run and staff-advised organization. The SAB works to empower students to become better leaders by giving students an opportunity to join and work with the organization. The Student Activities Board strives to create a vibrant campus environment through continuous event production, gauging student interests, and planning events that cater to all students on and off campus. Because the organization is for the students, the SAB attempts to encompass a wide range of social programming, including, but not limited to, large concerts, small concerts, parties, game nights, movie nights, sporting events, socials, pep rallies, tailgates, health fairs, dances, carnivals, game shows, homecoming and comedians.

The objectives of the Student Activities Board are:

- To provide educated and interactive entertainment for the Bethune-Cookman University student and alumni community.
- To give students a voice to shape their college experience.
- To expand the cultural and global awareness of Bethune-Cookman University through diverse programming.
- To provide events that at the lowest cost or free to the campus.
- To create a more positive campus environment through event programming.
- To provide an outlet for organizations to co-sponsor and collaborate events.
- To balance the quantity and quality of events in such a way that enhances the student experience
- To enhance student life for the Bethune-Cookman University campus in hopes of increasing the school's retention rates.
- To be a programming resource for organizations, faculty, staff, and students through the provisions of programming assistance, guidance, collaboration and co-sponsorship opportunities, and/or advice.

Intramural and Recreational Programs

The Office of Recreational Student Services offer a variety of programs and services for faculty, staff and students. These programs promote a healthy and active lifestyle. Participation allows for personal growth and development. Students must have a 2.25 GPA or better in order to participate.

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

Mission Statement and Gender and Diversity Statement

The mission of the Department of Intercollegiate Athletics is to serve in the Christian tradition the diverse educational, social, gender and cultural needs of its student athletes and to develop in them a desire and capacity for continuous intellectual and moral growth as well as a commitment to the highest level of sportsmanship, ethics, academic and athletic performance. The University has deep roots in the history of America and continues to provide services to the broader community through a focus on service learning and civic engagement by student-athletes enrolled in a variety of courses.

Approved October 2010

Gender and Diversity Statement

The Department of Intercollegiate Athletics at Bethune-Cookman University considers itself an integral part of the fabric of this Great University. In accordance with the University's mission, policies and procedures are developed and routinely evaluated to illustrate the University's continued commitment to accommodate the interests and abilities of all students, student-athletes, faculty, and staff. The department is also committed to providing equal scholarship and employment opportunities to all qualified student-athletes and prospective employees regardless of race, color, creed, national origin, political affiliation, gender and sexual orientation, religion, age or disability through its intercollegiate athletics program. The Department of Intercollegiate Athletics recognizes the value and strength of diversity, which is evident in our staff and on our team rosters. We celebrate the victories that come through a commitment to inclusion of people from all walks of life.

Approved October 2010

Governing Bodies

The University's intercollegiate sports are affiliated with the following governing bodies:

Conference - **MEAC** (Mid-Eastern Athletic Conference)

National - **NCAA** (National Collegiate Athletic Association)

All varsity programs for men and women are in Division I, and football competes in the Football Championship Subdivision of the NCAA Division I. Each of these organizations publishes regulations with which Bethune-Cookman University must comply. It is the responsibility of each coach, assistant coach and staff to become familiar with and comply with all such regulations.

Sponsored Programs

Bethune-Cookman University sponsors 17 sanctioned sports in conjunction with NCAA and Mid- Eastern Athletic Conference rules and regulations. They consist of nine sports for women and eight for men. The current sponsored sports are:

- | | |
|----------------------------------|------------------------|
| 1. Football | 9. Volleyball |
| 2. Men's Basketball | 10. Women's Basketball |
| 3. Baseball | 11. Women's Tennis |
| 4. Men's Outdoor Track and Field | 12. Indoor Track |
| 5. Men's Cross Country | 13. Outdoor Track |
| 6. Men's Tennis | 14. Cross Country |
| 7. Men's Golf | 15. Softball |
| 8. Men's Indoor Track and Field | 16. Women's Golf |
| | 17. Women's Bowling |

THE CHAPLAINCY DEPARTMENT

Bethune-Cookman University is an exceptional place established on the historic foundation of the Christian faith. Our President, faculty, staff and students all represent diverse religious traditions from around the globe. As a Methodist endowed University, Bethune-Cookman is unapologetically Christian and anchored in the teachings and principles of Jesus Christ. We believe in the Wesleyan practice of Scripture, reason, tradition and experience.

The Chaplaincy Department is open to serving all faith groups regardless of race, culture, religion, sexual orientation, socio-economic status, gender or ability. We are intentional in providing compassionate care to all who desire spiritual counseling, encouragement and guidance.

Our religious programs and curriculums are varied in their approach and outreach and include weekly Wednesday chapel services, weekly Bible Studies, Friday night services, and Sunday services. Additionally, the Chaplaincy Department offers opportunities to volunteer in the community, participate in worship services, play musical instruments, and worship through drama skits, liturgical dance and preaching. Internships in local churches are also available based upon church openings. We also provide guidance and support to the student organizations including: Anointed Praise (AP) Mime Ministry, Religious Life Fellowship, Alpha Nu Omega, and a Chapel Assistant program. Overall, the Chaplains are here to serve and support students, faculty and staff as they journey at B-CU.

ON CAMPUS DINING FACILITIES

All students must have ID Cards at each meal or pay for each meal with cash or credit cards.

Dining Hall Meal Hours

Monday through Friday

BREAKFAST	07:00 am – 9:00 am
LITE BREAKFAST	09:00 am – 10:30 am
LUNCH	11:30 am – 2:00 pm
LITE LUNCH	02:00 pm – 3:00 pm
DINNER	04:30 pm – 8:30 pm
LATE NIGHT	10:00 pm – 2:00 am

Weekends

Saturday / Holidays

BRUNCH	10:00 am – 2:00 pm
DINNER	05:00 pm – 7:00 pm

Sunday

BRUNCH	10:00 am – 2:00 pm
DINNER	05:00 pm – 7:00 pm

Sub Shop in the CCE (This location should open late September early October)

Monday through Sunday	11:30 am – 10:00 pm midnight
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We Proudly Brew Starbucks Cafe

Monday through Friday	07:00 am – 07:00 pm
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(Holiday hours will be posted and sent via email.)

Meal plan available to patrons shall be: 7 days, any 19 meals/week plus \$200 declining balance dollars per year with a lunch, dinner meal equivalency at the Sub Shop, and a meal equivalency plus \$3.50 at Late Night dining in the Main Dining Room or pay al la carte prices.

Dress

The dining hall staff and the administration of Bethune-Cookman University reserve the right to set standards of dress for the dining hall. Men are required to wear shirts that cover the body (tank top and undershirts are not acceptable). Women are to wear clothing items that do not reveal the navel/abdominal area, or other parts that respectable women cover at all times. Shoes are to be worn in the dining hall at all times. Hats and other head coverings are not to be worn in the dining hall.

Decorum

Proper decorum is expected in the Dining Hall at all times. Smoking and loud talking are prohibited. Students are asked to respect the rights of others by not cutting the line in front of a fellow student. A warning is given on the first offense; upon three such warnings, administrative action will be taken, and may result in a fine or suspension.

Each student is asked to remove paper, glasses and napkins once the meal is finished. Only students who work in the Dining Hall are allowed in the kitchen or behind the dining hall counter. Salt shakers, vinegar cruets, dishes, silver, etc., are not to be removed from the Dining Hall without permission of the Manager of Dining Services. Students who consistently leave dishes,

silverware or trash, create unusual amounts of noise, use obscene or profane language, steal from the dining hall, or take part in other disruptive acts will be referred to the administration for disciplinary action which may result in a fine or suspension.

Group Meals

Groups and organizations who wish to be seated together at a meal must request permission from the General Manager 48 hours before the meal is to be served.

The Dining Hall offers catering services to student organizations for special functions, and use of the Dining Hall must be approved by the Manager of Dining Services. Charges will be made for the services performed and there will be no deductions because the organization is affiliated with the University.

General Regulations

Lost and found articles are reported and given to the Department of Public Safety. The Dining Hall is not responsible for the safety of such articles in case of fire, theft or damage. Suggestions concerning policies, regulations and operation of the Dining Hall should be referred to the Food Service Committee.

BOOKSTORE

The University Bookstore is operated by the Follett Higher Education Group. The BCU Bookstore is located in the Michael & Libby Johnson Center for Civic Engagement on International Speedway Blvd. Hours of operation are: Monday - Thursday 9:00 am - 5:00 pm, Friday 9:00 am - 4:00 pm and closed on weekends. Extended hours are at the beginning of Fall and Spring semesters and also for various campus events throughout the year (signs will be posted). The campus bookstore has a variety of merchandise for your shopping experience, including textbooks, school supplies, general reading books, magazines, software & computer accessories, laptops, as well as imprinted B-CU clothing and gift items. You may also shop online at www.bcu.bkstr.com.

WILDCAT STUDENT CENTER

The Wildcat Student Center is housed in the Michael & Libby Johnson Center for Civic Engagement (CCE) building located at 740 West International Speedway Boulevard. The center has a lounge, game room and exercise room. The lounge and game room has the state of the art equipment consisting of four 25' flat screen televisions, with DVD/surround sound. The exercise center is fully equipped with treadmills, stationary bikes, weights and other equipment. For your convenience, the Center has shower facilities and lockers, however locks must be provided by each individual.

PERFORMING ARTS CENTER

The Performing Arts Center's auditorium is the University's primary venue for theatrical performances and major campus events such as the President's Assembly and Convocation. Upon approval, the auditorium may also be used for student events, lecture series, and recitals.

Theatrical performances are open to the public at a charge, and are available to students at a special rate. Tickets can be purchased at the Center's Ticket

Office, the campus Cashier's office or Ticketmaster. For information on student discounts and opportunities for selected performances at no charge, please contact the Performing Arts Center's Operations Manager.

CULTURAL AFFAIRS

To supplement classroom education, Bethune-Cookman University offers a well-rounded program of cultural programs including such activities as plays, lectures, and musical performances by outstanding individuals and groups. Most of these programs are free for all students upon presentation of Bethune-Cookman University identification cards; others are offered for a reasonable fee.

RESIDENCE LIFE

The Residence Life Department is dedicated to providing students with a living environment that is conducive to learning and personal growth. Safe and well-maintained residential facilities meet the basic living needs of residents. We recognize that student learning occurs both inside and outside the classroom. Therefore, elements of the learning process are intentionally brought into the residence halls in order to extend the learning experience through a comprehensive scope of programs and services.

Positive residential environments are created that promote community development that fosters small group relationships among residents. Within these environments, residents bond collegially, which promotes a sense of community.

Residency Policy

All first-year students under 21 years of age with fewer than 28 earned credit hours are required to live in B-CU-managed housing for their first full academic year (fall and spring semesters). All students who reside in B-CU managed housing are required to purchase a meal plan for each semester they reside on campus.

Exceptions to the residency requirement are as follows:

- Students who are 21 years of age or older on or before September 1 of their year of entry to the University,
- Students who are legally married or in a verified domestic partnership, and
- Students who are full-time, year-round residents within 50 miles of Daytona Beach Campus, for a minimum of one year prior to entering B-CU.

All requests for an exception must be submitted in writing to the Department of Residence Life with supporting documentation of circumstances.

Housing Application

All students who reside in B-CU-managed housing must complete an online housing application for each academic year the student resides on campus. The Residence Life staff will make every effort to accommodate students wishing to reside in B-CU-managed housing on a first-come, first-served basis. Students must submit a non-refundable \$200 processing fee to the Cashier's Office. This non-refundable processing fee will be assessed annually. Placement in B-CU-managed housing is guaranteed for first year student who pay the \$300 Enrollment Fee before May 1st.

Returning students have the opportunity to participate in the spring Online Room Selection process for the upcoming academic year. If all rooms have been selected during this process, students who have paid the housing processing fee will be placed on a wait list. Due to high-demand, we are unable to guarantee that all wait-listed students will receive a room. Students who apply for housing after all spaces have been depleted will be informed that residential room is not available.

Students who decide to obtain living arrangements in non B-CU-managed housing do so on their own volition.

Bethune-Cookman University assumes no responsibility for payment of rent or lease for non-BCU managed facilities and/or agreements students enter into on their own volition.

Room Assignments

Students are matched with roommates using the information each student provides on the "Roommate Preference" section of the online housing application. We anticipate that all students are honest in answering these questions as our computer matching program attempts to match students together who have answered these questions in similar ways. We also attempt to group students who are in the same degree program together in residence hall areas. We do not guarantee a perfect roommate match, but we do try to match students with other students who have similar interests and academic goals.

Roommates are assigned without regard to race, creed, or national origin. B-CU encourages and supports an appreciation of diversity among students. Changes to room assignments will not be made due to content from Facebook, Instagram, Twitter, or any other social networking website.

Due to limited space, account balances must be cleared by **June 1st** for the fall semester, and **November 15th** for the spring semester to remain eligible for residential assignment

Community Living

The best way to make the most of the college and residence hall experience is to get involved. Concerts, clubs, cookouts, sports, educational events, and special trips are just some of the programs sponsored by the Residence Life Dept. and Student Life. The more students get involved, the more they will feel a part of B-CU. By meeting new people from different countries, cultures, and backgrounds; learning from others; and making life-long friends, we believe the B-CU experience will be a valuable one.

Scholarship Houses

There are two scholarship houses: Eugene Zimmerman for males, and Alexis Pugh for females. Each scholarship house can accommodate 17 residents and they are selected through an application process. Each house has a Head Resident to provide oversight to the residents.

Leadership Houses

The University's Leadership Houses are home for students who have a special interest in advancing their personal leadership skills. The residents have the opportunity to live together as a team and have a shared

responsibility in helping themselves and others acquire leadership skills proven to be effective in the real world. Housing is supervised by the Alternative Housing Coordinator. The criteria for residents and operations are as follows:

- Possess and maintain a 3.0 (Scholarship Houses) or 2.8 (Leadership Houses)
- cumulative GPA and a course load of at least 12 semester hours
- Must have a minimum of 28 credit hours
- Must have a minimum of 15 community service hours
- Must be a registered voter (preferably in Volusia County)
- Must have no disciplinary infractions
- Must have health forms on file with Health Services
- Must have three letters of recommendation (by Bethune-Cookman University faculty and/or staff)

In addition to the above criteria, the residents of the scholarship and leadership houses must adhere to the Bethune-Cookman University's rules and aid in the effective operation of the assigned house. Scholarship house residents are required to work together to establish a budget, plan and shop for meals, cook, clean and study together.

B-CU Apartment Services

Bethune Cookman University offers university sponsored off-campus housing for fulltime non-freshman. Transportation to and from these facilities may be provided by the Bethune-Cookman Transportation Dept.

Renter's Insurance

Bethune-Cookman University is not responsible for the damage or theft of personal property of any student. All students are strongly encouraged to purchase renters insurance to assist in the replacement of any personal property that is lost and/or stolen.

Off-Campus Housing Stipend Program -Athlete Housing Policy

The University has developed a housing stipend program that involves a limited number of undergraduate and graduate student-athletes who are recommended and selected to participate in this program. Only those student-athletes who meet the criteria and are recommended by their head coach will be given consideration for the program. Once selected, the student-athlete will officially decline in writing, on campus housing in a university owned and operated residential hall in exchange for a housing stipend paid by the university to the student-athlete at the beginning of each semester. This stipend shall be the total housing obligation that the university has to meet for that semester.

Student-Athlete Housing Stipend Program -Athlete Housing Policy

The student-athlete listed below has been recommended and accepted the offer to participate in the student-athlete housing program at Bethune-Cookman University. By agreeing to participate in the program the student-athlete declines the offer to reside in on-campus residential housing at the university in exchange for receiving a housing stipend paid at the beginning of each semester.

Athletic Aid:

1. The housing stipend will cover the university's designated academic year. i.e. the first day of classes to the last day of classes

- or the first day of practice, whichever is earlier. You cannot receive the housing stipend if you are not officially registered in classes as a full time student.
2. All Student-athletes receiving off campus athletic aid will be responsible for completing all university required documentation. i.e. FASFA, verification documents, and the housing stipend policy.
 3. The Department of Athletics will provide a \$500.00 monthly stipend from the months of August, September, October, and November for the fall semester and from the months of January, February, March, and April for the spring semester. This amount is non-negotiable.
 4. The disbursements will be disbursed from the Office of Student Financial Aid on the student's university issued wildcat debit card. The Office of Student Financial Aid fund is set up to make 4 disbursements per semester. Disbursement dates are set prior to the start of the academic year.

The fall dates are as follows: **August 28th, 2015, September 30th, 2015 October 30th, 2015 and November 30th, 2015**

The spring dates are as follows: **January 29th, 2016, February 29th, 2016, March 31th, 2016, and April 29th, 2016.**

5. NCAA Bylaw 15.02.7 states the period of award begins when the student-athlete receives any benefits as a part of the student's grant-in-aid on the first day of classes for a particular academic term, or the first day of practice, whichever is earlier, until the conclusion of the period set forth in the financial aid agreement. An athletics grant-in-aid shall not be awarded in excess of the student-athlete's five-year period of eligibility.

The criteria are as follows:

1. Only eligible student-athletes who receive tuition, room and board as a part of their athletic scholarships will be considered.
2. Participants in the program must be entering their 5th semester of fulltime enrollment and be certified eligible for practice by the Office of Athletics Compliance.
3. Student-athletes selected must have a minimum cumulative grade point average of 2.00 and be in good academic standing per university requirements.
4. Participants must be in good standing with their respective head coach and mature and responsible enough to be self-reliant and accept the responsibility of becoming independent.
5. Those selected must show proof of a lease or rental agreement to the Office of Athletics Compliance prior to receiving the housing stipend.
6. Primary consideration will be given to married student-athletes, student-athletes with legal custody of their children and non-traditional student-athletes.

7. Only student-athletes with eligibility remaining will be considered for the program at this point.
8. The valid address of the student-athlete must be on file with the head coach and Office of Athletics Compliance at all times.
9. Each student-athlete must sign the Housing Stipend Policy written acknowledgement, declining of on campus housing in exchange for the housing stipend before a final decision is made by the university administration.

Release of Liability for Housing:

1. The university is not responsible and does not accept any liability for the lease or rental agreement between the student-athlete and any leaser, housing authority or individual home owner. The university will not be responsible for co-signing for any rental agreements.
2. The university is not responsible for the purchasing of flood or renter's insurance or the assumption of any liabilities in this regard.
3. The university is also not responsible if theft or vandalism occurs, however the student-athlete will assume full responsibility for the theft and/or vandalism of any university owned and/or assigned equipment, textbooks or property that has been assigned to the student-athlete by the university.
4. The university is not responsible for transportation of the student-athlete to and from classes, practices, and other official events required for the student-athlete to participate in.
5. The university is not responsible for any utility payments and/or deposits of any kind.
6. Although the student-athletes will live independently, the university, through the authority of the respective head coaches involved, has the right to enforce any curfews designed to protect and ensure the issue of student welfare for all student-athletes in the respective sport.
7. The university is not responsible for the eviction, relocation, and/or re-negotiation of any housing arrangement for the student-athlete once the housing stipend is accepted by the student-athlete.
8. The provision of any other university provided housing stipend or assistance of any kind in addition to the provisions of this agreement could be in violation of NCAA rules and possibly could result in the loss of eligibility of the student-athlete involved.
9. If a student-athlete who is selected to participate in the program is dismissed or withdraws from the university, the student-athlete shall be immediately responsible for the repayment of any stipend back to the university.

Prohibited Items

Residence hall rooms are furnished with a bed, dresser, and desk; however,

students may wish to personalize their rooms with their own curtains, rugs, bedspreads, and other similar items. Items strictly prohibited in the rooms and outside of the building include: space heaters, hot plates, and other cooking appliances. In addition to these items, residents should not bring refrigerators larger than 5 cubic feet, televisions larger than 32 inches, George Foreman or grills that use charcoal or gas, toaster ovens, crock pots, deep fryers, deep freezers, hot plates, and stereo systems with 50 watts or above. If these items are brought, they will be confiscated by Residence Life staff.

Smoking

Smoking/tobacco and electronic smoking devices are prohibited in all University buildings. Bethune-Cookman University recognizes the need to ensure an educational and work environment that is reasonably free from various health hazards. In keeping with our core value of making our environment safer for everyone, the university prohibits the use of any tobacco product whether in the form of cigarettes, cigars, pipes, dipping/snuff, smokeless cigarettes or chewing tobacco. It is the policy of the University that tobacco products will not be allowed anywhere on University owned or leased property (including buildings, parking lots, personal vehicles, etc.).

Pets

Pets are not allowed in residence halls. Animals are not to be kept by anyone in any BCU-managed facility.

Improper Room Changes

Changing rooms without prior and proper authorization from Residence Life staff is prohibited.

Improper Check-Out

Residents must make an appointment with their RA before leaving at the end of each semester and before breaks in order to officially check out. Residents must check out of the residence halls within 24 hours of their last exam unless the published check-out deadline comes first. All residence halls will be closed at the end of each semester, this includes winter break. Resident must find other accommodations during these times. Fines will be assessed for failure to adhere to check-out procedures. HRL will not mail/ store anyone's personal property that is left behind. For further instructions make sure to read the checkout memo and speak with your RA.

Unauthorized Entry or Use

Unauthorized entry or attempted entry are prohibited, including misuse or wrongful appropriation of keys, access codes, student ID cards, lock pick kits or gaining unauthorized access to information, property, or person. Use of University facilities and equipment without proper authorization is prohibited. Possession of items used to gain unauthorized entry is prohibited, including but not limited to lock pick kits, slim jims, etc. To ensure maximum security, access to residence hall roofs is strictly prohibited.

Solicitation

Solicitation of students by other BCU students or nonstudents for money, goods, or other services is allowed only with written permission from Residence Life. Door-to-door solicitation is prohibited. Please report any solicitation to the Department of Residence Life.

Failure to Comply

Failure or refusal to comply with verbal or written requests/directions from a University official acting in an official capacity is a violation. Additionally, all students are required to have a B-CU ID card and must carry it with them at all times while on University property. Each student should be prepared to identify oneself and surrender one's student ID upon request of a University official, including but not limited to faculty and staff members.

Residence hall staff may recommend removal from campus housing any student who is destructive, non-cooperative, insubordinate, disruptive, or persistent in violating residence hall policies and practices, including disrespecting the rights of others. The student will be given a minimum notice of twenty four (24) hours to move off campus. Parents will be notified as soon as possible by a telephone call or a letter, of any such decisions or actions.

* Please refer to the Residence Life Policy Guide and Student Handbook for additional rules and regulations. This information is also accessible online and in all residence halls.

STUDENT RIGHTS AND RESPONSIBILITIES

Student's Rights

The right of respect for one's personal feelings; the rights of freedom from indignity of any type; the right to expect an education of the highest quality.

The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students; the right to participate in Student Government Association, and other student self-governing bodies which provide channels of communication and means for using democratic processes to solve problems, and better prepare the student for functional citizenship.

All students have a right to freedom of expression that respects the beliefs and stated values of the University.

The circulation of literature identified by authorship and sponsorship, and consistent with University regulations will be allowed.

The constitutional right of freedom of the press is recognized for all student publications, to include allowance of the widest degree of latitude to student editors for the free discussion of current issues and problems.

The right to join University-approved organizations for educational, political, social, religious, and cultural purposes, within the limits imposed by their responsibility to each other and to the structural life of the University.

The right of due process in disciplinary procedures. When individual or group behavior comes under review by the University, in accordance with rules and procedures which shall insure basic procedural fairness as prescribed in the University's policies on discipline.

Student's Responsibility

In accepting admission to Bethune-Cookman University, the student subscribes to the community standards of personal conduct, which the University considers fundamental to group living. It is assumed that the student will take advantage of the opportunities offered to learn how to make wise decisions regarding personal conduct. Policies and practices governing students and student life are found in the Student Handbook, Residence Life Policy Guide and online.

The student is expected to conform at all times to a standard of conduct both on and off campus which will reflect credit upon him/herself, the University and the student body.

The responsibility for knowledge and observances of all policies, rules and regulations not herein enumerated which have been established and promulgated by the appropriate college boards, designated University Committees, i.e., (Social Rules, Residence Standards, Traffic Regulations), and civil and criminal laws, particularly Florida Statutes currently in force. Every student is required to become familiar with these rules and to abide by them.

STUDENT CONDUCT

Introduction

Students who violate any of the privileges, standards, and policies of the University; who are consistently delinquent in academic responsibility; and who continuously neglect their financial obligations; or who embarrass the University in any manner are subject to disciplinary actions. **The possession of firearms, weapons and narcotics** is strictly forbidden and grounds for immediate dismissal.

The University reserves the right to notify civil authorities whenever a student is responsible of, or charged with, violation(s) of civil law. The University also reserves the right to dismiss said student if arrested and while charges are pending. The student may apply for readmission upon being cleared of all charges.

University enrollment does not give students any greater legal rights or protection from the laws of the land than any other non-enrolled citizen, nor does it clothe them with any special immunity from prosecution by civil or criminal law enforcement agencies.

Zero Tolerance

Criminal violations (the violation of any local, state, or federal law), will not be tolerated. Any arrest for a felony may result in immediate suspension. Bethune-Cookman University has a Zero Tolerance Policy towards narcotics, weapons, and fighting. Any students involved in any of these activities may be immediately suspended or expelled from school. This policy will be strictly enforced and applies to both on and off campus.

Dress Code

Every Wednesday is mandatory Dress for Success Day. Both Male and Female students should be mindful to not wear anything that may be considered distracting or disturbing to the learning environment. Men should not wear pants below their waistline or any head coverings inside buildings (hats or "do-rags").

Classroom Conduct

Students are expected to conduct themselves professionally in the classroom setting and treat instructors, guest speakers and other students with respect at all time. Additionally, faculty may have guidelines on behavior and/or the use of electronic devices that students must adhere to.

Students who fail to adhere to the guidelines set forth in this handbook may be required to appear before the Student Conduct Board.

Definitions

Administrative Dismissal

The Vice President for Student Development and Academic Integration reserves the right to suspend a student without a hearing where the student presents a threat to himself, others or campus property. The Vice President may also render temporary suspension pending the outcome of a criminal case.

Disciplinary Hearings

Disciplinary hearings shall be convened when a student is accused of a violation of the University's Code of Conduct for the purpose of determining the appropriate discipline for an accused student, including suspension or expulsion.

Disciplinary Review Committee

The Disciplinary Review Committee is appointed for the purpose of hearing appeals from the Administrative Panel. The Vice President of Student Development and Academic Integration or his/her designee, upon receipt or request for appeal, will convene Committee for review.

Emergency Disciplinary Hearings

The Vice President of Student Development and Academic Integration reserves the right to convene disciplinary hearings when deemed appropriate, upon written notification to the accused student. Emergency disciplinary hearings for determining temporary suspensions may be convened where the accused student presents a threat to himself, others or campus property. An accused student may be notified orally or in writing of an emergency disciplinary hearing.

Hearing Officers/Administrative Hearing Panel

The Chief Conduct Officer, or his or her designee, shall appoint an administrative panel for the purpose of conducting disciplinary hearings. The Panel shall be comprised of faculty, staff, security and student conduct board members.

A student will be informed of charges against him or her and to make certain that he or she is aware of all rights and privileges before and after the hearing. The administrative panel has the authority to suspend or expel a student.

It is the duty of the Chief Student Conduct Officer to inform a student of charges against him/her and to make certain the student is aware of his/her rights and privileges before, during and after the hearing, as set forth in this policy. The Administrative Panel shall have the authority to suspend or expel students.

Procedures for Disciplinary Hearings

Notification of Hearing/Rights and Responsibilities

Disciplinary hearings will occur within five business days of written notice.

The Notice to the accused student and the complainant shall be in writing and must include:

- The date, time and place of a scheduled hearing
- Notice of the specific allegations against the student, including the relevant provisions of the Code of Conduct or other University policies, regulations, or state, local or federal laws alleged to have been violated.

Such notification shall be emailed, mailed or hand delivered to local address of record.

Procedure for Conducting Disciplinary Hearings

In all cases referred to the Chief Student Conduct Officer for disciplinary action, the accused student shall have the following rights to:

- The right to testify on his or her own behalf;
- The right to be represented by a representative of his or her choice, provided that the representative must be a member of the faculty/staff or student body of Bethune-Cookman University;
- The right to present evidence and call witnesses on his or her behalf;
- The right to question witnesses who testify against him/her, in a polite manner, regulated by the proceeding officer.
- The hearing shall be tape-recorded; such tape-recordings shall be maintained for five years;
- Disciplinary hearings shall be closed to the public (including parents, guardians and attorneys). Only the accused, the Complainant, their representatives, and the Panel may be present;
- Witnesses may only be present while testifying;
- All witnesses must be instructed by the Hearing Officer to give truthful and accurate testimony;
- In reaching its decision, the Panel shall use a preponderance of the evidence standard. This means that the evidence supports that is it more likely than not that the given conduct occurred. The Panel shall not use the clear and convincing evidence standard of beyond a reasonable doubt;
- The Panel may question any witness;
- Hearsay evidence may be admitted where it is both relevant and trustworthy, as determined by the Chief Student Conduct Officer.

All deadlines set forth in this policy may be reasonably adjusted in cases where the facts or issues in dispute are complex. If a deadline is adjusted, the Chief Student Conduct Officer shall alert the accused student, in writing, of the change, as soon as is reasonably possible. If a student is uncertain about his/her procedural rights, he/she may schedule an appointment with the Chief Student Conduct Officer or Senate Member for clarification.

Notification of Ability to Attend/Failure to Attend

If either the Accused or the Complainant is unable to attend a scheduled hearing due to unavoidable circumstances, he/she must notify, in writing, the Chief Student Conduct Officer as soon as the conflict is known. Notification must include documentation of extenuating circumstances. Failure to give

timely notice, or to provide an excuse for nonattendance satisfactory to the Chief Student Conduct Officer, may result in additional disciplinary action, including discipline for impeding the student disciplinary process. The University reserves the right to conduct the hearing in the individual's absence.

Notification of Disciplinary Hearing Outcome

Notice to Accused

As soon as is reasonably possible, the Chief Student Conduct Officer shall prepare a written statement informing the Accused of his or her decision. In most cases, written notification will be given to the student within 48 hours of the Panel's decision, if reasonably possible. This deadline may be extended in the event of complex or unusual circumstances.

Notice to Victim

The Administrative Panel's decision may also be provided to the victim, provided that the individual was a victim of a crime of violence [Arson, Assault offenses, Burglary, Criminal homicide--manslaughter by negligence, Criminal homicide--murder and non-negligent manslaughter, Destruction/damage/vandalism of property, Kidnapping/abduction, Robbery, Forcible and non-forcible sex offenses, as defined by 34 CFR 99, Appendix A]. The disclosure may only include the name of the accused student, the violation committed, and any sanction imposed by the University against the student.

Notice to the Chief Student Conduct Officer will notify relevant University officials and departments who have legitimate educational interests of the outcome and any sanctions.

Notice to Parents

The Hearing Officer's decision regarding a violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance may also be reported to the accused student's parents if:

- The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and
- The student is under the age of 21 at the time of the disclosure to the parent.

Appeals

(See Sex-Based Discrimination, Sexual Harassment & Sexual Violence policy for cases involving such allegations). A student may appeal a decision of the Administrative Panel to the Vice President of Student Development and Academic Integration or designee. The appeal must be submitted in writing (typewritten) and within five business days of receiving written notification of hearing outcome.

The Vice President of Student Development and Academic Integration, or designee, will convene a Disciplinary Review Committee to only hear appeals where the accused student has demonstrated one or more of the following:

- Bias or improper hearing procedures that materially affected the outcome of the hearing;
- New evidence (not available at time of original hearing) has surfaced; or
- Imposition of an inappropriate sanction for the offense in question.

Limitations on Appeals

Only the accused may file an appeal.

Except in cases on sexual battery both parties can appeal.

Appeals filed after the deadline will not be considered.

The Vice President of Student Development and Academic Integration, or designee, will issue a decision in writing to the accused Student and the Chief Student Conduct Officer no later than 30 days after the request for an appeal has been submitted. This deadline may be extended in the event of complex or unusual circumstances. If this deadline is extended, the accused will be notified of the delay in writing.

Violations/Prohibited Behaviors

CATEGORY 1

Immediate Disciplinary Action

OFFENSE	RECOMMENDED PENALTY
Arrest of Felonious Nature	Temporary suspension until cleared by civil authorities
Drugs/Controlled Substances	Use or Possession: "Zero Tolerance" Policy -Suspension for at least one year. 2nd Offense: Expulsion. Manufacturing of sales: Expulsion
Intrusive Contact: Assault, Battery, Sexual Assault (Rape or attempted Rape) or Stalking (includes Cyberstalking)	Expulsion. (B-CU has a "Zero Tolerance" Policy regarding the possession or use of weapons)
Assault or Battery of a Campus Public Safety Officer	Suspension until released by the Department of Corrections
Safety	Suspension / Expulsion
Weapons (Possession of Use)	Suspension / Expulsion
Felony Probation	Suspension / Expulsion
Robbery	Suspension / Expulsion

CATEGORY 2

Priority, Disciplinary Action within 48 Hours

OFFENSE	RECOMMENDED PENALTY
Campus Theft	Suspension for one – two semesters. 2nd Offense: Expulsion
Disorderly/Disruptive Conduct, failure to cooperate or interface with University investigation	Fine Suspension or Expulsion
Embezzlement	Fine \$1,000 fine per incident
Failure to Comply	1st Offense: \$500 fine. 2nd Offense: \$1,000 fine. 3rd Offense: Suspension

Fighting	“Zero Tolerance” Policy (Pending Investigation: Fine, Suspension or Expulsion)
Fraud/Forgery	Suspension
Hazing	Expulsion (may result to arrest)
Illegal Residence Hall Visitation	1st Offense: \$1,000 fine. 2nd Offense: \$2,000 fine. 3rd Offense: Loss of residence hall privileges (may not be allowed to live in dorms)
Illegal Unauthorized Entry	Suspension or Expulsion
Misconduct	Fine, Suspension or Expulsion
Property Damage	1st Offense: \$1,000 fine. 2nd Offense: \$2,000 fine. 3rd Offense: Suspension or Expulsion
Sexual Conduct	1st Offense: \$1,000 fine. 2nd Offense: \$2,000 fine. 3rd Offense: Loss of residence hall privileges
Shoplifting	Restitution, suspension or expulsion where appropriate
Vandalism/Criminal Mischief	Restitution, suspension or expulsion where appropriate
Gambling	Fine, \$1,000 fine per incident
Any violation of a Florida State Statute (FSS), whether criminally prosecuted or not	Fine, Suspension or Expulsion
Cyberbullying	1st offense: \$1,000 Fine. 2nd offense: To be determined by Judicial Panel; suspension or expulsion where appropriate

CATEGORY 3
Routine, Disciplinary

OFFENSE	RECOMMENDED PENALTY
Academic Dishonesty	Reduction of grades, loss of grades, removal from class or suspension
Alcoholic Beverage (Possession or Use)	1st Offense: \$1,000 fine. 2nd Offense: \$2,000 fine for subsequent violations Payments to be made within two weeks, or suspension is to be imposed
Entering Into Unauthorized Contracts on behalf of B-CU	Administrative suspension
Electronic Communication (Illegal Use Of)	Fine \$500
Harboring	Suspension or expulsion
Illegal Book Sales	Full restitution for the books plus fine: \$500 - \$1,000 based upon severity of infraction. One year probation
Perjury	Suspension for at least one semester
Smoking	Fine \$500
Refusal to provide an ID card upon request/demand	Letter of Apology, Community Service, Fine or Suspension
Public Intoxication	Fine, Suspension

Definitions of Misconduct

Academic Dishonesty

Cheating on tests or examinations, plagiarism, falsifying records are some examples of academic dishonesty.

Alcoholic Beverages

The sale, possession or consumption of an alcoholic beverage is prohibited on campus grounds and at off-campus apartments and any University sponsored event.

Campus Theft

Theft or attempted theft of property and/or services; knowingly possessing or transporting stolen property, or improperly converting the property of another for personal use are prohibited.

Contracts, Entering Into

Individual students and/or student representatives of organizations are prohibited from entering into verbal or written agreements or contracts on behalf of Bethune-Cookman University (or that may in any way bind, obligate or create liability for the University.)

Criminal Violations

Any violation of local, state, or federal laws resulting in an arrest.

Cyberbullying

Cyberbullying is when someone purposely embarrasses, harasses, or torments another using digital media. Such behavior on the World Wide Web, including but not limited to social media networks, constitutes violation of University policy and will be sanctioned accordingly.

Embezzlement

Unauthorized acquisition and/or use of funds belonging to or under the stewardship of any University unit, organization, or individual.

Failure to Comply/Non-Compliance/Insubordination

Failing to comply with or respond to the directions or instructions of an authorized University official, faculty, or staff member acting in the performance of his or her duties or any other person responsible for a University facility or registered function acting in accordance with his or her duties, wearing clothing in class or during academic instruction in violation of the Policy on Appropriate Dress or any other conduct that disrupts academic instruction may subject the student to sanctions.

False Testimony (See Perjury)

Knowingly making false statements regarding a judicial matter in the course of the judicial process.

Fighting

A physical conflict between two or more individuals.

Forgery, Fraud

Forging the name of a University employee or another student, altering or misusing official University forms, documents, records stored data or identification, or knowingly furnishing false information to University officials, faculty and/or employees or providing such information involving or referring to the University to off-campus organizations or institutions; or making false statements in public or private. Aiding and abetting another individual in such conduct also constitutes a violation.

Harboring

Anyone who has been trespassed or has an outstanding arrest warrant is strictly prohibited from campus grounds, campus events or off-campus University sponsored events. Knowingly allowing any prohibited person on campus is strictly prohibited.

Hazing

The University's Statement on Hazing is set forth in this Handbook.

Illegal Book Sales

Sale or return of books that do not belong to the student.

Illegal/Unauthorized Entry

Entering or using University facilities or property owned by or in the custody or control of the University, for an improper purpose, or without proper authorization, or assisting others in doing so.

Intrusive Contact:

Assault

Assault may be committed without actually touching or striking, or doing bodily harm to another person. Rather, an assault is any intentional, unlawful threat by word or act to do violence to another person, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that violence is imminent.

Battery

Battery occurs when a person actually and intentionally touches or strikes another person against the will of that other person, or when a person intentionally causes bodily harm to another person.

Assault or Battery on a Campus Public Safety Officer

Under Florida State Statute 784.07 (2) a person licensed as a security officer as defined in s. 493.6101 who is wearing a uniform that has a patch or emblem visible at all times, and who is engaged in the lawful performance of his or her duties, receives the same statutory coverage as a sworn law enforcement officer. Anyone who assaults or batters a campus security officer may be charged with the following enhanced charges:

- (a) In the case of assault, from a misdemeanor of the second degree to a misdemeanor of the first degree.
- (b) In the case of battery, from a misdemeanor of the first degree to a felony of the third degree.
- (c) In the case of aggravated assault, from a felony of the third degree to

a felony of the second degree.

(d) In the case of aggravated battery, from a felony of the second degree to a felony of the first degree.

Sexual Assault

This term encompasses sexual assault and all other incidents of “criminal sexual conduct” as defined by the Florida Statutes.

Stalking/Cyberstalking

Stalking is defined as willfully, maliciously and repeatedly following or harassing or cyber-stalking another person. “Cyberstalking” means engaging in a course of conduct to communicate or to cause to be communicated, words, images, or language by or through the use of social networking sites, electronic mail, or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Misconduct

Any conduct, on or off campus, of such a nature as to be detrimental to the university. Causing any condition that jeopardizes the safety and security of property, individuals or groups of individuals.

Perjury/Lying/Impeding the Student Disciplinary Process

The willful giving of false testimony or misrepresenting statements during the student disciplinary process (including the investigation (not unless they are sworn and hearing). Failure to cooperate during the investigation and hearing.

Progressive Discipline

When a student is already on disciplinary probation or suspension for violation of policy and he/she commits another violation of the Student Code of Conduct, federal, state or local law, he/she may be fined, suspended or expelled without an administrative hearing.

Property Damage

The actual or attempted unauthorized removal, use, or defacing of University property, or property in the University’s custody or control resulting in its destruction or damage.

Destroying, defacing, removing or damaging the property of others on University premises or at University-sponsored activities is likewise prohibited.

Public Intoxication

The act of displaying public drunkenness, incoherence/unresponsiveness, and/or disorderly conduct due to the influence of alcohol. Parents will be called in the case of underage drinking and/or public intoxication.

Safety

Causing any condition that jeopardizes the safety of individuals, groups of individuals, or the University community.

Tampering with safety measures or devices, such as alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke detectors, fire hoses, security cameras, locked exterior or interior doors, and sprinkler systems.

Failing to conform to safety regulations, such as falsely reporting an incident, failure to evacuate facilities in a timely fashion in an emergency situation or in response to fire alarms, inappropriate use of the alarm system, and other similar conduct.

Falsely reporting the presence of a bomb or any other dangerous device or condition.

Shoplifting/Theft

The unauthorized taking of property that does not belong to the student.

Smoking

Smoking is prohibited on campus grounds and in all campus facilities and off-campus apartments. This includes electronic cigarettes.

Vandalism/Criminal Mischief (See Property Damage)**Weapons**

Possession of weapons including firearms, items that eject projectiles, knives, or any item that anyone of reasonable sensibilities would consider to have the possibility of doing bodily harm is prohibited. Possessing, using, storing, or transporting firearms, other weapons, explosives, fireworks, ammunition or dangerous chemicals (except as authorized for use in class or in connection with University-sponsored research or other approved activities) are likewise prohibited.

Violation of any University policy or regulation not otherwise specified above, including but not limited to, those policies or regulations pertaining to University facilities, student activities, conduct in campus housing, conduct in off-campus housing, and civic enterprises.

Disciplinary Sanctions

The disciplinary sanctions listed below are courses of action which may be taken when a student deviates from the expectations set forth the University's Code of Conduct, whether such conduct occurs in the residence halls, on the University campus, at University sponsored events or off campus. The disciplinary action taken in any given instance will be based upon consideration of all relevant circumstances and facts, including but not limited to the nature and severity of the violation in question, previous violations, and the student's past conduct and performance. Some single incidents or misconduct may require immediate dismissal or expulsion. These actions and their descriptions shall serve as guidelines for the judicial bodies and may be modified and used in any combination to meet the needs of the individual student involved.

Administrative Probation

The Vice President of Student Development and Academic Integration may place a student on Administrative Probation. During this time and depending on the violation, the student may not be eligible to participate in extra-curricular activities, run for or hold elected positions, hold appointed positions, or run for class offices.

Apology, Letter of

Student is required to write a letter of apology to aggrieved party.

Counseling

Administrative referral is made to the Counseling Center to determine the specific needs of the individual student. Student will be required to satisfy the requirements determined by the team.

Community Service

The student is required to perform work assignments in the community or on the campus. The number of service hours will be determined by the Administrative Panel, Disciplinary Review Committee or Vice President of Student Development and Academic Integration.

Disciplinary Probation

The Administrative Panel may place a student on Disciplinary Probation. This action is a formal probationary status during which the student is removed from good standing at the University for a definite period of time. During this time and depending on the violation, the student may not be

eligible to participate in co-curricular activities, run for or hold elected positions, hold appointed positions, or run for class offices. Any further violations while on probation may result in suspension, either from the residence halls or the University.

Disciplinary Warning

A written notice is given to the student that continued misconduct within a stated period of time may result in further disciplinary action.

Extracurricular Activities Privilege Revoked

Depending on the violation, any student who is found guilty of a disciplinary infraction may not be eligible to participate in extra-curricular activities, run for or hold elected positions, hold appointed positions, or run for class offices.

Fine

A sum of money to be paid as a penalty for an offense (at the discretion of the Administrative Panel).

Residence Hall Probation

This is a formal probationary status for a period of time as specified by the Administrative Panel. Any further violation of University or residence standards while on probation subjects the student to further disciplinary action.

Residence Hall Dismissal

The student is dismissed from the residence hall and unable to live on campus for remainder of matriculation.

Restitution

Restitution is reimbursement to compensate for personal injury, damage to property or misappropriation of property.

Suspension

Suspension is separation for a period of time set by the Administrative Panel or the Vice President for Student Development and Academic Integration.

Expulsion

Expulsion is the permanent termination of student status.

Fines

All fines must be paid during the current semester at the Cashier's Office and the receipt presented to the Chief Conduct Officer. Fines are to be paid in cash or money orders; no personal checks will be accepted. If fines are not paid by the end of the semester, they will be placed on students' accounts; and the student will not be allowed to register for the following semester, receive transcripts or apply for residence life until the fine has been cleared from the student's account. All persons who have been found responsible for a violation that merits a fine and thereafter refuse to pay fines are to be dismissed for one full semester. Fines may be assessed by Residence Life Staff.

Readmission

Readmission to Bethune-Cookman University is not automatic. Any student suspended or withdrawn for disciplinary reasons must submit an application to the office of the Registrar requesting readmission.

Conditional Readmission

Procedure

Student may be required to participate in a four-week Substance Abuse class offered by the University or the student may be referred to a local provider of services. The successful completion of the class will be documented, and appropriate documentation will be shared with the Chief Conduct Officer. On-going treatment may also be required by the Chief Conduct Officer or Vice President of Student Development and Academic Integration as deemed appropriate throughout a student's matriculation at the student's expense.

Disclosure

The University has the right to solicit the above on a requested information

and will maintain it in a confidential manner – strictly need to know basis. The University has the right to expel any student who does not successfully fulfill the requirements set forth in the conditional re-admission policy.

STUDENT GRIEVANCE POLICIES AND PROCEDURES

Introduction

Bethune-Cookman University is committed to fostering mutual respect among students, faculty, staff, and administration on the campus. In the event of concerns about fairness and equity, we seek to find solutions that do not involve having to resort to formal grievance procedures. However, when such solutions are not possible, we are committed to a formal grievance process that will result in fair and reasonable resolutions. Listed below are the procedures for resolution.

What May Be Grieved

This procedure is to be used by students only to resolve grievances against decisions or actions that were made by employees or agents of Bethune-Cookman University. An action or decision is grievable only if it involves a misapplication or misinterpretation of University policy. Grievances may not be used to challenge policies or procedures of general applicability.

What May Not Be Grieved

Issues which have a separate and specific process for resolution (i.e. FERPA, sexual harassment, etc.), are not grievable under this policy and a student must take advantage of the process in place.

Who May Grieve

The procedures set forth below may be used by grievants enrolled as B-CU students. A grievance cannot be filed on behalf of another person.

Time Limits

The formal resolution process described below must be initiated within six weeks of the decision, action, or events giving rise to the grievance. The time limit may be extended by the appropriate unit or sector head with jurisdiction over the grievance if the grievant makes the request for extension within the six week period, for good cause shown (e.g., an active effort at informal resolution at the departmental level, University level).

Grievance Resolution Process (Academic and Non-Academic)

The grievant should first discuss the issue with the person(s) responsible for the action or decision being grieved. If the issue is not resolved the student will direct the grievant to the next level of authority, whose responsibility it is to assist in bringing resolve to the grievance.

This process will continue through each level of administration until the grievance has been resolved departmentally. If the matter is not resolved in the department, the student may file the concern with the Vice President of the area.

Confidentiality

All persons involved in the grievance procedures are expected to maintain strict confidentiality regarding procedures. State and federal laws govern the privacy rights of students and employees.

Modification

The President may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate the participants' procedural rights nor the policies of the University's governing board.

Records

A confidential record of all communications and documents pertaining to the grievance will be maintained.

Focus of Complaint

ACADEMIC	NON-ACADEMIC
GRIEVANCE WITH A MEMBER OF THE FACULTY OR ADMINISTRATOR	GRIEVANCE WITH A STAFF MEMBER OR ADMINISTRATOR
Attempt to resolve with faculty member. If not resolved here follow this path	Attempt to resolve with Staff Person or Administrator. If not resolved here follow this path
↓	↓
Department Head If not resolved here follow this path	Supervising Officer of the Staff Person or Administrator. If not resolved here follow this path
↓	↓
School Dean If not resolved here follow this path	Assistant Vice President If not resolved here follow this path
↓	↓
Provost	Vice President for Student Development and Academic Integration