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The online version of the student handbook shall be the official current version of applicable rules, regulations, and procedures and can be found on the Vice President for Enrollment Management website.
Welcome from the Division of Student Services and Engagement

Wildcat Proud! Our goal for this year is a Wildcat Nation emanating with pride for our historical institution as we stand united behind the values, core principles, and mission that originated from its founder who proclaimed: “We have a powerful potential in our youth, and we must have the courage to change old ideas and practices so that we may direct their power toward good ends.” Mary Mcleod Bethune

Welcome! As you embark on your own journey of academic and personal growth, we want to assure you that you have a team of advocates, mentors, peers, and coaches who stand ready to bring their life experiences, professional expertise, and knowledge of what success looks like at Bethune-Cookman University (B-CU). To take full advantage of all that is available, we encourage you to engage in the many opportunities around campus and in the local community to include organizations, causes, charitable events, and volunteer work. If you don’t know where to start, we encourage you start by asking questions. You could truly gain momentum by doing so through B-CU’s student organizations, Wildcat Connect, the student handbook, social media, administrators, and educators.

Set yourself up for success through proactive measures to include the use of the Wildcat App. Be certain to know and use the E2 Emergency Alert System. Keep your records up-to-date with personal contact information, and stay current on critical factors impacting your academic, personal, and professional growth.

Finally, this is your experience. We encourage you to do all you can to make it as rewarding as possible. You are your best agent in developing and marketing your potential and seeking out the tools needed for your ultimate success. Set realistic and smart goals. Protect your image. Seek out a strong network and surround yourself with positive role models who are engaging and provide a challenging environment to help you become your best self – then pass on those lessons to help others become equally successful.

We look forward to a great year in the Wildcat Nation. Most importantly, we look forward to surrounding you with a village to collectively bring out the best in you - and as a result the best of B-CU!

Let’s go Wildcats!
Foreword

Welcome to Bethune-Cookman University (B-CU). This Student Handbook serves as a guide to assist students in adjusting to University life at B-CU.

Student happiness and success is directly influenced by the student’s awareness about the University and its expectations.

Each student is responsible for reading and following regulations outlined in the Student Handbook and other University publications. University email is the official form of communication, so each student should develop a habit of checking their official B-CU email account daily.

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

This handbook accurately reflects the programs, policies, and requirements at the time it is published; however, the University reserves the right to unilaterally change or amend this handbook at any time deemed necessary.

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

Familiarization with this handbook will support the academic success and holistic development of students matriculating at B-CU.

Bethune-Cookman University shall continue the present policy of admitting students of any race, color, gender or national and ethnic origin to all rights, privileges, programs and activities generally afforded 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-CU 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.
Brief History of Bethune-Cookman 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 the Daytona Educational and Industrial Institute. In 1919, the curriculum expanded and the name was changed to the Daytona Normal and Industrial Institute. In 1923, the institution became a co-ed high school as a result of a 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 diverse academic programs, including business, education, humanities, the sciences and nursing.
University Motto
Enter to Learn. Depart to Serve.

University Colors
Maroon and Gold

University Mascot

University Seal
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-CC*
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-CC*
   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-CU.
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.
Last Will and Testament
Dr. Mary McLeod Bethune (1875-1955)
Founder and President (1904-1942; 1946-1947)

Dr. Mary McLeod Bethune left a legacy to 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.”

Click Last Will and Testament to view full text.
Annual Events

**Freshman Induction Ceremony** (August): At the opening of each semester, freshmen are invited to participate in a ceremony during which they are inducted into the Wildcat family.

**Orientation** (August): At the opening of each semester, freshmen and new students are officially introduced to University heritage, customs, values, policies and procedures.

**President’s Assembly** (August): The President’s Assembly 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, staff and students are in professional dress.

**Founder’s Day** (October): On October 3rd of each year, the University family commemorates the University Founder, Dr. Mary McLeod Bethune.

**The Coronation of Miss B-CU** (October): 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. The Coronation Ball, in honor of the Queen and her court, follows the ceremony.

**Homecoming Pageant** (October): The Student Activities Board host the Homecoming Pageant every year during the Fall semester. During the Homecoming Pageant, students compete for the six (6) positions that make up the Homecoming Court. Those positions include: Mister/Miss Homecoming, Mister/Miss Maroon, and Mister/Miss Gold.

**Homecoming** (October): The alumni are formally welcomed to the campus for the Homecoming festivities. Decoration of residence halls and other campus buildings, a parade, and the game are highlights. Prior to the football game, Mister and Miss Homecoming are elected by the student body and serves in this capacity for the entire Homecoming Week.

**Dr. Martin Luther King Jr’s Birthday** (January): 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.

**Sankofa** (April): Each year sophomores are required to participate in a rites of passage ceremony into their junior year.

**Senior Consecration** (December/May): During Commencement Week, the University conducts a religious service for its graduates followed by a candlelight processional and wreath laying at either the Bethune Statue or the gravesite of Dr. Mary McLeod Bethune.

**The President’s Celebration for Graduating Seniors and their Families** (December/May): The President’s celebration 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** (December/May): Commencement for graduates is held in December and May of each year. Locations may vary.

**Birthday of Dr. Mary McLeod Bethune** (July): The University observes the birthday of Dr. Mary McLeod Bethune each year on July 10th.
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<td>5</td>
<td>Department Chairs Return to Work</td>
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<td>8</td>
<td>Last Day Summer Session B Final Examinations</td>
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<td>9</td>
<td>Final Grades for Summer Session B Due in System by 3:00pm</td>
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<td>9</td>
<td>Financial Aid SAP Calculation will Process</td>
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<td>12</td>
<td>Financial Aid 2019-2020 Satisfactory Academic Progress (SAP) Notification Emailed to Student’s B-CU Email Address</td>
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<td>Faculty Return to Work</td>
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<td>19</td>
<td>Classes Begin for Full Term</td>
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<tr>
<td>19-22</td>
<td>Late Registration / $100 Late Registration Fee Applies / Add-Drop</td>
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<td>20-23</td>
<td>Mandatory Attendance Verification for Full Term Courses</td>
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<td>31</td>
<td>Labor Day Week-end – No Saturday Classes</td>
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<td><strong>OCTOBER</strong></td>
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<tr>
<td>1</td>
<td>Web Closes for 4 Week Grade Submission for Full Term Courses</td>
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<td>1</td>
<td>Mandatory Attendance Verification Full Term Courses – Ends</td>
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<td>1</td>
<td>4 Week Grade Submission for Full Term Courses Due in System by 5:00pm</td>
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<td>Academic Advisory Council Meeting</td>
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<td>Faculty Deadline: Submit Removal of Incomplete Grades to Registrar’s Office by 5:00pm</td>
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<tr>
<td>22</td>
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<td>23</td>
<td>Last Day to Withdraw from University Full Term &amp; Receive W</td>
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<tr>
<td>25</td>
<td>Fall Commencement Planning Meeting</td>
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<td>Date</td>
<td>Event Description</td>
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<tr>
<td>4</td>
<td>Registration for Spring &amp; Summer 2020 Begins</td>
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<tr>
<td>5</td>
<td>Last Day Fall Graduation Applications will be Accepted. Students submitting applications after this date will not have their names appear in the printed Commencement Program.</td>
</tr>
<tr>
<td>5</td>
<td>Midterm Grades Due in System by 5:00pm</td>
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<td>Fall Commencement Planning Meeting</td>
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<td>Outstanding Grade Changes &amp; Transfer Grades (Official Transcripts) for Graduates Due in System &amp; in Registrar’s Office by 3:00pm</td>
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<tr>
<td>7-11</td>
<td>Final Examinations for Full Term Classes</td>
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<td>8</td>
<td>Final Examinations for Saturday Classes</td>
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<td>Service of Consecration</td>
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<td>11-15</td>
<td>Web Open for Final Grade Submission for Full Term Courses</td>
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<td>12</td>
<td>Nursing Pinning Ceremony</td>
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<td>12</td>
<td>All Graduating Senior Grades Due in System by 12:00 noon</td>
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<td>President’s Reception Honoring Graduating Seniors</td>
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<td>Christmas Holiday Begins for Faculty</td>
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<td>16</td>
<td>All Non-Graduate Grades Due in System by 3:00pm</td>
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<tr>
<td>23</td>
<td>Christmas Holiday Begins for Staff</td>
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<td>6</td>
<td>Faculty and Staff Return to Work</td>
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<td>8</td>
<td>Academic Advisory Council Meeting</td>
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<td>Classes Begin for Full Term</td>
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<td>13</td>
<td>Last Day to Change Majors for Spring Semester</td>
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<td>13-16</td>
<td>Late Registration / $100 Late Registration Fee Applies / Add-Drop</td>
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<td>13-24</td>
<td>Mandatory Attendance Verification for Full Term</td>
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<td>Last Day for 100% Tuition Refund for Full Term (Room/Board Assessed)</td>
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<td>17</td>
<td>Institutional Review Board Meeting</td>
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<td>Martin Luther King, Jr. Holiday – No Classes</td>
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<td>Academic Advisory Council Meeting</td>
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<td>Spring Census Day</td>
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<td>5</td>
<td>Academic Advisory Council Meeting</td>
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<tr>
<td>6-8</td>
<td>Web Open for 4 Week Grade Submission for Full Term Courses</td>
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<td>7</td>
<td>4 Week Grades Due in System by 5:00pm</td>
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<td>7</td>
<td>Spring Commencement Planning Meeting</td>
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<td>Mandatory Attendance Verification for Full Term Courses</td>
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<td>24</td>
<td>Student Deadline: Last Day for Students to Remove Incomplete Grades Earned in Fall Semester</td>
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<td>Midterm Examinations for Saturday Courses</td>
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</table>

**MARCH**

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<tr>
<td>2</td>
<td>Faculty Deadline: Submit Removal of Incomplete Grades to Registrar’s Office by 5:00 p.m.</td>
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<tr>
<td>2-6</td>
<td>Midterm Examinations for Full Term Courses</td>
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<tr>
<td>2-6</td>
<td>Web Open for Midterm Grade Submission for Full Term Courses</td>
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<td>Midterm Grades Due in System by 5:00pm</td>
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<td>Institutional Review Board Meeting</td>
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<td>22</td>
<td>Spring Commencement Planning Meeting</td>
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</tbody>
</table>
| 23   | Last Day Spring Graduation Applications will be Accepted

*Students submitting applications after this date will not have their names appear in the printed Commencement Program.*

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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>23</td>
<td>Last Day to Drop Full Term Courses &amp; Receive WD</td>
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<td>24</td>
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<td>Mandatory Attendance Verification for Full Term Courses</td>
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<td>26-28</td>
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**APRIL**

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<td>Academic Showcase</td>
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<td>Spring Commencement Planning Meeting</td>
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<td>Student Honors &amp; Awards</td>
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<td>Faculty &amp; Staff Honors &amp; Awards</td>
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<td>Good Friday Holiday – No Classes</td>
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<td>Easter Week-end – No Saturday Classes</td>
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<td>11-15</td>
<td>Web Open for 12 Week Grade Submission for Full Term Courses</td>
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<td>24</td>
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<tr>
<td>27</td>
<td>Outstanding Grade Changes &amp; Transfer Grades (Official Transcripts) for Graduates Due in System &amp; in Registrar’s Office by 3:00pm</td>
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<tr>
<td>MAY</td>
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<tr>
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<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Purge Summer Schedules for Non-Payment</td>
</tr>
<tr>
<td>4</td>
<td>Summer Graduation Applications Due</td>
</tr>
<tr>
<td>4-6</td>
<td>Final Examinations for Full Term</td>
</tr>
<tr>
<td>6</td>
<td>Service of Consecration</td>
</tr>
<tr>
<td>7</td>
<td>All Graduating Senior Grades Due in System by 12:00noon</td>
</tr>
<tr>
<td>7</td>
<td>Nursing Pinning Ceremony</td>
</tr>
<tr>
<td>8</td>
<td>President’s Reception Honoring Graduating Seniors</td>
</tr>
<tr>
<td>8</td>
<td>Spring Commencement Ceremony</td>
</tr>
<tr>
<td>11</td>
<td>All Non-Graduate Grades Due in System by 3:00pm</td>
</tr>
<tr>
<td>13</td>
<td>Academic Advisory Council Meeting</td>
</tr>
<tr>
<td>15</td>
<td>Last Day for Nine Month Faculty</td>
</tr>
<tr>
<td>18</td>
<td>First Day of Classes Full Term, Summer Session A</td>
</tr>
<tr>
<td>20</td>
<td>Late Registration / Add-Drop Full Term, Summer Session A</td>
</tr>
<tr>
<td>20</td>
<td>Last Day for 100% Tuition Refund (Room/Board Assessed)</td>
</tr>
<tr>
<td>22</td>
<td>Last Day to Drop Without Receiving a WD Full Term, Summer Session A</td>
</tr>
<tr>
<td>22</td>
<td>Mandatory Attendance Verification Full Term, Summer Session A</td>
</tr>
<tr>
<td>25</td>
<td>Memorial Day Holiday – No Classes</td>
</tr>
<tr>
<td>27</td>
<td>Academic Advisory Council Meeting</td>
</tr>
<tr>
<td>29</td>
<td>Summer Census Day</td>
</tr>
<tr>
<td>JUNE</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Last Day to Drop Summer Session A &amp; Receive WD</td>
</tr>
<tr>
<td>16</td>
<td>Last Day to Withdraw from Summer Session A &amp; Receive W</td>
</tr>
<tr>
<td>24-26</td>
<td>Web Open for Summer Session A Midterm Grade Submissions</td>
</tr>
<tr>
<td>10</td>
<td>Academic Advisory Council Meeting</td>
</tr>
<tr>
<td>12</td>
<td>Last Day for Department Chairs</td>
</tr>
<tr>
<td>24</td>
<td>Academic Advisory Council Meeting</td>
</tr>
<tr>
<td>25</td>
<td>Last Day of Summer Session A Final Examinations</td>
</tr>
<tr>
<td>29</td>
<td>First Day of Classes Summer Session B</td>
</tr>
<tr>
<td>29-Jul</td>
<td>Late Registration / Drop/Add Summer Session B</td>
</tr>
<tr>
<td>JULY</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Last Day to Drop Summer Session B Without Receiving a WD</td>
</tr>
<tr>
<td>1</td>
<td>Last Day for 100% Tuition Refund for Summer Session B (Room/Board Assessed)</td>
</tr>
<tr>
<td>1-2</td>
<td>Midterm Examinations for Full Term Courses</td>
</tr>
<tr>
<td>3</td>
<td>Independence Day (Observed) – No Classes</td>
</tr>
<tr>
<td>14</td>
<td>Last Day to Withdraw from Full Term Courses &amp; Receive W</td>
</tr>
<tr>
<td>20</td>
<td>Last Day to Drop Summer Session B &amp; Receive WD</td>
</tr>
<tr>
<td>20-21</td>
<td>Mandatory Attendance Verification for Summer Session B</td>
</tr>
<tr>
<td>28</td>
<td>Last Day to Withdraw From Summer Session B &amp; Receive W</td>
</tr>
<tr>
<td>AUGUST</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Last Day of Summer Session B Final Examinations</td>
</tr>
<tr>
<td>5-7</td>
<td>Web Open for Summer Session B Grade Submission</td>
</tr>
<tr>
<td>7</td>
<td>Final Grades for Summer Session B Due in System by 3:00pm</td>
</tr>
<tr>
<td>7</td>
<td>Financial Aid SAP Calculation will Process</td>
</tr>
<tr>
<td>10</td>
<td>Financial Aid 2020-2021 SAP Notification will be Emailed to Bethune-Cookman Email Address</td>
</tr>
</tbody>
</table>
SUMMER SEMESTER 2020

Note: Calendar dates are subject to change
Sources: Office of Academic Affairs/Office of the Registrar/Office of Institutional Effectiveness (July 2019)
University Customs

In addition to annual events, the Bethune-Cookman University Family observes the following customs:

- Grace is rendered at the beginning of each meal.
- The audience stands and remains in place when the Alma Mater is played and/or sung.
- The campus community attends Chapel every Wednesday.
- All sophomores participate in the annual Sankofa ceremony before entering their junior year.
- Open all meetings with prayer.
- All participants are to remain at their seats and/or designated places during programs until after the benediction is rendered.
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.

Inclusion Statement
We seek to offer a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences-including race, ethnicity, gender, age, socio-economic status, sexual orientation, disability and religion that will enrich the culture of Bethune-Cookman University. 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. We strive to embrace all opportunities to learn from each other’s differences while whole heartedly understanding that different doesn’t mean deficient.

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)
**Bookstore**

Location: 740 W. International Speedway, Daytona Beach, FL 32114-3540  
Contact & Hours of Operation: (386) 481-2145; for hours of operation, please check the bookstore’s website at: [http://www.bkstr.com/bethune-cookmanstore/home](http://www.bkstr.com/bethune-cookmanstore/home)

The University Bookstore is operated by the Follett Higher Education Group, one of the largest college store operators in North America. 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, including textbooks, school supplies, general reading books, magazines, software & computer accessories, laptops, as well as imprinted B-CU clothing and gift items.

**Bursar Office**

Location: 585 Dr. Mary McLeod Bethune Blvd Daytona Beach FL, 32114  
Contact: (386) 481-2507, email: acctsreceivable@cookman.edu  
Hours of Operation: Monday-Friday/9:00a.m. - 4:00p.m.  
Website Address: [http://www.cookman.edu/currentstudents/stud_accts/index.html](http://www.cookman.edu/currentstudents/stud_accts/index.html)

Bursar services are can be accessed on campus or by website. The following services and activities are offered by the Bursar Office:

- Billing students
- Recording payments
- Processing refunds
- Coordinating payment plans
- Collecting outstanding balances
- Handling transactions affecting accounts receivable.

Each semester the Bursar’s Office is responsible for ensuring 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 and/or graduate.
Tuition and Fees for 2019-2020

Cost of Attendance

The Cost of Attendance (COA) is the average cost to attend Bethune-Cookman University for one academic year (fall through spring). It includes Direct Cost and the Estimated Indirect Costs. The University adjusts the COA yearly to reflect changes to these costs.

The Direct Cost to attend Bethune-Cookman University consists of your tuition, fees, and room and board.

The Estimated Indirect Costs to attend B-CU includes allowances for books, supplies, transportation, loan fees, and, if applicable, dependent care. It can also include other expenses like an allowance for the rental or purchase of a personal computer, costs related to a disability, or costs for eligible study-abroad programs.

All first-time undergraduate students are required to pay a non-refundable and non-transferable $300 Enrollment Fee the first semester of attendance.

Please see the tables below for complete cost breakdown:

Undergraduate

Undergraduate Off-Campus Commuter

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (12 - 18 hours)*</td>
<td>$6,922.00</td>
<td>$6,922.00</td>
<td>$13,844.00</td>
</tr>
<tr>
<td>Room**</td>
<td>$3,481.00</td>
<td>$3,481.00</td>
<td>$6,962.00</td>
</tr>
<tr>
<td>Board</td>
<td>$1,250.00</td>
<td>$1,250.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$485.00</td>
<td>$485.00</td>
<td>$970.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$12,138.00</td>
<td>$12,138.00</td>
<td>$24,276.00</td>
</tr>
</tbody>
</table>

Estimated Indirect Costs

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>$725.00</td>
<td>$725.00</td>
<td>$1,450.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$1,650.00</td>
<td>$1,650.00</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$550.00</td>
<td>$550.00</td>
<td>$1,100.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,925.00</td>
<td>$2,925.00</td>
<td>$5,850.00</td>
</tr>
</tbody>
</table>

**Cost of Attendance (COA) = Direct Costs + Estimated Indirect Costs**

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$15,063.00</td>
<td>$15,063.00</td>
<td>$30,126.00</td>
</tr>
</tbody>
</table>

23
# Off-Campus Resident (Single or Married)

## Direct Costs

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (12 - 18 hours)*</td>
<td>$6,922.00</td>
<td>$6,922.00</td>
<td>$13,844.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$485.00</td>
<td>$485.00</td>
<td>$970.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,407.00</strong></td>
<td><strong>$7,407.00</strong></td>
<td><strong>$14,814.00</strong></td>
</tr>
</tbody>
</table>

## Estimated Indirect Costs

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room and Board</td>
<td>$750.00</td>
<td>$750.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$725.00</td>
<td>$725.00</td>
<td>$1,450.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$750.00</td>
<td>$750.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$800.00</td>
<td>$800.00</td>
<td>$1,600.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,025.00</strong></td>
<td><strong>$3,025.00</strong></td>
<td><strong>$6,050.00</strong></td>
</tr>
</tbody>
</table>

Cost of Attendance (COA) =

Direct Costs + Estimated Indirect Costs

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$10,432.00</strong></td>
<td><strong>$10,432.00</strong></td>
<td></td>
<td><strong>$20,864.00</strong></td>
</tr>
</tbody>
</table>
Fees per term | $300.00
---|---
Total per term | $7,222.00

*The Cost per credit hour is $576.80 for all Undergraduate Studies programs; not applicable to B-CU Direct Online programs.

*The cost per term for students enrolled in an 8-week Sub-Term B-CU Direct Online Interdisciplinary Studies, Criminal Justice, or Psychology Program is $250 per credit hour plus a $500 technology fee.

*Students enrolled in a Global Online College Program is assessed a $500 technology fee per term, and no other student fees are assessed.

*The cost for students who are active duty military is $250 per credit hour and no student fees are assessed.

*Tuition costs for Fall 2019 and Spring 2020 are based on 12-18 credit hours; does not apply to B-CU Direct Online programs. Students who enroll in less than 12 credit hours will be charged $576.80 per credit hour for tuition and $50 per credit hour for their fees. Students who exceed 18 credit hours will be charged $576.80 per credit hour for each credit that exceeds 18; does not apply to B-CU Direct Online programs.

** The Lee E. Rhyant Residential Life Center costs an additional $364 per semester ($728 per year).

**The Thomas and Joyce Hanks Moorehead Residential Life Center and Phase II halls cost an additional $407 per semester ($814 per year)

*** Students who select the Gold Plus Board Plan will be assessed an additional $250 per semester.

Note: Textbooks are not included in the cost of tuition.
**See Housing and Residence Life Semester Room Cost Guide** for residential cost by residence hall.

In order to activate and retain your schedule, full payment or enrollment in a payment plan must be received by the published payment deadline for each term. Any unpaid balance may result in the loss of classes.

**Refunds**

Refunds are processed by the Office of the Bursar when a student has resolved all financial obligations against their University debts, and their student account reflects a credit balance. Refunds are processed after the student’s account reflects a credit balance. It is the student’s responsibility to inform Office of the Bursar of any changes to their address.

Bethune-Cookman University has partnered with BankMobile to deliver your financial aid refund. For more information about BankMobile, visit this link: [http://bankmobiledisbursements.com/refundchoices/](http://bankmobiledisbursements.com/refundchoices/).

Through the Wildcat Web located on the University’s website, students have access to review their charges, financial aid, payments, credit balances, refunds issued, and/or any balances that may be due. If a student visits the Office of the Bursar and requests information about their student account, the student must present their student identification or another form of picture identification.

With the exception of federal Parent Plus loans where the parent has not provided written authorization to refund the loan to the student, to the extent that funds paid to Bethune-Cookman University on behalf of the student exceed the total amount of tuition, fees and other expenses due from the student, Bethune-Cookman University will refund such excess payments (excluding any non-refundable financial aid) directly to the student, regardless of whether any funds were paid by the student, the
student’s parents or any other third party. Bethune-Cookman University assumes no responsibility for remitting such excess payments to any person other than the student.

Carl S. Swisher Library

**Location:** Library Lane  
**Contact:** (386) 481-2415  
**Hours of Operation:** Monday-Friday from 8:00 a.m. - Midnight.

- The Learning Commons is open 24 hours a day, seven days a week.
- The Library will be closed during the holidays and have shortened summer hours.
- An active B-CU ID card is required to enter the Library/Learning Commons Lab from 12 AM to 7:30 AM.

The library collection contains over 300,000 volumes, as well as print and electronic periodicals, microforms and other electronic media. An Online Public Access Catalog (OPAC) provides access to the library collection via the internet. The collection is housed in open stacks except for special collections.

The Library features a Local Area Network (LAN) with access to the Internet and subscribed online databases that include ProQuest, EBSCO, Britannica Online, JSTOR, Black Studies Center, CREDO and others other prominent scholarly resources.

As a member of the Northeast Florida Library Network (NEFLIN), Independent Colleges and Universities of Florida (ICUF), Historically Black and Colleges and Universities Library Alliance, and LYRASIS, the Carl S. Swisher Library has access to other resources and collections through consortia agreements and inter-library loan programs.

The Carl S. Swisher Library/Learning Resource Center (LRC) also houses a 24-hour Learning Commons, 10 conference rooms for group study, an exhibition area, a Bibliographic Instructional (BI) lab for the library’s instructional classes, Tutorial Lab, a Faculty and Staff Training Lab and the University Archives. Special collections include: The Mary McLeod Bethune; the Attica Collection; and the Black Collection of books by and about Blacks. The archival area is the repository for documentary, photographic and other materials of historic value to the University and community.

The Carl S. Swisher Library/LRC serves as a major focus for improving learning, teaching, and research. It addresses the academic, administrative and cultural needs of the University through the provision of resources identified above as well as consultative services offered to faculty, staff, students and visitors.
Campus Safety

Location: Modular Units located at the corner of State St. and Dr. M.L.K. Blvd.
Contact: (386) 481-2900
Hours of Operation: 24-Hours; Daily
Website Address: http://www.cookman.edu/currentstudents/studdev/campussafety/index.html

The Department of Campus Safety (DCS) is available 24 hours a day to serve students, faculty, and staff with high quality levels of safety and security for all concerns. DCS strives to be highly proactive in maintaining a safe and secure academic environment to support student success.

As part of this comprehensive effort, DCS works with members of the B-CU community to strengthen investigative processes to solve crime and prevent criminal offenses. The Department also works with various University departments to issue campus safety alerts, provide vehicle battery charges, vehicle unlocking services, lost and found storage and safety escorts.

In efforts to empower the B-CU community and promote safety, DCS offers active shooter awareness, incident response, workplace violence, dating violence, and self-defense workshops throughout each academic year.

Within the Department of Campus Safety, the following resources are available:
- Important Information (Emergency Management)
- Engraving Marking Machine
- Security Marking Pen
- Personal Property and Book Inventory Log
- Parking Decals
- Safe Driving Tips

For any form of assistance, the Department of Campus Safety may be contacted at ext. 2900 from any University phone, or by calling direct from an outside line at (386) 481-2900. The Department of Campus 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 Campus 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
Center for Information Technology

**Location:** Center for Information Technology, Faith Hall  
**Contact:** (386) 481-2070/2071  
**Hours of Operation:** Monday-Friday from 8:00a.m.-5:00p.m.

The Center for Information Technology (CIT) supports Bethune-Cookman University students, faculty, and staff in their use of campus technology for instruction, research, and administrative services.

**Student Email Access**  
B-CU STUDENT click here to view login steps. All students will login to view their email by going to mail.students.cookman.edu.

**Login to Student Wi-Fi**  
To ensure only authorized users are utilizing the University’s bandwidth resources, the Wi-Fi network at Bethune-Cookman University will periodically ask you to login through your web browser.

**To access the wireless network,** you will need your computer / domain username and password. *This is the same username / password used to login to the lab computers and is different from your Wildcat Web or BCU Email account.*

**Wildcat Web**  
Bethune-Cookman University’s Center for Information Technology helps students access important information, and CIT provides a one-stop shop for services such as managing student accounts and passwords, email, access to Jenzabar courses, unofficial transcripts, class grades, schedules and account balances. Logon to the Wildcat Web by visiting https://wildcat.cookman.edu/ics.

Chaplaincy Department

**Location:** 332 Model Street, Daytona Beach FL, 32114  
**Contact:** (386) 481-2443, email: chaplaincy@cookman.edu  
**Hours of Operation:** Monday-Friday 9:00a.m.-5:00p.m.

Bethune-Cookman University is an exceptional place established on the historic foundation of the Christian faith. The President, faculty, staff and students all represent diverse religious traditions from around the globe. As a Methodist affiliated University, B-CU is unapologetically Christian and anchored in the Wesleyan practice of Scripture, Reason, Tradition and Experience.

The Office of Chaplaincy is the first of its kind within our history and is made up of a Dean of the Chapel, Director of Religious Life and the support of a full-time administrative assistant. The Chaplaincy Department is open to serving all faith groups regardless of race, culture, religion, sexual orientation, socio-economic status, gender or ability.
The Chaplain’s Office Priorities

- Improve and increase the number of student mentorships, e-learning opportunities and faith-based activities for students.
- Provide students with leadership opportunities to cultivate faith, growth and development.
- Promote civic engagement service activities of faculty, staff and students.
- Integrate stakeholders into the University through faith-based partnerships and activities.
- Raise freshmen profile by providing opportunities that help them excel in faith-based transformative experiences.
- Provide educational exposure through worship services, mission trips, outreach, collaborative efforts with local churches and forums based on faith, culture, scholarship and service.

Our Activities & Partnerships Programs

- Weekly Chapel Services are offered in the Mary McLeod Bethune Performing Arts Center on Wednesdays at 11:15 a.m. and Bible Study is held in the Gertrude Hotchkiss Heyn Memorial Chapel on Thursday at 6:00pm for faculty, staff, students and community members.
- Additional programming includes Friday Night Live Worship Services, Alabaster Box Open Mic Experiences, Daily Prayer, the Fellowship Gospel Choir, Wildcat Worship Team, Religious Life Fellowship Student Organization, The Anointed Praise Mime Ministry, F.A.I.T.H., Volunteer Service Projects, The B-CU Prayer Meditation Room (332 Model Street), Faith Community Internships and the Chapel Assistant Program.

The Division of Student Services and Engagement

Location: The Parlin Center
Contact: (386) 481-2451, (386) 481-2358 or (386) 481-2483
Hours of Operation: Monday-Friday from 8:00a.m.-5:00p.m.
Email Address: bcuconduct@cookman.edu

The Division of Student Services and Engagement is the liaison between students, parents, faculty, staff, the general public and campus administration.

The Division of Student Services and Engagement offers a holistic approach to student-centered advocacy for undergraduate and graduate students. Focusing on education, social and personal development, The Division of Student Services and Engagement connects students to University resources that promote academic success, retention, and graduation. The Division of Student Services and Engagement partners with other university offices to develop students in the spirit of the University, Student Honor Code of Conduct, Core Values, further supporting our mission to create a vibrant and inclusive campus community. The Division of Student Services and Engagement also serves as a confidential resource available to assist students in resolving concerns when normal processes and procedures have not worked satisfactorily.

Reasons students would seek assistance from The Division of Student Services and Engagement may include:

- Seeking advice to respond to an uncomfortable living situation,
- Finding a resource to assist with a health issue,
● Connecting with resources to assist with a learning difference or disability,

● Navigating a personal problem that you are facing, and/or

● Resolving conflicts with other students.

The Division of Student Services and Engagement is also responsible for the administration of the Student Honor Code. If students find themselves in a compromising situation or have witnessed unacceptable behaviors, The Division of Student Services and Engagement hear all concerns and works with the B-CU Community to develop a plan for resolutions.

Complaints and Grievances

A student may pursue a grievance if he or she believes that a member of the University community has violated his or her rights by following the Student Complaint and Grievance Procedure. The primary objectives of the Student Complaint and Grievance Procedure are:

● To ensure students have the opportunity to present grievances to the University regarding an action or inaction by a member of the University community

● To make certain the University has a consistent strategy for resolving grievances in a fair and just manner.

The Student Complaint and Grievance Procedure applies to alleged discrimination on the basis of race, color, religion, sex (including sexual orientation and gender identity and expression), age, national origin or disability as well as problems arising in the relationship between a student and the University that are not governed by other specific grievance procedures (such as Student Honor Code, Harassment, Discrimination, Sexual Misconduct, and Retaliation Complaint Procedures, University Policy and Procedures). Upon request from a student, The Division of Student Services and Engagement will provide guidance about the appropriate system for redress of a particular complaint.

Absences/Family Emergencies

Students leaving the University temporarily because of illness, emergency, etc., must bring documentation of such to The Division of Student Services and Engagement. During regular office hours call (386) 481-2451, (386) 481-2358 or (386) 481-2483 stop in to report any personal or family emergencies. Depending on the type of issue reported, The Division of Student Services and Engagement may coordinate with Student Health Services to support the student fully. Please note, The Division of Student Services and Engagement cannot excuse students from class; however, verification of the reason for the absence will be emailed to the faculty if proper documentation is provided. Most faculty require verification of emergencies when students are absent from class. It is ultimately the student's responsibility to make arrangements with instructors for completing assignments, quizzes, exams, etc.

Reporting an Incident

encourages faculty, staff, and students to report matters regarding sexual

misconduct, student misconduct, concerning student behavior, concerns about a student's well-being and student grievances and complaints. Please use the appropriate links below to submit a report:
• Student Concern and Incident Form

(Use this form if you suspect or have observed violations of the Student Honor Code. The incident report will automatically route to the appropriate office for action.)

• Academic Dishonesty and Misconduct Form

(Use this form if you suspect or have observed violations of the Academic Honor Code. Violations include, but are not limited to: Cheating, Plagiarism, Course Material Dishonesty, Theft or Damage of Intellectual Property, Alteration of University Documents, Disturbances in the Classroom.)

• Student Academic Complaint and Grade Appeal Form

(Use this form if you have an academic complaint or wish to file an appeal for a grade change.)

• Student of Concern

(Use this form if you are concerned about a student's personal well-being and wish to refer them to the Health and Wellness Student Services Team. You may also use this form if you are concerned that a student may be a harm to themselves or others. If there is suspected immediate danger please call 386-481-2900 and mark the nature of this form as "urgent").

• Student Grievance/Complaint Form

(Use this form if you believe that you have been subjected to an alleged inequality in violation of the University's Policies and Procedures. This Student Grievance/Complaint Procedure is intended to allow students an opportunity to present and issue which they feel warrants action, including the right to secure educational benefits and services.)

• Sexual Misconduct Incident Reporting (Including sexual harassment, discrimination, and retaliation)

(Use this form if you have been unlawfully violated, harassed, discriminated against, retaliated against or otherwise harmed on the basis of sex. You are encouraged to fill out this form; however, you should also contact The Division of Student Services and Engagement (if you are a student) by phone at 386-481-2494 or email bcudos@cookman.edu. If you are not a student, but a member of the Bethune-Cookman University community, you may call Human Resources at 386-481-2049. If you are in danger or feel threatened, please call 386-481-2900. All reports are kept confidential according to FERPA law.)

Student Dress Standard

The Bethune-Cookman University (B-CU) Student Dress Standard is intended to ensure that students have a basic understanding of socially acceptable appearances for the B-CU educational process and to prepare them for the professional setting. Additionally, B-CU has an obligation to create a living and learning environment where all members of its community are comfortable and not offended or distracted by inappropriate dress. The B-CU Student Dress Standard is designed to provide a basic guideline for students and is not intended to infringe upon a student's right to self-expression.
While these are general standards for the University, each College, Department, and Office is afforded the
discretion to develop and enforce stricter guidelines based on unique academic and career expectations.
Classroom instructors, University administrators and staff have the right to address policy violators and/or deny
admission to students dressed in any of the prohibited attire. Students are also expected to adhere to the B-CU
Dress Standard at University sponsored events off campus.

Students who fail to abide by the dress standard, when advised by a University official, shall be considered in
violation of the dress standard and will be subject to disciplinary action per the Student Honor Code.

**General Dress Standard Expectations:**

The University expects students to wear attire in classrooms and offices that are respectful of themselves and the
core values of this institution. Clothing, grooming, and overall personal appearance should be appropriate to
academic and/or professional settings.

In general, examples of inappropriate attire include, but are not limited to, the following:

- Du-rags, stocking caps, hats, sun-visors, bandannas, wrap-caps, and hoods in any University building or any
  formal University-sponsored event (e.g., Convocation, Honors Day, or Founder's Day, President's Assembly).
  Head covering that is illustrative of a religious conviction or preference is welcomed and acceptable. Students are
  required to seek approval from the Chaplaincy Department for religious affiliated attire and must take their
  Student ID wearing such attire;

- Midriffs, cat-suits (fitted full body suits), low-cut tops, revealing mesh, netted shirts, see-through garments, cut
  off t-shirts, undershirts (slang: wife beaters) (male or female);

- Sheer or provocative garments without proper undergarments; t-shirts bearing profane language or
  indecent/messages, and cutout or torn jeans that reveal undergarments and/or private parts, even in instances of
  squatting, bending, or reaching;

- Clothing, jewelry, or other accessories with pictures of drug paraphernalia, or with expressions that condone or
  sanction the use of drugs;

- Clothing expressing any form of degradation based on gender, gender identity, ethnicity, sexual orientation, or
  socioeconomic status;

- Missing undergarments;

- Bare feet, house-shoes, or sleepwear in public or common area spaces (including residence halls);

- Sagging pants or sagging shorts;

- Hair rollers, bonnets, or wrap-caps designed for sleep.
Dress Standard Expectations for Events Requiring Business Casual Attire:

• Hats are acceptable for ladies and gentlemen, provided they are not wide-brimmed or are sports caps designed or intended for outside use. Head covering that is illustrative of a religious conviction or preference is welcomed and acceptable. Men should remove any hat when entering a building, during prayer, or during the playing/singing of the national anthem or University Alma Mater.

• Students in professional programs with standard uniforms (nursing, ROTC, e.g.) are permitted to wear these in lieu of standard professional dress.

• Suits and/or slacks that fit appropriately, not showing any undergarments. Denim, shorts, or clothing designed for sleep are considered inappropriate for a business environment.

• Blouse or shirts should preferably be button-down and fit appropriately, not showing any undergarments. Golf shirts are acceptable with appropriate slacks. T-Shirts, sleeveless shirts, hoodies, sports jerseys, or sweatshirts are considered inappropriate for a business environment.

• Professional discretion must be used for shoe selection. High platforms, extremely high heels (above 4"), ornamented runway style shoes tend to appear unprofessional. Open-toed shoes are acceptable. Athletic shoes, slides, open-foot sandals, flip-flops, non-dress - boots designed for outdoor use (such as Timberlands or similar style), or slippers designed for sleep are considered inappropriate.

• Dark or grey pants suits, dresses, or skirts that fit appropriately, not clinging to the body or showing any undergarments or private body parts. The length of any skirt or dress should not be shorter than the fingertips. Denim, rompers, shorts, tights, or jeggings are considered inappropriate.

Dress Standard Expectations for University Business, Assemblies, Chapel, or Events requiring Professional Attire:

Suit: A well-cut skirt suit, dress, or pantsuit in appropriate colors. Examples include Blue (Navy or Dark Pinstripe), Brown, Burgundy (Dark), Gray (Dark or Heather) and Black. Other colors may be worn using professional discretion. Splits should be in the back or side not exceeding 3 inches. Tight skirts, miniskirts, body con dresses or outfits, or extremely tight fitted clothing are unacceptable for professional environments.

Blouse/Shirt: No graphics, low cuts, or missing buttons.

Shoes: No flip flops, slides, house shoes, thong shoes (use professional discretion), athletic shoes, unprofessional sandals, or timberland style shoes. Shoes and belts should match.

Jewelry: Conservative earrings - Studs/Post (Diamonds, Pearls, Gold or Silver) or small hoops earrings (NO Large Hoops) and ONE simple necklace, ring and bracelet. Neck Ties, stay away from novelty ties like cartoon characters or patterns for sports teams.

Black is more appropriate for evening events requiring professional attire. Bright colored suits are discouraged.
**Dress Standard Expectations for Formal Events:**

Understanding the dress codes defined broadly as formal-wear helps you determine what attire is most appropriate. Evening affairs are generally more formal than day-time events.

White tie is the most formal dress code. Men wear tuxedos featuring a black jacket with tails, white bow tie and optional white vest. Women opt for floor-length evening gowns in dark colors.

Black tie calls for a black, blue, or white tuxedo jacket, matching black or blue (not white) tuxedo pants and black bow tie with an optional cummerbund or vest or dressy cocktail dresses, along with the classic floor-length evening gowns.

Tuxedos should be paired with a starched and pleated shirt. White or black bow ties are appropriate, depending on the dress code. If the event's dress code is creative black tie, a patterned bow tie, non-white shirt or patterned vest or cummerbund is appropriate. Patent leather shoes are most appropriate with a tuxedo.

Black tie optional is a notch below black tie, meaning black tuxedos or dark suits may be worn. Cocktail dresses are the typical choice. For black-tie optional events, dressy separates are another choice -- for example, pair a silk blouse with well-tailored pants and a pair of pumps.

Formal events that are not black or white tie specific require dark suits with conservative button-down shirts and ties. Well-cared-for leather shoes pair well with formal outfits.

Gowns or separates depend on the formality of the occasion. Floor-length evening gowns should feature a dressy fabric, such as taffeta or satin. Choose dark colored evening gowns in hues of black, navy and gray for evening affairs. Daytime events during warm months call for lightweight but luxurious fabrics such as silk chiffon or silk crepe.

Knee-length cocktail dresses or the classic little black dress are also appropriate for formal occasions.
General and Academic Appeals

The purpose of this section is to outline all procedures relating to the student appeals process. Included in this procedure are sections on: (I) definitions and explanations, (II) Academic or Non-Academic Appeals.

Definition and Explanation
Student Appeals: A student appeal is defined as a formal request by an enrolled or former student for reconsideration of a University rule or regulation, including the assignment of a final grade.

Academic Appeals

Student Academic Complaint and Grade Appeal Processes
Bethune-Cookman University is committed to supporting the student matriculation process. It is our intent to positively resolve issues, complaints, and concerns that may impact the success of students in meeting student learning outcomes. The complaint and grade appeal procedures provide students with an opportunity to express their perceptions of conditions within the Unit that may be viewed as an impediment to successful progression in the curriculum, as well as to have grades awarded reviewed by an impartial body; and to provide relief.

Student Complaint Procedure:
1. The student should discuss the matter (issue, concern, complaint, condition, etc.) with the instructor directly involved or whom the complaint is being lodged.
2. If there is no relief or satisfaction, the student may submit written documentation of the complaint to the Dean of the Unit, using the Student Academic Complaint and Grade Appeal Form.
3. The Dean will convene the unit’s Academic and Professional Standards Committee. The Committee will consider the matter and make a recommendation to the Dean of the Unit.
4. The decision or determination will be final and binding within the Unit.

Student Grade Appeal Procedure:
Students have the right to appeal the grades awarded in courses. This may include the following but are not limited to the following:

a. Course exams
b. Course tests
c. Course mid-term exams
d. Course final exams
e. Course projects (individual/group)
f. Course papers
g. Course field experiences
h. Final course grades
i. Other assignments

Students will have 3 business days or 72 business hours from the day that grades are posted or
otherwise given to contest a grade. The period in which a grade may be contested will end at 5:00 pm on the 3rd business day after the grade is posted.

1. The student should discuss the contested grade with the faculty person of the course.
2. If there is no relief or satisfaction, the student may submit written documentation and the rationale for the contested grade to the Dean of the Unit.
3. The Dean will convene the Unit’s Academic and Professional Standards Committee. The Student Academic Complaint and Grade Appeal Form must be used. The Committee will consider the matter and make a recommendation to the Dean of the Unit.
4. The decision or determination will be final and binding within the Unit.

Exceptions to Established Policies and Guidelines
Students have the right to request an exception to any of the Unit’s policies and established guidelines. Letters of Exception should be submitted to the Dean of the Unit who will forward the request to the Academic and Professional Standards Committee. The committee will submit its recommendation to the Dean of the Unit.

Non-Academic Appeals

FERPA Appeal
The Family Educational Rights and Privacy Act (FERPA) affords students 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 should submit to the Vice President for Enrollment Management written requests that identify the record(s) they wish to inspect. The Vice President for Enrollment Management will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Vice President for Enrollment Management, he/she shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education record(s) that the student believes is inaccurate.

- Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why they believe it to be inaccurate.
  - If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment in writing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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.
One exception, which permits disclosure without consent, is disclosure 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); 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.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

**Financial Aid Appeals**

**Loss of Financial Aid Eligibility**

Students whose aid eligibility has been suspended due to not meeting the satisfactory academic progress requirements (quantitative and/or quantitative) may appeal the decision. The student must show that *extenuating circumstances* negatively influenced his/her academic performance *during the review period.*

The following extenuating circumstances are considered legitimate reason(s) for appealing the loss of financial aid eligibility:

- Death of an immediate family member
- Serious illness or injury to yourself or immediate family member (if you are the primary caregiver)
- Emergency non-voluntary military activation
- Credit hours exceed 150% of degree program
- Other circumstances considered to be extenuating that occurred during the specified review period.
- A lack of focus, difficulty with transitioning into college life, or difficulties with school-work-life balance issues are not eligibility circumstances for appeal and *will be denied.*

**Regaining Eligibility to Receive Financial Aid**

There are two types of appeals:

1. GPA and/or Pace of Progression Appeal
2. Maximum Time Frame Appeal *(See “Defining/Calculating Satisfactory Academic Progress” for a detailed definition. Can only be appealed once. Only classes required to complete the*
Students are entitled to a maximum of two consecutive appeals when not meeting financial aid eligibility. Second appeals must be based on a reason different from the first appeal in order to be considered. The appeal, submitted through Wildcat Web, must contain the following documents:

1. A typed statement that has been proofread and is free of grammatical errors, signed and dated, from the student, explaining in detail the reason for not meeting the minimum standards for Satisfactory Academic Progress (SAP), the changes that have occurred, and what specific measures/behaviors/practices are being taken in order to improve academic performance and meet the minimum standards by the end of the review period.

2. Documentation of the extenuating circumstance(s) that occurred during the review period. (Financial Aid/SAP Appeals with no documentation submitted will be considered incomplete and will NOT be reviewed).

3. A revised academic plan submitted with the assistance of your success coach, your academic advisor, or your graduate advisor that specifically indicates what courses (and the necessary grade(s)), and interventions the student is required to perform to be considered making progress toward regaining eligibility for financial aid.

4. Appeals that are incomplete, have missing signatures and/or lack proper documentation will not be considered and will be automatically denied. Students may resubmit by the appeal submission deadline or the next semester’s deadline. Awards cannot be paid retroactively for the semester(s) during which eligibility was lost.

**Housing and Residence Life Appeals**

**Housing Appeal Process: Community Damage Billing**

- Prior to posting community damage charges to your student account, you have an opportunity to assist us in identifying those responsible for vandalism. An email will be sent to your BCU email account reporting the damage and associated billing charges. You have until a predetermined date to either accept responsibility for all or part of the damage, or provide information leading to the adjudication of the person(s) responsible for the damage. If no community member steps forward, the charges will be distributed among all members of the community. Fees will not be placed on your student accounts until a minimum of $5.00 has been reached. This may occur immediately, at the end of the semester or even at the end of the academic year, pending the amount of unidentified damages within your area. Please contact a member of the Residence Life staff or the Associate Dean for Housing and Residence Life if you have any pertinent information related to identifying the responsible person(s).

**Housing Appeal Process: Individual Damage Billing**

- To appeal an individually billed damage charge, you must submit a written explanation to the Vice President for Enrollment Management within 5 working days of receiving notification of the damage charge. If the appeal is granted, any interest charge related to the damage fee will be waived as well. If the appeal is denied, your student account will be billed. During the semester in progress, the individual damage billing appeals process for that semester is ongoing. For charges assessed after the close of a semester, students have two weeks after receiving the damage billing to appeal. All appeals will be accepted for the prior semester until the posted deadline. If the
appeal is granted, any interest charge related to the damage fee will be waived. If there are any questions, please contact the BCU Housing and Residential Life, or the Vice President for Enrollment Management.

Traffic/Parking Appeals

All citations must 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.

Honor Board Appeals

The accused student shall appeal via the online electronic submission within five business days after notification of the decision of the hearing panel. A student may appeal on the following grounds:

- A procedure was not followed.
- A claim that the decision of the hearing panel was clearly erroneous.
- A claim that the sanction(s) imposed was (were) overly harsh or inappropriate (only sanctions of suspension or expulsion may be appealed).
- New evidence being presented, not available at a previous hearing that could exonerate the student.

Appeal requests may be denied in cases not having sufficient grounds in one or more of these areas. All appeals must be submitted via the online Student Appeals Electronic Form located on the Vice President for Enrollment Management webpage, under Student Affairs.

For more information pertaining to the Student Complaint and Grievance Procedure, see Student Honor Code.

Dining: Sodexo Dining Services at B-CU

Location: B-CU Dining Hall and the Wildcat Den
Contact: (386) 481-2155, https://bcudining.sodexomyway.com/
Hours of Operation:
Dining Hall: Monday-Friday: 7:00am-8:00pm - Weekends: 10:00am-2:00pm and 5:00pm-7:00pm
Wildcat Den: Monday –Friday: Noon-10pm - Weekends: Closed
Burrito Bowl: Monday-Friday: 11:00am – Midnight, Weekends: 1:00pm – Midnight
Starbucks: Monday-Thursday: 8:00am- 9:00pm and Fridays: 8:00am- 4:00pm, Weekends: Closed
The B-CU Dining Hall is designed with you in mind. Flexibility, varied hours and a choice of dining locations will enable you to find the perfect place at the perfect time. Please refer to the dining schedule when planning your meals.

B-CU Dining Hall features a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants:

<table>
<thead>
<tr>
<th>Salad Station</th>
<th>Deli Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soup Bar</td>
<td>Grill Station</td>
</tr>
<tr>
<td>Waffle &amp; Hot Dessert Bar</td>
<td>Action Station</td>
</tr>
<tr>
<td>Italian Bar</td>
<td></td>
</tr>
</tbody>
</table>

The Wildcat Den specializes in made-to-order salads, wraps, and sub sandwiches. Choose your favorite freshly baked bread, and top it off with the freshest veggies, cheeses and premium deli meats. Add our special Maroon Sauce and you have a custom made creation that is sure to satisfy!

**Emergencies On-Campus (Campus Safety)**

Report emergencies to Campus Safety by calling (386) 481-2900.

Wildcat Safe App is the official mobile safety app of the Bethune-Cookman University and an essential tool to enhance safety at Bethune-Cookman University. The app sends important safety alerts and provides instant access to campus safety resources. Wildcat Safe benefits include: Safety notifications; Instant notifications and instructions from campus safety when on-campus emergencies occur; Emergency help; Campus safety resources. Thousands of students, faculty, and staff at the Bethune-Cookman University are already using Wildcat Safe. Download the App today and ensure you are prepared in the event of an emergency.

**University Campus Safety**

**Personal Safety**
The Department of Campus Safety (DCS) exists to protect life and property, to prevent crime, and to be of general service to the university community. DCS is available around the clock to meet the many diverse needs of faculty, staff and students. Patrol and dispatch services are provided 24 hours a day with access to local emergency services. DCS works in conjunction with other local, municipal, county, state and federal law enforcement agencies in the exercise of its responsibilities.

**Emergency Notification**
It is the policy of the university to notify the campus community in a timely manner of any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees. Campus Safety or first- responders can identify certain threats that
allow for the immediate activation of the notification system. However, other threats that would allow for the activation need to be assessed, and consultation with other experts may be required.

The timely warning of an emergency event will be issued without delay utilizing the Wildcat Safe App and the e2Campus Notification System. The only exception is if doing so would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

When an emergency situation arises, the Director of Emergency Management and/or his/her designee will determine the nature and severity of the situation, and if appropriate, will declare an immediate campus threat and authorize activation of the Emergency Notification System. Once immediate notification has been made, more detailed follow-up information will be released on the university website, www.cookman.edu or by e-mail.

Wildcat Safe
Bethune-Cookman University has implemented the Wildcat Safe App and the e2Campus Notification System, a mass notification system comprising e-mail and text-messaging that is designed to send emergency messages to the university's employees and students in a matter of minutes. It is used in conjunction with existing university avenues of emergency communication, news alerts and the university's website, www.cookman.edu.

The Wildcat Safe App can be downloaded from the Google Play Store for all Android users and from the App Store for all IPhone users. Wildcat Safe is the official mobile safety app of the Bethune-Cookman University. Wildcat Safe benefits include: - Safety notifications: Receive instant notifications and instructions from campus safety when on-campus emergencies occur. - Emergency help: contact campus safety staff quickly for help in an emergency. - Campus safety resources: access all important Bethune-Cookman University safety resources in one convenient app.

e2Campus Notification only sends information regarding emergency conditions, including weather cancellations and delays. While strongly encouraged, it is optional for students and/or employees to sign up online by clicking link. e2Campus Notification is a secure system and will not send advertising or spam to personal phones.

Messages will be sent through the system only in an emergency and for periodic testing. For assistance with technical issues, contact the Director of Emergency Management via email. For other questions related to the e2Campus Notification, contact the Department of Campus Safety at (386)-481-2900.

Financial Aid

Location: Located at the corner of Dr. Mary McLeod Bethune Blvd. and Dr. M.L.K. Blvd. in the Dr. Ernest C. Cook Financial Aid Building
Contact: (386) 481-2620
Hours of Operation: Monday-Friday from 8:00a.m.-5:00p.m., Friday:

Financial Aid consist of the resources provided a student to meet his or her college expenses. It is awarded according to an individual’s financial need and/or academic potential. Financial Aid comes 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 educational costs. Students whose family resources are insufficient to meet the cost of attending the University are encouraged to apply for aid from the University and from federal/state supported programs administered by the Financial Aid Office.

Applications are available beginning October 1 each year and families are encouraged to apply for financial aid at www.fafsa.gov. 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 programs. Those who apply after these dates will receive aid pending availability.

Financial aid funds may come from federal, state, institutional and/or private sources. The Bethune-Cookman University Scholarship Online Application allows you to apply for Endowed, Annual, and Academic scholarships. Academic Scholarships are offered to students who meet certain specified criteria and have been accepted for admission to the University. Students are also strongly encouraged to seek out External Scholarships to offset the cost of attendance.

Certain academic decisions, such as enrolling for less than full-time status, dropping or auditing classes, taking a co-op or internship, withdrawing, etc., may affect your current or future financial aid and/or student employment eligibility. If you anticipate a change in your academic plans, make an informed decision by contacting the Financial Aid Office.

For billing and payment information, please contact the Bursar Office at (386) 481-2507 or by email at acctsreceivable@cookman.edu

Housing and Residence Life

Location: Lee Rhyant Residential Life Center
Contact: (386) 481-2420 or (386) 481-2424
Hours of Operation: Monday-Friday from 8:00 a.m.-5:00p.m.
Email Address: reslife@cookman.edu

Living on campus is so much more than just a room in a building. It is a lifestyle full of exciting opportunities, facilities, amenities and services in the center of all campus action. Living on campus at Bethune-Cookman University is a ONCE IN A LIFETIME EXPERIENCE.

Approximately 3000 students reside on B-CU’s campus. Together, these students enjoy a sense of belonging and create networks of friendship. Many sections of this handbook are abbreviated for readability. All residential students should refer to the Residence Hall Guidelines. It is in your best interest to read this and the other web content thoroughly.

Housing and Housing and Residence Life welcomes all fully enrolled Bethune-Cookman University students to residential housing. All room assignments are made on a first come, first served basis for students who:

1. Are fully enrolled with a minimum of twelve (12) credit hours;
2. Pay a $300 enrollment fee (new students only), or pay an annual $200 reservation fee (returning students);
3. Complete the required housing application by accessing the My Housing Portal within Wildcat Web; and
4. Secure financial clearance from the University Bursar’s office.

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

**B-CU Identification Card**

**Location:** Center for Information Technology, Faith Hall  
**Contact:** (386) 481-2070/2071  
**Hours of Operation:** Monday-Friday from 8:30 a.m.-5:00 p.m.

The B-CU OneCard is a multi-functional card that serves as your official Bethune-Cookman University ID. The B-CU OneCard is also a debit card with a declining prepaid balance. This allows you to use Wildcat Cash to make purchases at all campus locations that accept the B-CU OneCard. Your B-CU OneCard is a permanent card for which you are responsible throughout your enrollment at the University. A valid B-CU OneCard is required for accessing meal plans, the Bookstore, access to/use of library resources, laundry, University Health Services, printing, vending and campus events & activities.

For security reasons, B-CU OneCard and issued keys are for the recipient’s use only and must not be given to others (except when requested by a University official). Violators of the B-CU OneCard and Key policy jeopardize the security of other residents and are subject to disciplinary and/or legal action. **University policy requires students to carry their ID cards at all times and to comply with requests from University officials to present this identification at any time.**

If your B-CU OneCard is lost or stolen, you may obtain a permanent replacement at the Center for Information Technology (CIT) between the hours of 8:30 am and 5:00 pm, Monday through Friday. A replacement B-CU OneCard is $10 payable at the Cashier’s Office; or applied to your student account in the Bursar’s Office. You can also manage the account(s) on your B-CU OneCard and suspend activity by accessing the **GET Portal** in order to perform the following functions:

- Add funds (wildcat cash)
- Request money from their guardian
- Upload an ID photo
- Suspend activity
- Resume activity

Protect your B-CU OneCard from physical abuse. Carry it in your wallet; do not use it as a tool for any reason; do not punch holes in the card. Avoid exposure to any type of magnetic source. Do not place
your card on stereo equipment or close to magnets. Be aware that some wallets have magnetic closures. Avoid running your B-CU OneCard through the washing machine or clothes dryer.

**Intercollegiate Athletics**

**Location:** Center for Civic Engagement  
**Contact:** (386) 481-2172  
**Hours of Operation:** Monday-Friday from 8:00a.m.-5:00p.m.

Bethune-Cookman University considers intercollegiate athletics and its student-athletes an integral part of the University. The total involvement of the coaches, faculty, staff, student-athletes, alumni and friends provides an opportunity to share in the life of the collegiate community.

The University expects student-athletes to make earning an undergraduate degree their top priority. The University’s Athletics Department is committed to high standards of academic performance, sportsmanship, leadership, and equal opportunities for both male and female athletes. To facilitate this priority, faculty members, academic support staff, athletic coaches, medical staff, and student athletes work as collaborators and partners. The Department of Athletics provides assistance to all student-athletes to ensure their academic success. The department monitors and implements the academic advisement, tracking, and tutorial programs of its student athletes at all times to ensure academic progress and, ultimately, graduation.

The Office of Student-Athlete Support (OSAS) also provides assistance to each Bethune-Cookman University student-athlete until graduation. The OSAS links directly to Freshman College, the Student Success Center, and respective major departments for additional retention and tutorial services and support. OSAS also maintains a Tutorial Resource Center for all students, regardless of their academic status. In addition, personal academic counseling is available and provided when requested.

The University’s intercollegiate sports program is affiliated with the following governing bodies: The Mid-Eastern Athletic Conference (MEAC) and the National Collegiate Athletic Association (NCAA).

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:

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
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</thead>
<tbody>
<tr>
<td>Football</td>
<td>Basketball</td>
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<tr>
<td>Basketball</td>
<td>Bowling</td>
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<tr>
<td>Baseball</td>
<td>Cross Country</td>
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<tr>
<td>Cross Country</td>
<td>Indoor Track and Field</td>
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<td>Indoor Track and Field</td>
<td>Outdoor Track and Field</td>
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<tr>
<td>Outdoor Track and Field</td>
<td>Golf</td>
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<tr>
<td>Golf</td>
<td>Softball</td>
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<tr>
<td>Tennis</td>
<td>Tennis</td>
</tr>
<tr>
<td></td>
<td>Volleyball</td>
</tr>
</tbody>
</table>
International Student Services

Location: The Hub, Center for Civic Engagement  
Contact: (386) 481-2171  
Hours of Operation: Monday-Friday from 8:00a.m.-5:00p.m.

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 International Student Services. Moreover, students possessing a Permanent Resident Card (Green Card) are encouraged to report to the International Student Services 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 International Student Services. 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 International Student Services, 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.

Lost and Found

Location: Campus Safety (Modular Units located at the corner of State St. and Dr. M.L.K. Blvd)  
Contact: (386) 481-2900  
Hours of Operation: 24 hours.

Campus Safety is the office to turn in or claim lost items that you may find or lose on campus. They are open 24 hours/day.

Mail Center

Location: Taylor G. Miller Building  
Contact: (386) 481-2536  
Hours of Operation:  
- Monday – Friday from 10:30 am – 4:30 pm for Mail and Letter pick up  
- Monday – Friday from 11:00 am – 4:30 pm Package pick up  
- Saturday: 8:00 am -12:00 pm for all mail
**Students must present their Bethune-Cookman University Identification Card to claim registered, certified or special delivery mail.**

***If mail or packages are sent and addressed in a student’s parent’s name, the address should also indicate C/O: student name for delivery.***

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**Michael and Libby Johnson Center for Civic Engagement**

**Location:** 740 W International Speedway Blvd, Daytona Beach, FL 32114  
**Hours of Operation:**  
- F.I.R.S.T. Days: Monday-Friday from 8:00a.m - 9:00pm.  
- School Year: Monday-Friday from 8:00a.m - Midnight.  
- Summer: Monday-Friday from 8:00a.m - 6:00pm.

The Michael and Libby Johnson Center for Civic Engagement houses the Wild-Cat Den, a food concept which offers subs, garden salads, and wraps for consumers. There is also a Game Room/Arcade Room wherein students can play pool, ping pong, air hockey, foosball, table tennis and video games. Additionally, there is a full-service fitness center for students, faculty, and staff to exercise Monday-Friday from 3pm-11pm. The fitness center is also used as a classroom laboratory weekdays between the hours of: 8:00am-2:30pm.

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**Parking**

**Location:** Modular Units located at the corner of State St. and Dr. M.L.K. Blvd.  
**Contact:** (386) 481-2903  
**Hours of Operation:** Monday-Friday from 9:00a.m.-4:30p.m.  
**Email Address:** parking@cookman.edu

Annual valid parking permits are required for all operated vehicles on the Bethune-Cookman University campus (August-July). You may buy a decal online by clicking the Parking Link.  
- Please bring a valid driver’s license, University ID and printed Confirmation Form (paid receipt) to Parking Office to pick up decal.  
- Reserved spaces are available on a first come, first served basis for Faculty/Staff ONLY.  
- First year/Freshman students may not purchase parking permits or park on University property.  
- Please address all parking related inquiries to B-CU Parking by emailing parking@cookman.edu or call (386) 481-2903.
Performing Arts Center

**Location:** 640 West International Speedway Blvd.  
**Contact:** (386) 481-2774  
**Hours of Operation:** Monday-Friday from 8:30a.m.-5:00p.m.

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.

Registrar

**Location:** 589 Dr. Mary McLeod Bethune Blvd., Daytona Beach, FL 32114  
**Contact:** (386) 481-2525  
**Hours of Operation:** Monday-Friday from 8:00a.m.-5:00p.m.

The Office of the Registrar provides several vital services to Bethune-Cookman University students, faculty and staff. These important duties include but are not limited to: enrollment/degree verification, veteran eligibility and certification, transcript processing and evaluation, course registration, course/classroom scheduling, transfer and transient credit documentation, credit by examination, academic records maintenance, graduation clearance grades, student withdrawals, major/minor changes and address changes.

Health & Wellness

**Student Health Services**

**Location:** Texas A. Adams MD - Infirmary  
**Contact:** (386) 481-2920  
**Hours of Operation:** Monday-Friday from 8:30a.m.-5:00p.m.

Student Health Services promotes students’ overall health through the provision of quality health services and health education to foster a healthy campus community. All full time, currently enrolled students are eligible for evaluation and treatment at Student Health Service.

**Student Health Services Offers:**
- Over the counter medicine offered for allergy, cold, and, gastro intestinal discomfort, pain.
- Mid-level medical provider and gynecological practitioner
- Pregnancy Testing and community referrals for Pregnancy Counseling
• Health and wellness programs offered throughout the semester to educate students on healthy lifestyles, health challenges and accessing health resources include:
  o HIV/AIDS Testing (No Cost to Students)
  o Testing for Sexually Transmitted Infection (cost will vary)
  o Nutritional Counseling
  o Sickle Cell Education and Screening – No cost to student
• Community referrals as needed

Utilization of Student Health Services
• All students are required to provide a completed Medical History Report including required immunizations and waivers to be maintained in Student Health Services.
• All students will be required to obtain a physical examination, dated within the past year and placed on file.
• Students with chronic illnesses, i.e. asthma, high blood pressure, diabetes, etc. are expected to provide documentation of their illness and current medications.
• Medical insurance is strongly recommended and a copy of the insurance information will be placed in the medical file.
• Nursing staff will make appropriate referrals when medically necessary to: Urgent Care/Emergency Room or local providers.
• Student Health Services staff will assist students regarding transportation to local community medical provider.

Counseling Services

Location: Texas A. Adams MD - Infirmary
Contact: (386) 481-2414
Hours of Operation: Monday-Friday from 8:30 a.m.-7:00p.m.

B-CU Counseling Services promotes the social and emotional development of B-CU students to facilitate their richest experience of University life. Psychological needs, from managing stress to managing mental illness, are addressed by short-term psychotherapy, group psychotherapy, drop-in consultations, and educational workshops and programs. Additionally, Counseling Services is committed to educating the entire B-CU community about wellness and mental illness, both to enhance individual well-being and to teach others to recognize and refer students of concern to Counseling Services.

Individual and group counseling services include, but are not limited to:
• Anxiety
• Depression
• Family issues
• Grief/loss
• Homesickness
• Loneliness
• Perfectionism
• Procrastination
• Relationship issues
• Sexual orientation (LGBTQ)
• Stress
• Domestic Violence, etc.

***All Services are VOLUNTARY and CONFIDENTIAL! ***

Services are by appointment; however, immediate same-day services are provided for students in crisis. B-CU Counseling Services will provide referrals and coordinate services with community providers if students are in need of ongoing clinical services and will collaborate with psychiatrist in coordination of medication oversight.

Confidentiality Statement
All interventions and communications between students and the Student Health Services staff are confidential. No one, on or off campus, may have access to information regarding student’s health concerns without written permission from the student or his parents/guardians (if the student is a minor.) An exception to this guideline is if the health and safety of the student, campus community or community at large is jeopardized. In such cases, a decision to release information will be made after careful deliberation of the “need to know”. Consultation with appropriate staff and the Vice President for Enrollment Management will determine extent of information to be released. The incident and steps of resolution will be documented in the student record.

Release of information regarding HIV infection/disease is done by court order or student’s written consent only.

Required Documentation for Medical Withdrawal
For a medical withdrawal, the student must provide a letter from their attending health care provider that specifies:
  • the date of onset of illness
  • the dates the student was under professional care
  • the general nature of the student’s medical condition and why/how it prevented the individual from completing course work
  • the last date the student was able to attend class
  • the date of the student’s anticipated return to school

The letter must be submitted within 5 days of submitting the initial request, typed on the health care provider's letterhead stationery and submitted in a sealed envelope or emailed directly to studenthealth@cookman.edu.

All applications for medical withdrawal require thorough and credible documentation. The documentation you provide will be verified. Please submit a Consent for Release of Medical Information giving the provider of your documentation written permission to discuss your case with the college medical withdrawal designee who will contact him or her for more information or verification.

Once approved, the University designee will notify the Office of the Registrar, Office of the Bursar, Financial Aid and College Advisor of documents being verified.

Student Accessibility Services (SAS)
Location: Located in the Parlin Center, Room 101
Contact: (386) 481-2172
Hours of Operation: Monday-Friday from 8:30a.m.-5:00p.m.
Bethune-Cookman University provides equal opportunity to qualified disabled persons in accordance with the requirements of the Americans with Disabilities Act (ADA). ADA and Section 504 of the Rehabilitation Act of 1973 serve to ensure that individuals with current disabling conditions are provided reasonable accommodations to enable them to participate in the programs, activities, services, and employment opportunities offered by colleges and universities.

As these laws only apply to individuals with documented disabilities, it is required by Bethune-Cookman University that individuals provide recent documentation to establish their eligibility under these laws and to document their specific accommodation needs. Individuals with a verifiable learning disability (most recent evaluation completed within 3 years of submission) or physical disability affecting academic studies must submit documentation of a professional diagnostic evaluation of their disability. Students requiring living, dietary, and temporary mobility accommodations must also apply for accommodations through Student Accessibility Services (SAS).

Please note that an application can be submitted to SAS through Wildcat Web>Student Requests>Accessibility Services Application.

All documentation provided to SAS will be strictly confidential. No information, except as provided by law, will be released to anyone, including parents, without the student’s written consent. The academic and technical criteria required for acceptance into a particular program or for approval to participate in a particular activity shall be clearly defined by the program’s administrators in order to ensure reasonable access for persons with qualified disabilities who seek accommodations. Appropriate instructional support services are available for students with a documented disability. In situations where special assistance is not sufficient to permit the person with the disability to successfully complete the program or course requirement, course substitutions or formal program modifications may be requested through (SAS).

Services and accommodations provided:
- Classroom Modifications
  - Note taker
  - Priority Seating
  - Advance lecture notes (when possible)
- Testing Modifications
  - Extended Time
  - Dictated Tests/Computer
  - Alternate Test Location
- Equipment/Materials/Software
  - JAWS Screen Reader
  - ECHO LiveScribe Pens (based on availability)
  - Kurzweil 3000
  - Acrobat Screen Reader
- Tutoring (upon request)
  - Send an email request to accessservices@cookman.edu or contact by phone: (386) 481-2172
The Odessa Chambliss Center for Health Equity is named after the mother of Bethune-Cookman University Trustee Dr. Lucille O’Neal and primarily funded by The Odessa Chambliss Quality of Life Fund. Its focus is on improving the health of Bethune-Cookman students, faculty, staff, and the surrounding community by identifying and addressing social determinants of health, health disparities and social justice among participants. The fundamental principle is to educate and empower individuals to make positive lifestyle changes for the betterment of their health and the health of those around them.

The Odessa Chambliss Center provides culturally sensitive health information and comprehensible public health programs. It is home to the Volusia Volunteers in Medicine, a free clinic for the working/uninsured, and a Community Counseling Center that provides counseling services to community members at no cost. The Center is an ACCESS site for the Department of Children and Families where students and community members are able apply for benefits. The Center provides Health Insurance Marketplace enrollment with Certified Health Navigators.

Some of the programs offered at the Center include:

- **Tools to Quit** two hour tobacco cessation session and a six week *Quit Smoking Now* course providing participants with support, resources, and free nicotine replacement therapy

- **Weed Out Your Habits** smoking cessation series every semester

- Baby and Me Tobacco Free sessions serving pregnant women to stop tobacco use. Participants receive tobacco cessation sessions with a research based program guidelines and are screened for carbon monoxide levels. Vouchers for diapers are given to successful participants for up to a year

- Quarterly Diabetes Prevention program is offered using the national model designed by the Centers for Disease Control and Prevention

- Weight Watchers program is offered and funded by about 70% by the Center every semester

- Annually, the Center offers a free student and employee personal health assessment conducted by Florida Health Care Plans. These assessments include glucose testing, cholesterol testing, blood pressure reading, BMI, health coaching, etc., at no cost to participants

- Healthy Life program assists B-CU family to achieve better health through series of health focus sessions

- Cancer and chronic disease prevention/management programs

- Ban the Box and Civil Citation social justice initiatives
Student Career Services

**Location:** Located at the corner of Dr. Mary McLeod Bethune Blvd. and Dr. M.L.K. Blvd. on the 2nd Floor of Anne Taylor Green Building (General Studies Building)
**Contact:** (386) 481-2143
**Hours of Operation:** Monday-Friday from 8:00a.m.-5:00p.m.

Internships and Career Placement provides support services to prepare students for gainful employment. These services are designed to help students manage their education and career planning by exploring career choices, preparing resumes and cover letters, improving professional etiquette, gaining career-related experience, developing effective job search and soft skills, searching for full-time employment and engaging relevant topics for professional development.

Recruiters and human resource professionals also facilitate company information sessions, career internship sessions and participate in campus career fairs. Additionally, Graduate School representatives provide application processes and information conducive for a successful graduate education.

Students are strongly encouraged to visit the Office of Student Internships and Career Placement for assistance in applying for internships and jobs.

Title IX

**Location:** B-CU Global Online Office (Located on 640 State St.)
**Contact:** (386) 481-2094
**Hours of Operation:** Monday-Friday from 8:00a.m.-5:00p.m.

Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” It is a law that protects individuals from gender-based discrimination in: Academics, Activities, Admissions, Athletics, Employment, Financial Assistance, Housing, and Recruitment.

Title IX violations include sexual harassment, sex or gender-based discrimination, sexual violence including sexual assault, stalking, dating violence, and domestic violence on or off campus. Those who have a complaint should submit a report by clicking Report an Incident. 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. Arletha McSwain
Executive of B-CU Global Online and Deputy Title IX Coordinator
640 State St.
Daytona Beach, Florida 32114
(386) 481-2094
mcsswana@cookman.edu
Military Services

Location: 740 W. International Speedway (Michael and Libby Johnson Center for Civic Engagement).
Contact: (386) 481-2545
Hours of Operation: Monday-Friday from 8:00a.m.-5:00p.m.

Military Services provides services and resources for military students including active-duty, reservists, veterans, and family members working towards achieving their higher education goals. Military Services recognizes and supports active duty and veterans as they transition from military to student life. Military Services promotes student learning and enhances the development of all military and their dependent students by providing a support structure to ease the transition from military to academic life.

B-CU Military Services serves all veteran students and qualified dependents who are using VA educational benefits to further their education. The Military Service website provides information regarding entitlements, filing claims to the Department of Veterans Affairs (DVA), certifying enrollment at the University and deferring tuition and fee payments. Veterans and qualified dependents must be certified through B-CU Military Services each term to receive VA educational benefits. Students are urged to consult B-CU Military services early in the admission process for information about veterans’ services. To maintain eligibility for VA educational benefits, students must adhere to the policies and procedures as noted on the Veterans Affairs Website.
Department of Student Life

Location: Michael and Libby Johnson Center for Civic Engagement  
Contact: (386) 481-2483  
Hours of Operation: Monday-Friday from 8:00a.m.-5:00p.m.

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

- Recreational Services  
- Student Activities and Involvement  
- 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 70 student organizations, Student Life is here to support everyone.

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 70 campus organizations/clubs. This includes Academic, Chartered, Faith Based, Greek Lettered, Political, Service, and Special Interest. 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
Event Planning and Facility Use

Organization Events
An organization event is defined as any activity or gathering that can be reasonably associated with an organization by one or more of the following:

- A significant number of attendees are members of an organization;
- The event, activity, gathering is held at a location reserved for, owned by, rented by, or otherwise associated with a registered student organization;
- Promotional material associates the event, activity, or gathering with a specific registered student organization;
- The activities can be reasonably associated with a particular registered student organization

All registered student organization events using the Center for Civic Engagement may be reserved through the Event Service Office. All registered student organizations must first register their events by completing the Event Request Form through Wildcat Connect. Groups failing to do so will not be processed until Event Services receives the electronic request. Recognized student organizations and University departments may not serve as fronts (sponsoring a Non-affiliated organization and failing to inform at the time of the reservation) to circumvent policies for off-campus organizations. If fronting is discovered, Non-affiliated renal rates will apply and reservation privileges will be impacted.

Persons who use these facilities are expected to abide by the Michael and Libby Johnson Center general policies and other university regulations. The Student Life department reserves the right to add or change these policies. Please refer to our website for complete information on the Michael and Libby Johnson Center facilities including policies, procedures, fees and services.

Reserving Campus Facilities and Equipment
Event Services reserves space for meetings and programs along with equipment within the Michael and Libby Johnson Center for Civic Engagement for registered student organizations and/or University Departments. Event Services is located in Suite 6. Per the Equipment Rental Policy, Event Services does not permit recognized Student Organizations and/or University Departments to rent items for use at events outside of the building. ALL equipment housed within the facility is strictly for use within the facility. A list of those items are outlined within the policy.

Starting & Maintaining Student Organization Registration
How to Register a New Student Organization
With over 70 active student organizations on campus, there are many opportunities for students to get involved. Occasionally a student is not able to find an existing organization that meets their desire. In this case, any full-time Bethune-Cookman student is eligible to start an organization. All organization requests are thoroughly reviewed. Approval is contingent upon completing the annual renewal process. A critical point to consider when deciding to start a new student organization…”How your proposed organization differs from other existing organizations and how your organization will enhance the Bethune-Cookman community.

Student Organization Annual Registration
The procedures for Annual Student Organization Registration have changed slightly from past years, so please read carefully to insure you fulfill all the requirements to remain a Registered Student Organization.
Student Organizations Rights and Responsibilities
A registered student organization is a group of students joined together by a common cause, interest or purpose who has completed all four steps of the renewal application process. All recognized student organizations have the following rights and responsibilities:

Rights
- Use of the University name in association with the student organization in the manner designated by the institution.
- Use of University facilities at no charge or at reduced charge. *(Organizations that hold events within the PAC are subject to EMT and Daytona Beach Fire charges.)*
- Ability to solicit membership on campus.
- Opportunity to sponsor events, programs, fundraising and guest speakers in accordance with the Speakers Policy.
- Eligibility for the right to request student activity funding through the Student Government Appropriations process.
- Access to campus services, leadership programs, expertise of a faculty/staff advisor, representation by student government, and advice and counsel from appropriate administrative offices.
- Ability to participate in annual leadership training.
- Opportunity to apply for and be nominated for various student organization recognition awards.
- Access student organization management tools provided by Student Activities and Involvement.
- Use of campus bulletin boards and other designated posting areas as well as additional communication resources on campus.

Responsibilities
- The student organization shall agree to institutional policies and procedures appropriate to the organization’s activities and conduct both on and off campus.
- The student organization shall ensure that all leaders and officers meet the “Eligibility Policy for Participation in Student Activities.”
- The student organization shall agree that the exercise of freedom of expression will be peaceful and non-disruptive with appropriate consideration of and respect for differing points of view.
- The student organization shall seek the advice and counsel of its advisor.
- The student organization shall ensure that activities and programming are consistent with the organization’s constitution and bylaws or similar documents as well as adhere to the Student Honor Code, University policies and local, state, and federal laws.
- Student organizations recognized by the University have a responsibility to conduct their activities and programs in a manner that is consistent with the goals, purposes, and values of Bethune-Cookman University and abide by University policies and procedures.
- The life of an organization is reflected in its membership, acting collectively and/or individually in fostering the goals, purposes, activities, and identity of the group. Members have responsibilities to their organization to conduct their personal behavior in a manner that does not negatively reflect on the organization, particularly in matters that can be related to the functions and activities of the organization.
- The organization is expected to educate their members on the appropriate and legitimate ways in which the individual member is to foster the organization’s existence at the university and to
take organizational action when the individual fails to adhere to the standards of the organization or the university.

- An organization may be held responsible for a member’s behavior when that member’s behavior is demonstrably related to the organization’s life and draws attention to the organization rather than to the member as an individual student. Such behavior includes, but is not limited to, actions of organization’s officers, discussions, and announcements at organization meetings or via organization social media/email list serves, or when it has been alleged or determined the member was engaged in the active promotion.

In such instances, alleged violations may be brought against the organization as a whole and the student organization President, or the equivalent thereof shall serve as the organization’s representative in a hearing.

The **Student Honor Code** supersedes any and all regulations and/or decisions made by student groups and organizations and their affiliates.

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 Organization Handbook. It is vital that all student leaders and student organizations are familiar with the policies within the handbook.

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

**Fraternity and Sorority Life**

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

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

These outcomes are parallel to several University objectives and 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 organization’s chapter 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 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.

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 Vice President for Enrollment Management.

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 Fraternity and Sorority Life and must take place in the pre-determined location and scheduled timeframe established by Fraternity and Sorority Life
b) All new member presentation must receive written approval by the organization’s chapter advisor and be submitted to Fraternity and Sorority Life as within 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 will be authorized. Any organization that intentionally disregards this clause will be sent through the judicial process.

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
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 adhere to the General Qualifications for Student Government Officials outlined in (Article V, A-P) of the SG Constitution and the Elections Act.

- Within the Executive Branch, the Executive Board is made up of the following positions:
  - SGA President
  - SGA Vice President
  - SGA Vice President of Student Activities Board
  - Mister B-CU
  - Miss B-CU
  - Chief Justice

- The duties and responsibilities of each member of Student Government is outlined with the Student Government Constitution.

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 and homecoming.

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 at the lowest cost or that are 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 on 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**
Recreational Student Services offers a variety of programs and services for faculty, staff and students that 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.

*Let’s Go Wildcats!*