Bethune-Cookman University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master’s degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bethune-Cookman University.

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

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

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

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

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

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

Each student is responsible for reading and following regulations of the Student Handbook and other University publications.

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

The Student Handbook is available on-line; However, Bethune-Cookman University reserves the right to revise any part of this handbook at any time. The most current version will be available on-line at www.cookman.edu.
Bethune-Cookman University

STUDENT HANDBOOK

2013-2014

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

DISCLAIMER

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

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

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

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

An Equal Opportunity Institution.

Property of: _____________________________________________
Address: _______________________________________________
Phone #: _______________________________________________

In case of emergency, please notify:
Name: ___________________ Phone #: ___________________

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

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TABLE OF CONTENTS

Foreword......................................................... 2
Student Handbook ........................................... 3
2013-2014 ..................................................... 3
Disclaimer ...................................................... 3

General Information ........................................... 9
The Campus .................................................. 9
Campus Map .................................................. 10
Bethune-Cookman University ......................... 11
Master (Academic & Events) Calendar
2013 - 2014 .................................................. 11
August 2013 .................................................. 11
September 2013 .............................................. 11
October 2013 .................................................. 12
November 2013 .............................................. 13
December 2013 .............................................. 14
January 2014 .................................................. 14
February 2014 ................................................. 15
March 2014 .................................................... 16
April 2014 ...................................................... 17
May 2014 ...................................................... 18
June 2014 ...................................................... 19
July 2014 ........................................................ 19

The President’s Statement Of Philosophy ............ 20
History of the University ................................. 21
Last Will and Testament .................................. 22
The Mary Mcleod Bethune Foundation: A
National Historic Landmark ............................. 23
Bethune-Cookman University Mission .............. 23
Core Values ................................................... 23
University Motto ........................................... 24
University Colors ........................................... 24
University Mascot .......................................... 24
Alma Mater ................................................... 24
University Shibboleth ..................................... 24

Traditions and Customs .................................. 25
Annual Events .............................................. 25
Customs ....................................................... 25
Institutional Student Learning Outcomes ............ 26
University Statement on Ethics and Values .......... 26
Human Worth and Dignity ............................... 27
Spiritual Growth and Development .................... 27

Admissions ..................................................... 27
Admissions Procedures ................................... 27
Application Procedures .................................... 28
Transfer Students .......................................... 28
Transfer Students with Associate of Arts
Degrees ....................................................... 28
Transfer Students with Associate Degrees
Other Than the Associate of Arts ...................... 29
Conditional Admission .................................... 29
Early Admissions .......................................... 29
The Freshman College .................................... 29
Applicants with Limitations ............................ 29
International Students .................................... 30
Readmission of Former Students ..................... 30
Admission of Veterans .................................... 30
Advanced Placement / International
Baccalaureate Program ................................... 30
Non-Degree Seeking Students ......................... 30
College-Level Examination Program (CLEP) .... 31
Auditing Courses .......................................... 31
Registration .................................................. 31

Financial Information ..................................... 31
Student Accounts .......................................... 31
Tuition, Room and Board Charges .................... 31
Methods of Payment to Bethune-Cookman
University .................................................... 32
Tuition Management Systems Payment Plan ....... 32
Bookstore Authorizations ................................ 32
Book Scholarships ......................................... 33

University Refund Policy for Fees .................... 33
Dropping Courses ......................................... 33
Withdrawal From the University ...................... 33
Return of Federal Title IV Funds ...................... 34
Refund of Credit Balances .............................. 35
Billing Statements (eBill) ............................... 35
Collection of Past Due Balances ...................... 35
Financial Aid Information ............................... 35
Basis on Which Aid is Granted ....................... 37
Evaluation and Awarding Process .................... 37
Award Period .............................................. 37
Awards Announcements ................................. 37
Satisfactory Academic Progress (SAP)
Standards ..................................................... 37
Satisfactory Academic Progress Minimum
Requirement .................................................. 38
Eligible Non Citizens ...................................... 38
Withdrawals .................................................. 38
Transferability of Financial Aid Awards ............ 38
International Students .................................... 38

Types of Aid Available .................................. 38
Grants .......................................................... 38
Federal Supplemental Educational
Opportunity Grant (SEOG) ............................. 38
Federal Pell Grant Program ............................. 39
Teach Grant Program ..................................... 39
Florida Student Assistance Grant Program
(PSAG) ......................................................... 39
Florida Resident Access Grant (FRAG) ............. 39
Florida Academic Scholars Award, Florida
Merit Scholars Award, and Florida Gold Seal
Vocational Scholars Award ............................. 39
Florida Mary Mcleod Bethune Scholarship
Fund ............................................................ 40
Air Force ROTC and Army ROTC .................... 40
Institutional Scholarships & Grants ................... 40
Who Can Apply ............................................. 40
Categories of Scholarships ............................. 40
Student Employment Programs ...................... 41
Loan Programs .............................................. 42

General Academic Information ...................... 43
Academic Regulations .................................. 43
Attendance .................................................... 43
Student Course Load ..................................... 44
Grades .......................................................... 44
Transfer Academic Credit .............................. 45
Course Credit and Grading Information ............. 47
Student Grade Appeal .................................... 49
The Gordon Rule .......................................... 49
Academic Terms ............................................ 49
Academic Honesty-Honor Code ...................... 50
Course Substitutions ..................................... 50
Credit by Examination ................................... 51
Independent Study ........................................ 51
Add-Drop Policy ........................................... 51
Academic Probation and Dismissal Policy .......... 52
Academic Probation and Dismissal Policy .......... 52

Dear Wildcat:

Welcome to Bethune-Cookman University, a student-centered environment in which students have every opportunity to grow intellectually, socially, and spiritually. As a matriculated student, you are encouraged to thoroughly peruse The Student Handbook and thusly, become acquainted with expectations, policies and procedures, as well as roles and responsibilities that are vital to your success on your educational journey. We firmly believe that your success in navigating your collegiate journey is parallel with your understanding and application of the policies, procedures, rules and regulations found within these pages. Every student is expected to fully accept responsibility for the information outlined herein.

The Student Handbook is one of the most important documents you will have in your possession. It is available 24/7 to every Bethune-Cookman University student in hard copy and via electronic form. Among our expectations is that every student will embrace the University’s Five Core Values which include the University’s Christian Mission, High Ethical Standards, Quality and Service Excellence, Compassion, and Focus on Community. The University also expects students to respect the Honor Code and to pursue excellence in academics, values, and conduct.

The Student Handbook has been prepared by a team of professionals who are profoundly committed to the goals and aspirations of each and every Bethune-Cookman University student. It is our hope that you will embrace it and appreciate our proud legacy and tradition – Enter to Learn. Depart to Serve.

Read it. Learn it. Reference it. It will be your guide.

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

Sincerely,

Edison O. Jackson, Ed.D.
President
Welcome to the Division of Enrollment Management and Student Development at the Great Bethune-Cookman University (B-CU)!

We are committed to helping you make the most of your time here and ensuring that you have the support and opportunities to succeed. The staff in the division are responsible for most of the non-academic components of the student experience at B-CU. We provide quality services, programs and facilities that enrich the educational experience of students. The Enrollment Management & Student Development Staff will support in the holistic development of the B-CU students (that is academically, socially, personally and spiritually).

The Division of Enrollment Management & Student Development at B-CU is comprised of Dean of Students, Residence Life, Religious Life, Student Success Center, Student Health Services, Counseling Services, Student Involvement (i.e. Greek Life, Multicultural and International Programs, Student Leadership and Activities, and New Student Orientation/ Intramurals and Recreation/ Leadership Programs), Admissions, Registrars Office, Financial Aid, Assessment, Disability Services, and Student Conduct.

The information in this Student Handbook provides you with a detailed guide to campus life. In it you will find important reference and resource information you may need. It is our expectation that you will use this Handbook to become more informed about our community standards and the expectations for all students at the University as well as the numerous opportunities available to you here at B-CU.

If there is anything that the staff or I can do to make your experience at B-CU better, please let us know.

Let’s Go Wildcats!

Vice-President for Enrollment Management & Student Development
Bethune-Cookman University
Phone: (386) 481-2494
Fax: (386) 481-2166
Dear Friends,

On behalf of your 2013-2014 Student Government Association, I would like to welcome you to the new academic year. This year holds many opportunities for each student to be a leader. I encourage you to find your niche, and to carry on the tremendous legacy of our founder and our University.

As you make B-CU a “home away from home,” you will see how the entire University community supports each of its members. We are a family -- whether we are studying together for a test or enjoying good conversation in one of our facilities. I charge you to commit and contribute to our supportive community. Be a part of our family and take advantage of the all the opportunities provided to you at Bethune-Cookman University.

Throughout the year, academic scholarship is undoubtedly a top focus; however, I also encourage you to learn and excel beyond the classroom. Try something new during your time at Bethune-Cookman. Allow challenging, yet nurturing, opportunities to push you beyond your comfort zone. Each of you has the potential to develop into men and women who live generously, act deliberately, and commit to service for others.

Always remember, the Student Government Association is here as your resource, and we are honored to represent and serve you this academic year. You are welcome to visit our office in the Center for Civic Engagement/Wildcat Student Center, Suites 8-10.

I wish you the best of luck in all your endeavors this year!

Sincerely,

Jayson Douglas

President
Student Government Association 2013-2014
Bethune-Cookman University
Office: 386.481.2176
Cell: 305.301.9620
THE CAMPUS
Bethune-Cookman University is located in Daytona Beach (Volusia County), Florida, an Atlantic coast city with a metropolitan area population of 64,421 (2006 U.S. Census). The Atlantic Ocean is less than 2 miles from campus. The 82.2-acre campus includes 53 administrative and academic buildings, technology centers, student residence halls, student center, student health services, athletic facilities and a performing arts auditorium. The address to the university is 640 Mary McLeod Bethune Boulevard, the site of the main administration building. The university is bounded by George W. Engram, Sr., Boulevard, Lincoln Street, International Speedway Boulevard, and Dr. Martin Luther King, Jr. Boulevard. There is easy access to business centers, churches, theaters, museums, recreational facilities, bus and air terminals. Located within 100 miles of the city are areas of interest including; St. Augustine, Florida; Orlando, Florida; and the John F. Kennedy Space Center.

CAMPUS MAP

1. White Hall / Heyn Memorial Chapel
2. Faith Hall Freshman College
3. Freshman College General Studies Bldg.
4. Dr. Mary McLeod Bethune Gravesite
5. Bethune Foundation & Dr. Bethune’s Home
6. Cynthia A. Ramelow Hall
7. Carl S. Swisher Memorial Library
8. Texas A. Adams Student Health Services
9. Helen Kortle Memorial Bldg.
10. Charles C. Parlin Student Success Center
10a. Dining Hall
11. Ferris Meigs Residence Hall
12. Ja-Flo Davis Residence Hall
13. Marjorie Joyner Residence Hall
14. Flora B. Curtis Residence Hall
15. Dr. Ann Taylor Green Faculty Development Center
16. Dr. V. Moore, Sr. Gravesite
17. Dr. M.M. Bethune Fine Arts Bldg. (Humanities)
18. Wendell P. Holmes, Jr., Business/Hospitality Management Training Center
19. Vera Friend Maintenance Bldg
20. Taylor G. Miller/Office of Enrollment Management and Student Development
22a. Larry R. Handfield Music Bldg
23. Accounting Modular / Student Accounts
24. DeWitt C. LeFevre Residence Hall
25. Harrison Rhodes Hall
26. School of Social Sciences
27. Richard V. Moore, Sr. Gymnasium
28. John O. Gross Science Hall
29a. School of Science & Mathematics
29b. Alice G. Mickens Science Lecture Hall
30. Dr. Oswald P. Bronson, Sr. Residence Complex
31. Larry Little/Tank Johnson Weight Room/Football Offices – Wildcats Training Facilities
32. Office of Admissions
33. Mary McLeod Bethune Performing Arts Center
33a. Mary McLeod Bethune Statue/Gardens
34. The Center for Civic Engagements Center
35. Graduate & Professional Studies Building
36a. President’s Dining Room
36b. Campus Bookstore
37. Wildcat Student Center
38. Reverend Dr. Eugene Zimmerman Scholarship House
39. Mrs. Alexis Pugh Scholarship House
40. LLC Resident Complex/Lee Rhyant Residential Life Ctr.
41. Public Safety/Parking Enforcement Office (behind Bldg. 7)
# CAMPUS BUILDING MAP LEGEND

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<tr>
<th>ACADEMIC &amp; ADMINISTRATIVE</th>
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<tr>
<td>Alice G. Mickens Science Lecture Hall (SL)</td>
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<td>BJ Moore House for Integrated Science</td>
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<td>Carl S. Swisher Library/LRC</td>
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<td>Cookman Hall (CH)</td>
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<td>Ernest C. Cook, Sr., Admissions &amp; Financial Aid Bldg</td>
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<td>Faculty Development Center Ann Taylor Green Ctr.</td>
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<td>Faith Hall (FA)</td>
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<td>General Studies Bldg (GS)</td>
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<td>Gertrude Hotchkiss Heyn Memorial Chapel</td>
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<td>Harrison Rhodes Hall</td>
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<td>Helen Kottle Memorial Bldg (K)</td>
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<td>John O. Gross Science Hall (SH)</td>
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<td>Judson-McPhillips Development Bldg</td>
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<td>Julia Robinson Memorial Music Hall (R)</td>
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<td>Mary McLeod Bethune Fine Arts Center – Arts &amp; Humanities</td>
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<td>Nursing Program Bldg</td>
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<td>Ranslow Hall (RH)</td>
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<td>Rabie J. Gainous Science Building Annex</td>
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<td>Wendell P. Holmes, Jr. Business Bldg</td>
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<td>Center for Civic Engagement</td>
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<td>Larry R. Handfield Music Building Annex</td>
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<td>Graduate Program/Continuing Ed &amp; Professional Studies</td>
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<th>RESIDENCE HALLS</th>
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<td>Curtis Hall (Women)</td>
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<td>JaFlo Davis Hall (Women)</td>
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<td>Lee Rhyant Residence Life Center</td>
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<td>LeFevre Hall (Men)</td>
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<td>Living-Learning Center-Honors Residence Hall</td>
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<td>Marjorie Joyner Hall (Women)</td>
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<td>Meigs Hall (Women)</td>
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<td>Oswald P. Bronson, Sr., Residence Complex (Men)</td>
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<th>STUDENT SERVICES</th>
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<td>Charles C. Parlin Student Center</td>
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<th>ATHLETIC FACILITIES</th>
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<tr>
<td>Football Practice Field</td>
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<td>Band Practice Field</td>
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<td>Richard V. Moore Gymnasium (Gym)</td>
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<tr>
<th>PHYSICAL PLANT</th>
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<tr>
<td>Vera Friend Maintenance Building</td>
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<td>Air Conditioning Unit (North)</td>
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<td>Dist. Central Cooling Plant</td>
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<th>NATIONAL HISTORICAL SITE</th>
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<td>Mary McLeod Bethune Foundation</td>
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“Customer Service is not a department…it’s an attitude.”
President, Dr. Edison O. Jackson

AUGUST 2013

1 Deadline: Graduate School Admission Application, Graduate Building
2 Band Members Report (Freshmen)
9 Band Members Report (Upperclassmen)
14 Faculty Report for Duty—Faculty Institute
14 SAP Appeal Deadline
15 Residence Halls Open for First-Time Freshmen & New Students at 8AM
15 New Students Check-In, 8AM, CCE
15 New F-1 Student SEVIS Registration
15 New Students Registration, CCE
15 President’s Welcome to New Students and Parents
15-17 On-line Registration for Returning Students
15-21 Welcome – New Students – Campus Wide
19 Residence Halls Open for Returning Students at 8AM
19-24 Welcome Week (Student Activities)
22 All Classes Begin/Late Registration
22 School of Nursing Orientation 9AM (Accepted Nursing Students), SON
22 8-Week Session I Begins
22 Classes Begin – Miller Center
22 Returning F-1 SEVIS Registration
22 Accept Fall Work Study Hiring/Interview Period (on campus positions only)
22-24 Graduate School Residency Weekend/Late Registration Graduate Building
30 Last Day for Registration/Last Day to Drop & Add Classes
30 Last Day to Drop Without Receiving a WD
30 Last Day for 100% Tuition Refund (Room/Board Assessed)

SEPTEMBER 2013

1 B-CU vs. Tennessee State, Nashville, TN TBD
2 Labor Day Holiday
3 School of Business Career Strategy Workshops, 10:20AM, B328
4 IE Committee Meeting, 10:20AM, PAC
6 General Education Council Mtg.
7 B-CU vs Virginia Union, Daytona Beach, FL 4PM
8-17 Evaluators Visit (Dept. of Music)
9 Project Pericles University-Wide Voter Registration
9-12 School of Bus, Recruitment: Exposure Day
9-12 Spiritual Emphasis Week – Chaplain’s Office
10 School of Business: Dean’s Fall Reception, 6PM, CCE
9/11 Observance

President’s Convocation, 10:20AM, PAC

School of Business: Sophomore Day, Holmes Bldg.

B-CU vs. Florida International University, Miami, FL TBD

Psi Chi Induction Ceremony (Soc. Sci) 4PM-6PM

Last Day to Drop Classes (8-week 1)

Executive Committee of the BOT, 9AM

Graduate Council Meeting

APCC Meeting, 10:20AM, ECR

CENSUS DAY

Deadline: Fall work Study Hiring/Interview Period (on-campus positions only)

Faculty Association Meeting

Last Day to Withdraw from University (8-Week 1)

School of Business Men/Women Entrepreneurs’ Leadership Seminar

Political Science Assoc. Fall Honor Inductions, 10:20AM

School of Business Faculty Meeting, 3PM, Board Room

Parent/Family Weekend

Deadline: Upcoming Year Student Teacher Internship Application, Spring 2013

OCTOBER 2013

1 Student Deadline: Last Day for Students to Remove — I’s Earned Spring/Summer, 2012-2013 Semesters

2 Founder’s Day Observance – A Civic Engagement & Social Responsibility Program

IE Committee Meeting, 10:20AM, PAC

5 Mid-Term Examinations – Weekend Classes

B-CU vs Delaware State Dover, DE TBD

Mid-Term Examinations – Main Campus

Mid-Term Examinations-Miller Center

Hour of Power, Heyn Chapel, 7:00PM

Faculty Deadline: Submit Removal of I’s to Registrar’s Office

10-11 Fall Break - (University Closed)

B-CU vs Howard University, Washington, DC TBD

8-Week Final Examinations (8 Week I)

Faculty Deadline: Submit Removal of I’s to Registrar’s Office

Community Performance Series Music Dept. PAC, 3PM

Induction Ceremony- 5:30PM PAC Banquet Room

Sigma Beta Delta National Business Honor Society

Final Grades due in Computer (8-Week I)

Graduate Council Meeting

Board of Trustees

Presidential Inauguration

Association of Black Psychologists, (Soc Sci) 5PM-7PM
16 APCC Meeting, 10:20AM, ECR
18 Deadline: Applications for Spring 2013 Graduation – All Schools
18 Deadline: School of Nursing Application for Spring 2013
18 Last Day to Drop Classes (Full Fall Semester)
19 Graduate School Mid-Term Residency Weekend
19 Classes Begin (8-Week II)
19 B-CU vs. Savannah State Univ. (Biker’s Classic) DB 4PM
23 Graduate School Forum, Grad. Sem. Rm., 6PM, PAC
23 Graduate School Fair
24 Early Registration for Spring Semester Begins
24 Last Day for 100% Tuition Refund (8-Week II)
24 Last Day for Registration – 8-Week II
24 United Nations Day
25 First Annual Todd Bates Memorial Lecture Series, FA Bldg., 10:20AM
25 School of Nursing Alumni Day 3PM, SON (Homecoming)
25 School of Business Faculty Mtg., 3PM Board Room
25 School of Business: Leadership/professional Development Shadowing Reception, 6PM, HB
26 B-CU vs. South Carolina State (Homecoming), DB 4PM
28 School of Business Fall Career Day
29 Faculty Association Meeting

**NOVEMBER 2013**

2 B-CU vs. North Carolina Central University, Durham, NC 2PM
2 Women’s Advisory Board Fiesta, 11AM, CCE
4 Tuition Remission Applications due (Human Resources)
4-8 BEEP Week Corporate Alliance Program Seminar
6 IE Committee Meeting, 10:20AM, PAC
7 Orchesis Fall Dance Showcase, 7:30PM. PAC
8 Last Day to Clear Financial Obligations for Spring Semester 2014
8 Last Day to Withdraw from University
9 B-CU vs. Norfolk State University, Daytona Beach, FL 4PM
10 Community Performance Series, Dept. of Music, 3PM
11-22 Graduate School Thesis Oral Defense
13 Deadline: Graduate School Admission for Spring 2014
13 Last Day to Drop Classes (8-Week-II)
13 Hour of Power, Heyn Chapel, 7PM
13 Psychology Club Reception (Soc Sci), 5PM-7PM
13 APCC Meeting, 10:20 AM, ECR
16 B-CU vs Hampton University, Daytona Beach, FL 4PM
18 Early Registration begins for returning students
18 Last Day to Withdraw from University (8-Week II)
18-20 Examinations for Graduating Seniors

19 Chamber Ensembles Concert, 3PM, TBA
23 B-CU vs. FAMU (Blue Cross/Blue Shield of FL Classic)
25 Annual Thanksgiving Service, 10:20AM, PAC
25 **Final Grades Including Outstanding Grade Changes and Transfer Grades (Official Transcripts) for Graduates Due in Computer & Registrar’s Office by 12Noon**
25 Faculty Association Meeting
26 Opera Workshop/Music Theatre Scenes, 7:30PM, PAC
27 **Deadline for Undergraduate Admission for Spring 2013**
27 Thanksgiving Holiday Begins After Last Class (For Faculty)
27 Thanksgiving Holiday Begins for Staff at 12Noon
29 **Tuition Assistance Forms due to HR**
29 School of Business Faculty Mtg., Conf. Room 3PM

**DECEMBER 2013**

2 Classes Resume
2 Christmas Concert, 4PM, PAC
2-6 **Final Examinations - Miller Center**
3 **Deadline: Fall Undergrad Seniors Exit Counseling**
4 IE Committee Meeting, 10:20AM, PAC
7 **Final Examinations – Weekend Classes (also 8-Week II)**
9 **Final Exams Study and Prep Day**
10-12 **Final Examinations - Main Campus**
11 APCC Meeting, 10:20AM, ECR
13 Final Grades are Due in Computer by 2PM
14 **FALL COMMENCEMENT**
14-Jan. 3 Christmas Holidays According to Work Responsibilities

**JANUARY 2014**

1 New Year’s Day Observance
1 Start Free Application for Student Aid (FAFSA)  [www.fafsa.gov](http://www.fafsa.gov)
6 **Faculty/Staff Report to Work -- Faculty Institute**
8 New Student Check-In
8 **Residence Halls Open for New Students 8AM**
8 New F-1 Students SEVIS Registration
8-10 **Orientation/Registration for New Students**
9 **Residence Halls Opens for Returning Students 8AM**
10 **Online Registration for Returning Students**
11 Project Pericles/MLK Service Project Celebration
11 **Weekend Classes Begin**
11 8-Week I Session Begins
11 B-CU vs. NC A&T, (W/MBB), 2PM & 4PM, Gym
13 B-CU vs. NC Central, (W/MBB), 5:30PM & 7:30PM, Gym
13 Spring SAP Deadline
15 All Classes Begin/Late Registration
15 School of Nursing Spring Orientation (Accepted Student)
15 Classes Begin - Miller Center
16 Accept Spring Work Study Hiring/Interview Period
16-18 Graduate School Residency Weekend/Late Registration
20 Martin Luther King, Jr. (Federal Holiday)
21 Last Day for Registration/Last Day to Add Classes
21 Last Day for 100% Tuition Refund (Room/Board Assessed)
21 Hour of Power, Heyn Chapel, 7PM
22 President’s Convocation – LEGACY FORUM
   (Civic Engagement & Social Responsibility Event)
23 General Education Council Meeting
23 School of Business Faculty Meeting, 3PM, Board Room
25 B-CU vs Delaware St., (W/MBB) 2PM & 4PM, Gym
27 B-CU vs UMES, (W/MBB),5:30PM & 7:30PM, Gym
27 Faculty Association Meeting
27 Last Day to Drop Classes (8-Week I)
28 Deadline: Application for Summer 2014 and Fall 2014 Graduation
29 School of Business: Dean’s Spring Business Summit, 6PM, CEC
30 Complete FAFSA Forms Online (www.fafsa.gov)

FEBRUARY 2014
1 Deadline: Upcoming Year Student Teacher Application for Fall 2014
3-Apr.12 School of Business Volunteer Income Tax Assistance
2 B-CU vs FAMU, (W/MBB),2PM & 4PM, Gym
3-6 Spiritual Emphasis Week, Heyn Chapel, 7PM
4 F-1 Students Degree Audits & OPT Applications Due
5 IE Committee Meeting, 10:20AM, PAC
7 Gospel Choir Annual Concert, 7PM
7-8 Gospel Choir Reunion
9 Community Performance Series, Dept. of Music, 3PM, PAC
11 Hour of Power, Heyn Chapel, 7PM
12 Career Fair
14 CENSUS DAY
14 Deadline Spring Work Study Hiring/Interview Period
17 Last Day to Withdraw from University (8-Week 1)
17 B-CU vs Howard Univ., (W/MBB), 5:30 PM & 7:30PM, Gym
18 Graduate Council Meeting
19 APCC Meeting, 10:20AM, ECR
20 16th Annual RV Moore Lecture Series FA Bldg, TBA
22 Final Exams (8-Week I)
22 B-CU vs SC State, (W/MBB), 2PM & 4PM, Gym
24 Faculty Association Meeting
24 B-CU vs Savannah State, (W/MBB), 5:30PM & 7:30PM, Gym
20 School of Business Faculty Meeting, Board Rm., 3PM
26 Business Leadership Men/Women’s Conference-School of Business RM 328 & 331
28 General Education Meeting

MARCH 2014
1 Graduate School Mid-Term Residency
1-5 Mid-Term Examinations – Main Campus
2 Mid-Term Examinations – Weekend Classes
3 Community Performance Series, Dept. of Music, 3PM, PAC
3-7 Mid-Term Examinations – Miller Center
5 IE Committee Meeting, 10:20AM, PAC
5 Student Deadline: Last Day for Students to Remove I’s Earned Fall 2013
7 Residence Halls Close for Spring Break at 6PM
7 Final grades due in Computer (8 Week I)
7-16 BIKE WEEK
10-14 SPRING VACATION
12 Last Day to Register for 8-Week II
12 Last Day for 100% Tuition Refund (8-Week II)
14 Priority Free Application for Student Aid – www/fafsa.gov
16 Residence Halls open at 8AM
17 8-Week Session II Begins
17 New Student Financial Aid Awarding
17 Classes Resume
17 Early Fall/Summer Registration Begins
17 Faculty Deadline: Faculty Submit Removal of I’s Grade
Forms to Registrar’s Office
17-21 Housing Room Deposit Week
18 Hour of Power, Heyn Chapel 7PM
18 Graduate Council Meeting
19 APCC Meeting, 10:20AM, ECR
19 Last Day to Drop 8-Week II
20-21 Annual Alumni Day of Service – A Civic Engagement & Social Responsibility Event
20-22 Model UN Conference (Social Science)
24 Faculty Association Meeting
25-28 School of Business: Corporate Alliance Planning Seminar – CAPS
26 Last Day to Drop Classes (Full Spring Semester)
26 School of Business: Spring Career Day
26 School of Business Faculty Meeting, 3PM, Board Room
27-28 Orchesis Dance Ensemble Spring Concert, 7:30PM, PAC
28 School of Business BEEP Business Banquet, 7PM

16
**APRIL 2014**

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| 1 | **Summer Financial Aid Applications due (Financial Aid office)**  
Financial Aid Summer Applications Accepted |
| 2 | IE Committee Meeting, 10:20AM, PAC |
| 4 | Social Sciences Honors & Awards, 6PM, CEC |
| 5 | **Fourth Annual Mary McLeod Bethune Women’s Conference** |
| 6 | **Annual Spring Concert, 4PM, PAC** |
| 7-18 | **Graduate School Thesis Defense** |
| 7 | Project S.T.E.P.S. Suicide Prevention Conference—  
Many Voices, One Vision: Saving a Generation |
| 8 | Hour of Power, Heyn Chapel, 7PM |
| 8-10 | Gerontology Cotton Club Annual Event |
| 9 | School of Business Annual Spring Recognition and Awards Program, 6PM, CEC |
| 10 | **Teacher Recruitment Fair, (SOE), 9AM, PDR** |
| 11 | Gerontology Cotton Club Dinner, 6PM, PDR |
| 11 | **Last Day to Clear Financial Obligations for Summer Session A** |
| 11 | **Deadline: Graduate School Admission Application for Summer** |
| 12 | **School of Business: Annual Picnic, 2PM, HB** |
| 13 | **Community Performance Series, Dept. of Music, 3PM, PAC** |
| 16 | **Graduate Council Meeting** |
| 16 | **Chamber Ensembles Concert, Dept. of Music, 7:30PM, TBA** |
| 16 | **Last Day to Withdraw from University – Spring Semester** |
| 17 | APCC Meeting, 10:20AM, ECR |
| 17 | General Education Council Meeting |
| 17 | Mass Communications, *Massey Awards* |
| 18 | **Good Friday (No Classes)** |
| 20 | **EASTER** |
| 21-23 | **Examinations for Graduating Seniors** |
| 21-25 | Spring Revival, Chapel, 7PM |
| 23 | **Concert Bands Annual Concert, TBA, PAC** |
| 24 | **School of Nursing Student Honors and Awards Ceremony, SON Lecture Hall** |
| 25 | **Deadline: School of Nursing Application for Fall** |
| 25 | **Live Wire Showcase, Dept. of Music, TBA, PAC** |
| 25 | **School of Business Faculty Meeting, 3PM, PAC** |
| 25 | **Faculty Honors and Awards Banquet** |
| 25 | **Spring Undergrad Seniors Exit Counseling Due** |
| 25 | **Final Grades Including Outstanding Grade Changes and Transfer Grades (Official Transcripts) for Graduates due in Computer & Registrar’s Office by 12Noon** |
| 28 | Faculty Association Meeting |
| 30 | **Submission of Catalog Updates** |
| 30 | **Tuition Remission Program Deadline, HR** |
MAY 2014

1 Student Honors and Awards Assembly
1 IE Committee Meeting, 10:20AM, PAC
1 Financial Aid Summer Applications Accepted
2 Deadline: Application to School of Nursing for Fall 2014
2 Opera Workshop/Music Theatre Scenes, 7:30PM, PAC
2 Deadline: Academic Merit Award Applications in Office of Academic Affairs
3 Final Examinations for 8-Week II
3 Final Examinations Weekend Classes
5 Final Exam Study and Prep Day
5-9 Final Examinations – Miller Center
6-8 Final Examinations - Main Campus
7 Nurses’ Pinning Ceremony
7 Service of Consecration for Graduates
7 APCC Meeting, 10:20AM, ECR
9 ROTC Commissioning Ceremony
9 President’s Celebration Honoring 2013-2014 Graduates
9 Residence Halls Close for Non-Graduates 6PM
10 COMMENCEMENT
10 Residence Halls Close at 6PM for Graduates
12 Final Grades Due in Computer & Registrar’s Office – Undergraduate students
19 Residence Halls Open 8AM (Summer Session A)
19 Registration Summer Session A
19 Summer A Classes Begin - Miller Center
19 Returning Students Financial Aid Awarding
19 Celebration of Dr. Bethune’s Life, Foundation
20 Classes Begin/Late Registration for Summer Session A
22 Last Day for Registration/Last Day to Add Classes
22 Last Day for 100% Tuition Refund (Room/Board Assessed)
22-24 Graduate Residency Weekend - Late Registration
23 Last Day to Withdraw from University – Summer A
25 Weekend Classes Begin
25 Observance of Founder’s Home Going
26 Memorial Day Holiday
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<td><strong>JUNE 2014</strong></td>
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<td>2-4</td>
<td>Mid-Term Examinations – Miller Center (Summer Session A)</td>
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<td>Mid-Term Grades Due in Computer</td>
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<td>6</td>
<td>Last Day to Drop Classes (Summer Session A)</td>
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<td>Last Day to Clear Financial Obligations for Summer Session B</td>
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<td>Mid-Term Examinations – Weekend Classes</td>
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<td>Final Grades Due in Computer &amp; Registrar’s Office for Summer A</td>
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<td>Classes Begin/Late Registration for Summer Session B</td>
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<td>Online Registration for Summer SSBP Begins (Summer Session B)</td>
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<td>Residence Halls Open 8AM – SSBP (Summer Session B)</td>
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<td>Graduate Council Meeting</td>
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<td>Graduate School Mid-Term Residency</td>
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<td>Deadline to Submit Room Reservations Fee for 2014-2015</td>
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<td>Last Day to Clear Financial Obligations for Fall 2014</td>
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<td>Independence Day</td>
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<td>Summer Classes A End – Miller Center</td>
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<td>Final Examinations – Weekend Classes</td>
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<td>Last Day to Drop Classes (Summer B)</td>
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<td>7-11</td>
<td>Final Examinations – Miller Center</td>
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<td>7-21</td>
<td>Graduate School Oral Defenses</td>
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<td>8</td>
<td>Founder’s Birthday Observance</td>
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<td>Last Day to Withdraw from University (Summer B)</td>
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<td>Deadline: Undergraduate Admission Applications for Fall 2014</td>
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<td>13</td>
<td>Deadline to Submit Room Designation for Fall 2014- Returning Students</td>
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<td>Summer Graduating Seniors Exit Counseling Due</td>
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<td>Residence Halls Close 6PM</td>
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<td>Deadline: Graduate School Admission Application for Fall 2014</td>
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<td>28</td>
<td>Grades due in Computer &amp; Registrar’s Office for Session B</td>
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THE PRESIDENT’S STATEMENT
OF PHILOSOPHY

Education is power, hope, and faith in a better tomorrow. Regardless of economic and social background, every person deserves an opportunity to pursue higher education. Furthermore, it is my opinion that in the absence of spiritual growth, intellectual stimulation is meaningless. Providing an effective learning environment that will enhance spirituality and citizenship, while strengthening linkages to the African-American community remains a crucial goal of all historic African-American colleges. A distinctive educational program characterizes opportunities for students to compete internationally as they learn the values of globalization, negotiation, and cultural synergistic problem solving.

Learning should be fun, empowering, and life changing. To learn is to unearth new meaning, to make a difference, to find one’s voice, to develop new ideas, to engage in self-discovery, and to re-examine prior beliefs. Institutions of higher learning that are truly student centered will offer choices and challenges as well as the ability to listen and to be heard. Unique experiences and opportunities within such a learning community will enable students to realize their dreams. Colleges that are esteem builders facilitate greater consensus and team building among the entire learning community. Team building is essential for the development of a shared mission that can be owned and articulated with excitement!

Through academic excellence, innovative programming, and effective marketing, national and global visibility can be attained leading to increased enrollment and outstanding scholarship. While education builds citizenship, students prepare for this important role through cultural and community service. Therefore, learning cannot be separated from the community or society at large. A liberal arts education will continue to foster a deeper exploration of human knowledge in diverse subjects that will facilitate inquiry into meaning while building a solid foundation in lifelong learning.

Traditional African American United Methodist Colleges are entrusted with building a future for the youth in our nation. In essence, they offer a map and compass to direct the African-American community, impacting the nation at-large. Historic African American colleges transmit history and preserve legacies of truth and knowledge. They pave the way for generations to journey through history armed with faith, the capacity for hard work, and a quest to learn. For many, African-American colleges continue to provide the greatest gift: a supportive community for the pursuit of learning. Education becomes power, a liberating force that offers justice, equity, and hope for the African-American community for generations to come.
HISTORY OF THE UNIVERSITY

The year was 1904 when a very determined young black woman, Mary McLeod Bethune, opened the Daytona Educational and Industrial Training School for Negro Girls. It underwent several stages of growth and development through the years. In 1923, it became a co-ed high school as a result of a merger with Cookman Institute of Jacksonville, Florida. A year later, the school became affiliated with the United Methodist Church, evolved into a junior college by 1931 and became known as Bethune-Cookman College.

In 1941, the Florida State Department of Education approved a 4-year baccalaureate program offering liberal arts and teacher education. Mrs. Bethune retired in 1942 at which times James E. Colston became president until 1946 when Mrs. Bethune resumed the presidency for a year. Dr. Richard V. Moore, Sr., became president in 1947. Under his tenure the College was accredited by the Southern Association of Colleges and Schools (SACS) in 1970, joined the United Negro College Fund and other academic and professional organizations. The curriculum expanded, student enrollment increased and new buildings were constructed for residence housing and classrooms.

Oswald P. Bronson, Sr., Ph.D., an alumnus of the College, served as the fourth president of the College from 1975 to 2004. During his tenure increased student enrollment led to continuous development and expansion of the College. A rapidly increasing student enrollment led to construction of more student housing and classroom buildings. Major fields of study increased from 12 in 1974 to 37 by 2003. In addition, seven continuing education centers for students began operating throughout the state. While maintaining accreditation by SACS, Florida State Board of Education, and the United Methodist Church Board of Higher Education, the College added new accreditations in the Nursing and the Teacher Education programs.

Trudie Kibbe Reed, Ed.D., was appointed to the presidency in August 2004 by the Board of Trustees. Dr. Reed is the first woman to serve in this capacity since Dr. Bethune, the College founder. Under the leadership of Dr. Reed, the International Institute for Civic Participation and Social Responsibility was launched in January 2005 as a way to enlarge student learning about citizenship and leadership development. This new foci, successfully infusing values with critical reflection about individual and collective responsibility toward respecting and honoring differences and diversity of thought, has been integrated throughout campus life, even within new housing developments that empower decision making through team efforts and leadership.

In the fall of 2006, Bethune-Cookman launched the Freshman College and its first graduate program. In spring of 2007 the Master of Science degree in Transformative Leadership was accredited. On February 14, 2007, the name of the institution was officially changed to Bethune-Cookman University. In the fall of 2007 a 65,000 square foot facility for the School of Nursing and two Scholarship Houses were built.

On March 20, 2013, Dr. Edison O. Jackson was appointed 6th President of Bethune-Cookman University. Dr. Jackson’s vision is focused on standards of academic excellence as well as the establishment of best practices for the University.

Since 1943, Bethune-Cookman has graduated more than 16,000 students who have provided support to the university. Traditionally, the university has maintained intercollegiate athletic programs, instrumental and choral groups which have achieved national recognition. Many alumni are employed in the fields of education, medicine, business, politics, government, science, religion, athletics and environmental sciences. It is a GREAT time to be at BETHUNE-COOKMAN UNIVERSITY. Students will be challenged to achieve and develop the character and leadership attributes so vital to responsible and ethical citizenship in the twenty-first century.
Dr. Mary McLeod Bethune left a heritage in the college she founded. She also left her Last Will and Testament, an everlasting and priceless document of challenge, hope, and responsibility for African-Americans and other people, which states the following:

“...I leave you love. Love builds. It is positive and helpful. It is more beneficial than hate. 
...I leave you hope. The Negroes’ growth will be great in the years to come. Theirs will be a better world. This I believe with all my heart. 
...I leave you the challenge of developing confidence in one another. As long as Negroes are hemmed into racial blocks by prejudice and pressure, it will be necessary for them to band together for economic betterment. 
...I leave you a thirst for education. Knowledge is the prime need of the hour. If we continue in this trend, we will be able to rear increasing numbers of strong, purposeful men and women, equipped with vision, mental clarity, health and education. 
...I leave you a respect for the uses of power. We live in a world, which respects power above all things. Power, intelligently directed, can lead to more freedom. 
...I leave you faith. Faith is the first factor in a life devoted to service. Without faith, nothing is possible. With it, nothing is impossible. 
...I leave you racial dignity. I want Negroes to maintain their human dignity at all costs. We, as Negroes, must recognize that we are the custodians as well as the heirs of a great civilization. 
...I leave you a desire to live harmoniously with our fellow men. The problem of color is world-wide. It is found in Africa and Asia. Europe and South America. I appeal to American Negroes - North, South, East and West - to recognize their common problems and unite to solve them. 
...I leave you finally a responsibility to our young people. The world around us really belongs to youth, for youth will take over its future management. Our children must never lose their zeal for building a better world. 
...If I have a legacy to leave my people, it is my philosophy of living and serving. As I face tomorrow, I am content, for I think I have spent my life well. I pray now that my philosophy may be helpful to those who share my vision of a world of Peace, Progress, Brotherhood and Love.”
THE MARY MCLEOD BETHUNE FOUNDATION: 
A NATIONAL HISTORIC LANDMARK

Built in 1905, the Mary McLeod Bethune Foundation is the home in which Dr. Mary McLeod Bethune lived and died. The Foundation was designated a National Historic Landmark by the National Park Service of the U.S. Department of the Interior in 1975. On July 10, 1977, her 102nd birthday, a second marker was erected at the home by the Association for the Study of Afro-American Life and History in cooperation with the Amoco Foundation, and it is the 94th United Methodist Historic Site. The home currently serves as a museum and is visited by elementary, middle and high school students, as well as Florida tourists who are able to capture the greatness of this remarkable woman and to receive inspiration from the legacy she willed to the American public.

BETHUNE-COOKMAN UNIVERSITY MISSION

Founded by Dr. Mary McLeod Bethune in 1904, Bethune-Cookman University is a historically Black, United Methodist Church-related university offering baccalaureate and master’s degrees. The mission is to serve in the Christian tradition the diverse educational, social, and cultural needs of its students and to develop in them the desire and capacity for continuous intellectual and professional growth, leadership and service to others. The University has deep roots in the history of America and continues to provide services to the broader community through a focus on service learning and civic engagement.

Bethune-Cookman University accomplishes its mission by providing quality instruction in an intellectually stimulating environment that nurtures the mind (intellect), the heart (transformative leadership) and the hand (service learning) according to our founder’s motto and the institution’s seal.

Approved by Board of Trustees, March 2008

CORE VALUES

Bethune-Cookman University employees draw motivation and direction from six strongly held principles. These principles guide the manner in which we treat each other and those we serve.

• Christian Mission. We exist to serve the needs of our communities and incorporate Christian values at every level of service.

• High Ethical Standards. We conduct our business and integrity, honesty and fairness. As responsible stewards, we use our financial resources wisely by choosing business practices which are cost-effective, productive and result in a fair return on investment.

• Quality and Service Excellence. We strive to meet or exceed both the service standards of the education industry and the expectations of the students we serve. We measure our success through continuous surveying of student satisfaction.

• Compassion. We are sensitive to the needs of the individuals and families we serve and meet their needs with kindness and empathy.

• Focus on Community. We commit time, talent and financial support to involve and educate our neighbors in the principles of civic service and social responsibility. Examples are the Town Hall forums held year around and meetings with the stakeholder groups, i.e. church, community, businesses, political leaders, alumni, parents, etc.

• Cultural Diversity. We value the diversity of our students, employees, business colleagues and visitors and treat them with kindness and respect regardless of their background, race, religion, or culture.
UNIVERSITY MOTTO
“Enter to Learn, Depart to Serve”

UNIVERSITY COLORS
“Maroon and Gold”

UNIVERSITY MASCOT
“Wildcat”

ALMA MATER
Dear Alma Mater, thou beloved,
We pledge our lives to thee,
Thou art results of toil and pain
And tears come in a stream;
Dear Alma Mater, thou art all
And all the world to me –
Thou’rt the answered prayer of a dream.
Oh, God, protect dear B.C.C.
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.C.C.
All hail to thee, all hail!
Hail thee, Maroon and Gold.

Amen

Alma Mater is observed by remaining in place until the hymn is concluded.

UNIVERSITY SHIBBOLETH
What a fellowship, what a joy divine,
Leaning on the Everlasting Arms;
What a blessedness, what a peace of mind,
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 I have to fear,
Leaning on the Everlasting Arms;
I have blessed peace with my Lord so near,
Leaning on the Everlasting Arms;
Chorus:
Leaning, Leaning, safe and secure from all alarms
Leaning, Leaning, Leaning on the Everlasting Arms
TRADITIONS AND CUSTOMS

ANNUAL EVENTS

FOUNDER’S DAY: On October 3rd of each year, the University Family rededicates itself to the fundamental purpose for which the institution was founded.

THE CORONATION OF MISS B-CU: Each year a young lady is chosen by the student body to represent the institution as Miss B-CU. Her court consists of Miss Senior, Miss Junior, Miss Sophomore and Miss Freshman. Other organizations also participate in this colorful event. A coronation ball, in honor of the queen and her court, follows the ceremony.

HOMECOMING: The alumni are formally welcomed to the campus on one Saturday during the football season. Decorations of residence halls and other campus buildings, a parade, and the game are highlights of the day. During the week prior to the game, “Miss Homecoming” is elected by the students. She reigns for the entire Homecoming Week. Freshmen are required to participate in the Homecoming Parade wearing green caps.

DR. MARTIN LUTHER KING, JR’S BIRTHDAY: On the third Monday in January, the University family honors Dr. Martin Luther King, Jr. Usually an outstanding speaker is invited for this national holiday celebration.

ACHIEVEMENT RECOGNITION PROGRAM: Each year, prior to commencement, students who have achieved academically as well as in other phases of campus life, are presented awards.

SENIOR CONSECRATION SERVICE: In the course of Commencement Week, the University conducts a service at which time graduates dedicate themselves to EXCELLENCE. A beautiful and impressive candlelight ceremony on the campus concludes the service. The ceremony emphasizes the spiritual aspects of life at Bethune-Cookman University.

SENIOR—ALUMNI BREAKFAST: On the Sunday of Commencement, the alumni and graduates gather to have breakfast with the Trustees, faculty/staff, parents and friends. The breakfast is held in Parlin Student Center.

COMMENCEMENT: Although attendance for students is optional, all members of the University Family are urged to attend. Graduating seniors are required to participate unless officially excused by the Provost Office.

BIRTHDAY OF DR. MARY MCLEOD BETHUNE: The University observes the birthday of Dr. Mary McLeod Bethune each year on July 10.

CUSTOMS

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

• The audience stands when the Alma Mater is played. The same procedure is followed with respect to the Alma Mater of another institution. Respect for the Alma Mater is observed by remaining in place until the hymn is concluded.

• Students are expected to dress appropriately for all special assemblies and cultural events. They observe the social graces at all times.

• As good citizens, Bethune-Cookman students believe that orderliness is important. They take care of the property and campus, the buildings and the residence halls. They do not litter. They remove scattered bits of paper, bottles and cans. They use sidewalks and walkways in order to preserve the grass. Smoking is forbidden in all areas of the campus. There is severe punishment for purchases and/or use of alcohol or drugs.

• Bethune-Cookman University students do not loiter on the front of the campus or in the street in front of the campus. They cross Dr. Mary McLeod Bethune Blvd., which is a public thoroughfare, hurriedly, yet cautiously and courteously.

• Bethune-Cookman students are polite and well-mannered. They welcome visitors who come to the campus.

• Hats, Caps and other head wear are not to be worn inside campus buildings.

Any questions concerning traditions and customs should be directed to the Vice President for Enrollment Management and Student Development.
INSTITUTIONAL STUDENT LEARNING OUTCOMES

Vision: Students will graduate from Bethune-Cookman University as transformative leaders with complex cognitive skills; practical knowledge and competency; an appreciation of human differences and commonalities; and an integrated sense of identity and civic responsibility that prepares them to live successfully within a multicultural and global community.

The graduate, as a transformative leader, will possess:

Complex Cognitive Skills. The graduate actively engages in critical reflection based on analysis, synthesis, and evaluation in experiences that promote positive transformation in fellow human beings.

Practical Knowledge and Competency. When applying discipline-specific principles, the student will discriminate among possible solutions, selecting and supporting those that take into consideration societal impact, e.g., the health, safety, and empowerment of others.

- Graduates will demonstrate an awareness of the historical development of cultures and societies. (History, Social Sciences)
- Graduates will perform, interpret, analyze or, otherwise, demonstrate appreciation in musical, visual, literary, and/or other works of art. (Fine Arts)
- When performing communication tasks, graduates will provide content that is factually correct, supported with evidence, explained with sufficient details, and, if written, properly documented with a minimum of errors in spelling, punctuation, grammar, and usage. (English, Communication)
- When applying the principles of mathematics, science, and/or engineering, the graduate will propose and evaluate a solution to a problem. (Sciences)
- When assigned to teams, graduates will share responsibilities, analyze ideas, discern feasible solutions, build a consensus, and develop a strategy for action and the evaluation of action. (Leadership)
- Graduates will demonstrate competency in functioning efficiently and effectively in the management of information for problem-solving using technology. (Technology)

An Appreciation of Human Differences and Commonalities. The graduate actively discriminates among positions, selecting and supporting those that empower fellow human beings. Across the curriculum, the student will demonstrate sensitivity and respect for human differences and commonalities in the various domains in which they occur including, but not limited to, differences by age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status.

An Integrated Sense of Identity and Civic Responsibility. The graduate actively defends positions that move global society in a direction that promotes self-worth, self-directed lifelong learning, social justice, and civic engagement. The graduate will demonstrate a passion for lifelong learning fostered by a holistic view of self-worth and the capacity to be a self-directed learner. When assigned to teams, graduates will share responsibility, analyze ideas, discern feasible solutions, build a consensus, and develop strategies for action and evaluation in defense of positions that move self and global society in a direction that promotes social justice and civic responsibility.

UNIVERSITY STATEMENT ON ETHICS AND VALUES

Bethune-Cookman University seeks to develop graduates who are honorable, democratic citizens capable of making worthwhile contributions to society. The University expects its students to uphold the highest moral and ethical standards by practicing self-discipline. Students are held accountable for their behavior. The University believes that commitment, perseverance, and high regard for the value and quality of work should be demonstrated with pride as tasks are completed with accuracy and timeliness. Bethune-Cookman University further affirms that students should respect the environment - including the University’s property, grounds, and buildings.
Bethune-Cookman University seeks to develop graduates who demonstrate academic excellence. Graduates are expected to show competence in their academic careers and vocations through mastery of verbal and written communication skills, research, scholarly pursuit of knowledge, and major areas of study. Bethune-Cookman University believes that competent individuals will enter the future with confidence and self-esteem.

**HUMAN WORTH AND DIGNITY**

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

**SPIRITUAL GROWTH AND DEVELOPMENT**

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

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

**ADMISSIONS**

**ADMISSIONS PROCEDURES**

Bethune-Cookman University seeks to enroll students with the potential and desire to further their intellectual, spiritual and social development. Each applicant is evaluated individually. Academic performance at the secondary education level is extremely important, and the University also considers the applicant’s character and personality as well as an eagerness to achieve a college education.

Students seeking admission to Bethune-Cookman University must have satisfactorily completed or earned a standard diploma from an accredited high school, earning a minimum cumulative grade point average of 2.25 or better on a 4.0 scale. Strength of the academic course selection is carefully considered. Transfer student must have a minimum cumulative grade point average of 2.25 on a 4.0 scale on all college level academic work is required and 24 transferable credit hours.

For more detail information regarding the admissions process, requirements and procedures please visit our website: www.cookman.edu.

Because high school programs and graduating systems vary widely, the secondary school program cannot be rigidly prescribed. However, the Admissions Committee is most interested in the student with solid achievement in college preparatory courses each of the four years of high school. This curriculum includes: four units of college preparatory English, three units of college preparatory mathematics, three units of natural science (at least one laboratory), three units of social science and history, and six academic electives. Two units of foreign language and one computer literacy course are strongly recommended but are not required. The General Education Diploma (GED) may be considered in lieu of a complete high school record.

All entering freshmen must take either the SAT I: Reasoning Test, or the ACT Assessment Test. It is advisable for the student to take either test in the junior year and again early in the fall of the senior year. The writing portion of the ACT is optional; however, students who are seeking to qualify for an academic scholarship must take the writing portion of the ACT. Information concerning the SAT or ACT can be obtained from the high school guidance counselor or directly from the College Entrance Examination Board, Box 592, Princeton, NJ 08540, or ACT Assessment, Box 451, Iowa City, IA 52240. Register online or receive additional information at http://www.collegeboard.com and http://www.act.org. Bethune-Cookman’s CEEB code number is 5061; the ACT code number is 0720.
APPLICATION PROCEDURES

The student seeking admission to Bethune-Cookman University should apply in the first semester of the high school senior year. An Application for Admission can be obtained online at http://www.cookman.edu or, by writing the Director of Admissions, Bethune-Cookman University, 640 Dr. Mary McLeod Bethune Boulevard, Daytona Beach, FL 32114-3099, or by calling the Office of Admissions at 800-448-0228.

The following credentials must be received by the May 1 deadline for fall semester admission. The priority scholarship deadline is December 1. (new freshmen must have all documents submitted for full consideration of scholarships).

Priority deadline for spring semester admission is November 30.

- A completed Application for Admission - a parent’s signature is required if the applicant is under 18 years of age
- A $25.00 nonrefundable application fee or official fee waiver form obtained from the guidance counselor;
- Official copies of transcript(s) including all high school academic experiences;
- Standardized test results - either the ACT or SAT I forwarded directly to the university; and
- Counselor’s recommendation (Optional)

TRANSFER STUDENTS

A candidate for admission is considered a transfer student at Bethune-Cookman University if he/she has at least six transferable hours from an accredited college or university, earned while not concurrently enrolled in high school.

A minimum cumulative grade point average of 2.25 on a 4.0 scale on all college level academic work is required. If the candidate has less than 24 transferable semester hours (1 full year) of credit from an accredited college or university, all requirements for a first year student must also be met.

The following credentials must be received by the May 1 deadline for fall semester admission. Priority deadline for spring semester admission is November 30.

- A completed Application for Admission
- A $25.00 nonrefundable application fee or official fee waiver form obtained from the guidance counselor;
- Official copies of transcript(s) for all college work attempted;
- Final official high school transcript; and
- Standardized test results. This credential may be exempted if the candidate completed high school at least 10 years before date of transfer application to Bethune-Cookman University.

TRANSFER STUDENTS WITH ASSOCIATE OF ARTS DEGREES

All Associate of Arts (A.A.) recipients will be fully admitted, providing they satisfy other requirements as specified below:

- Students holding A.A. degrees from community colleges in Florida will be accepted as upper level transfer students. Students must, however, meet admission requirements for specific majors. There is a 10-year restriction on accepting previously earned credits. The School of Nursing will not accept courses over five years old.
- Transfer students with 30 or more credits will be exempt from Freshman Seminar.
- Three semester credit hours are required in Religion and/or Philosophy courses.
- A three-hour course in African American History is required.
- A three-hour course in Critical or College Reading is required.

A transfer student must complete at least 30 semester hours of coursework in residence to receive a degree from Bethune-Cookman University. Of this minimum amount of work, the last semester must be taken at the University. Additionally, 30 percent of the student’s work in his major field must be completed at Bethune-Cookman University. The Office of the Registrar determines the number of transfer course credits that will be accepted. Transfer grades are not included in computing a student’s average at Bethune-Cookman University.
TRANSFER STUDENTS WITH ASSOCIATE DEGREES
OTHER THAN THE ASSOCIATE OF ARTS
An official transcript from all Associate degree recipients will be reviewed course by course to determine if courses previously earned qualify the students for full admission with upper level transfer status. The transfer students must also satisfy any other requirements unique to the selected Bethune-Cookman University academic school.

CONDITIONAL ADMISSION
Historically Bethune-Cookman University has invested in the human potential of students labeled as academic risks. Many of these students have graduated and are now productive and contributing members of their communities and vocations.

In determining the potential of a prospective student, the strength of course selection and the cumulative academic record is given primary consideration. However, the Admissions Committee shall have the authority to consider other documented indicators in applicants considered as academic risks, and admit, on a probationary basis, a percentage of these applicants who have not met the academic requirement of 2.25 cumulative grade point average. These students will be required to take prescribed courses with a predetermined number of credit hours and sign a contract to participate in the C.A.M.P (Conditional Admissions Mentoring Program).

EARLY ADMISSIONS
Students who have demonstrated exceptional academic ability may be permitted to enroll at Bethune-Cookman University after completion of their junior year in high school. Early admission applicants must have the following:
• Test scores in the top 15th percentile statewide or nationally (SAT-1350 or above, ACT 24 or above).
• “A”-”B” grades in high school.
• A recommendation from the student’s high school counselor.
• An interview with college officials.
• Letters of recommendation from parents and the student’s high school principal, stating that the students will be awarded a high school diploma after satisfactorily completing the first year of college work.

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

APPLICANTS WITH LIMITATIONS
Upon acceptance it is the responsibility of the applicant to inform the University of any documented physical or learning disabilities, which might affect their matriculation. Official notification must be included from the high school or from a professional agency or medical facility. This documentation will be forwarded to the offices of the Provost and Enrollment Management and Student Development.
INTERNATIONAL STUDENTS

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 the F-1 student are governed by the rules and regulations set forth by the United States Customs and Immigration Services (USCIS), and are monitored by the Office of Multicultural & International Services (MIS).

Upon arrival at Bethune-Cookman University, the International Student is to report to the MIS office to register with Student Exchange Visitors Information System (SEVIS), a real-time data tracking program. This system is accessed by embassies, ports of entry, educational institutions and the USCIS. When reporting to the MIS office, the student must present travel document, proof of health insurance (or sign up for the school’s policy) and a final class schedule reflecting 12 credit hours or more. This will be the school registration process throughout the International Student’s matriculation. For rules and regulations, information on employment, obtaining a social security number and other vital information, see the International Student web site.

*Students possessing a Permanent Resident Card (Green Card) are encouraged to report to the MIS office for monitoring, to aid in compliance and for the purpose of providing assistance with other services.

READMISSION OF FORMER STUDENTS

An Application for Re-Admission, obtainable from the Office of the Registrar, must be submitted by July 30 for the fall semester or by November 30 for the spring semester. For students that are inactive (do not register for classes at Bethune-Cookman University) for one semester, they must complete a Re-Admission Application. If students are inactive for more than two semesters, the university requires them to pay a nonrefundable application fee of $25.00. The student will be informed in writing of the decision by the Registrar’s Office.

Former students whose college education has been interrupted for five or more years must complete the most recent curriculum in the major as shown in the current undergraduate catalog. Before proceeding in the major area, students re-entering after 10 years or more will be required to demonstrate proficiency, through examination, in courses previously taken at Bethune-Cookman University.

ADMISSION OF VETERANS

Bethune-Cookman University is approved for benefits for the education of veterans, active duty service personnel, disabled veterans, and qualified dependents (widows, war orphans, etc.). Veterans who seek admission should follow the regular admissions policies and should contact the veterans affairs coordinator in the Office of the Registrar in order to be qualified for benefits under the rules and regulations of the Veterans Administration.

Veteran students whose cumulative grade point average fall below the minimum acceptable standing for two consecutive semesters will have their benefits terminated for failure to achieve satisfactory progress. Their benefits may be reinstated upon achieving the minimum acceptable cumulative grade point average.

ADVANCED PLACEMENT / INTERNATIONAL BACCALAUREATE PROGRAM

Bethune-Cookman University is a participant in the Advanced Placement Program and the International Baccalaureate Diploma Program. If the student meets the criteria set forth by each academic area, then the student may receive college credit for courses covering similar material. Students must apply through the Testing Office during the first six weeks of their first semester enrolled at Bethune-Cookman University.

NON-DEGREE SEEKING STUDENTS

Non-degree students may be admitted by the University Admissions Committee. Application for admission as a special student must include records of previous educational experience (high school or college transcript), a statement of studies to be pursued, and evidence of ability to pursue studies as may be prescribed by the Admissions Committee. These students are normally limited to no more than 9 hours in any semester.

A regular undergraduate student enrolled at another accredited collegiate institution may be permitted to enroll at Bethune-Cookman University as a non-degree seeking student in order to complete work for transfer to the parent institution. No evaluation of previous work completed will be made, and it is the student’s responsibility to secure approval from the parent institution.
Credit earned in non-degree status is not automatically applicable to a Bethune-Cookman University degree should the student later be admitted as a regular student. Admittance as a non-degree student in no way implies future admission as a regular student to Bethune-Cookman University.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

CLEP examinations may be taken by students to measure their comparative competence in five general education areas. Credit may be obtained through the following criteria:
Not more than six semester hours of credit may be earned in any one area.
Not more than 30 semester hours of credit may be earned by examination.
Transfer credits based on CLEP scores will be accepted if the scores meet Bethune-Cookman University standards.
For more information on registration and test fees, contact the Offices of Testing and Evaluation in the L. Gale Lemerand Nursing Building, room #172.

AUDITING COURSES

Students must register to audit a course during the time of registration and must pay the current fee per semester hour. Audit courses require no examination, and no credit is given.

REGISTRATION

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

FINANCIAL INFORMATION

STUDENT ACCOUNTS

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

TUITION, ROOM AND BOARD CHARGES

(2013-2014 Academic Year)

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<th>Fall 2013</th>
<th>Spring 2014</th>
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<tr>
<td>Tuition*</td>
<td>$7,205</td>
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<td>(Based on 12 – 18 Semester Hours)</td>
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<tr>
<td>Room and Board</td>
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<td>$4,274</td>
<td>$8,548</td>
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*The cost per credit hour is $600.

OR

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<td>(Based on 12 – 18 Semester Hours)</td>
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<tr>
<td>Room and Board</td>
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<td><strong>Total Tuition/Room &amp; Board</strong></td>
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*The cost per credit hour is $600.
Tuition costs for Fall 2013 and Spring 2014 are based on 12-18 credit hours. Students who enroll for less than 12 credit hours will be charged $600 per credit hour. Students who exceed 18 credit hours will be charged the overload fee of $600 per credit hour.

Enrollment Deposit
All first time students are required to pay a $100 Enrollment Deposit the first semester of attendance. However, the deposit will be applied towards tuition or refunded if the student does not attend.

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

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

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

METHODS OF PAYMENT TO BETHUNE-COOKMAN UNIVERSITY
Before the start of each academic year, the University publicizes the deadlines for students to clear their financial obligations. Payment for charges may be made through the following methods:

• Payments can be made with cash, cashier’s check, money order, or traveler’s check. Personal checks are not accepted. Cash should never be mailed. Payments should be made payable to Bethune-Cookman University and include the student’s first, middle initial, and last names, student I.D. number or social security number. Payments should be mailed to: Bethune-Cookman University, 640 Dr. Mary McLeod Bethune Boulevard, Daytona Beach, Florida, 32114-3099, Attn: Cashier’s Office.

• Credit Card payments (American Express, Discover, Visa, or MasterCard) can be made online by accessing the Wildcat Web at www.cookman.edu. Students will need both their B-CU student I.D. & pin numbers in order to access the Wildcat Web. Third party payments to a student’s account can be made online through the following link: http://www.cookman.edu/payment/index.html.

• Payments can also be made in person by visiting the Cashier’s Office (located in White Hall), or by calling the Cashier’s Office at (386) 481-2289 or 2292.

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

BOOKSTORE AUTHORIZATIONS
Any student who has financial aid in excess of their semester tuition and fee charges may receive a Bookstore Authorization which will allow him or her to purchase their books from the University’s bookstore. Students are permitted to receive an authorization in an amount not to exceed $750. Bookstore charges are posted to the student’s account and funds deducted from the student’s financial aid. If a student’s financial aid is reduced during the semester, he or she is still responsible for repayment of any purchases made using Bookstore Authorizations.
BOOK SCHOLARSHIPS
If a student has been awarded a book scholarship, any credit remaining from the scholarship, after books have been purchased, is not refundable to the student unless a refund has been approved by the benefactor.

UNIVERSITY REFUND POLICY FOR FEES

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

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

**Fall and Spring Semesters:**

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

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

**8-Week Session I and II:**

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

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

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

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

There will be no adjustments or refunds for room & board fees, institutional paid charges, waived charges, bookstore charges, late registration fees, housing assessment fees, or fines. When a student is required to withdraw due to disciplinary action, the student forfeits their legal rights and privileges as a member of the University family. All payments made toward assessed charges are also forfeited. There will be no adjustments or reimbursement of tuition, room and board charges, fees/fines, or bookstore charges.

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

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

RETURN OF FEDERAL TITLE IV FUNDS

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

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

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

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

REFUND OF CREDIT BALANCES
Refunds are processed by the Office of Student Accounts when a student has resolved all
financial obligations against their University debts and their student account reflects a credit
balance. Refunds are processed within 14 days after the student’s account reflects a credit
balance.

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

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

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

BILLING STATEMENTS (EBILL)
E-mail notifications are sent to the B-CU student e-mail address and authorized parents/
guardians when the eBill is available to view on-line. We encourage you to view the eBill to
make sure that you do not have a balance due. A reminder e-mail will be sent to those students/
parents/guardians who have not viewed the eBill.

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

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

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

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

The priority date for Bethune-Cookman University is March 15.

How to Apply for Financial Aid

10 STEPS TO APPLY FOR FINANCIAL AID 2013-2014

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

Step 1 TAXES – You and your parents need to file 2012 Federal Income tax returns.

Step 2 FAFSA - Complete your Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. The school code for Bethune-Cookman is 001467. PLEASE CHOOSE THE IRS DATA RETRIEVAL OPTION when completing the FAFSA. The IRS data retrieval option is available within 1-2 weeks of electronically filing your taxes and within 6-8 weeks of filing a paper federal tax return. For assistance with your FAFSA, go to the following website, http://www.finaid.ucsb.edu/fafassimplification/. PLEASE CHOOSE THE IRS DATA RETRIEVAL OPTION when completing the FAFSA. You and your parent, if a dependent student, will need a PIN to electronically sign your FAFSA. If you don’t have a PIN, you can apply for one at the time you electronically sign your FAFSA.

Step 3 SCHOLARSHIPS - To be considered for additional scholarships, please complete your BCU WEB FINANCIAL AID APPLICATION at https://pfweb.cookman.edu/NetPartnerStudent. Select the APPLY ONLINE tab after log in.

Step 4 VERIFICATION – (ONLY IF SELECTED BY FAFAA OR B-CU FOR VERIFICATION) Review information sent to you from the Financial Aid Office. If you have been selected for Verification, you and your Parent (if a dependent student) will need to submit copies of your Federal IRS Tax transcript(s) and a Verification Worksheet. A Federal IRS tax transcript can be obtained by calling 1-800-TAX-1040. There are five different versions of the Verification Worksheet (V1-V5). Be sure to review your financial aid notice to determine which one you should submit. See Step 9 for on-line access to your financial aid status.

Step 5 FRAG – (FLORIDA RESIDENTS ONLY) In order to qualify for Florida State funds you must complete the Florida Resident Access Grant Application at http://www.cookman.edu/documents/finaid_docs/FRAG3.pdf. Florida residents are required to provide two forms of Florida Residency documentation. If you are a dependent student, parent documentation is required.

Step 6 FERPA - Complete your Family Educational Rights and Privacy Act form. FERPA protects your privacy of student aid records by requiring prior written consent before disclosing personal information to a third party. This form can be accessed at http://www.cookman.edu/financial_aid/gettingstarted/faDocs.html.

Step 7 MPN/ENTRANCE INTERVIEW – Complete the Master Promissory Note (MPN) and Entrance Interview for your Direct Federal Stafford loans. MPN/Entrance Interviews only have to be completed once. Both the MPN and Entrance Interview can be completed at the following website www.studentloans.gov.

Step 8 PLUS LOAN – After you have been AWARD Financial aid, have your Parent apply for a DIRECT PLUS loan to assist with your college expenses. Even if your Parent’s DIRECT PLUS loan is denied; you will still qualify for an Additional Unsubsidized Stafford loan for $4,000 (if you are a freshman or a sophomore) and $5,000 (if you are a junior or a senior).

• Submit a completed “Federal Direct PLUS Loan Application for Parents” at www.studentloans.gov.

o Please note the PLUS loan application will not be available for 2013-2014 until April 25, 2013.
• If approved, Parents must complete a Master Promissory Note. Parents must electronically sign using the same Parent PIN# used to complete the FAFSA.

Step 9 **Complete ALL forms by deadline** – You need to complete the FAFSA and all other required forms as indicated by the financial aid office. To check your status, go to https://pfweb.cookman.edu/NetPartnerStudent. The deadline to complete forms for first-year students is **March 15, 2013** while the deadline to complete documents for returning students is **May 15, 2013**.

Step 10 **APPLY FOR PRIVATE ALTERNATIVE STUDENT LOAN** - Private loans help bridge the remaining amount of funds needed for your education. A separate application is required directly with the lender. Below are a few lenders you and your Parent may want to consider.

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

**BASIS ON WHICH AID IS GRANTED**

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

**EVALUATION AND AWARDING PROCESS**

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

**AWARD PERIOD**

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

**AWARDS ANNOUNCEMENTS**

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

**SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS**

Students attending Bethune-Cookman University who wish to be considered for Federal Title IV and State financial aid, in addition to meeting other eligibility criteria, must maintain satisfactory academic progress (SAP) in the course of study being pursued. The University is required to establish satisfactory academic progress standards in accordance with U.S. Department of Education regulations. At the end of each financial aid year (end of spring term), a review will be made to ensure compliance with the academic standing requirements.
SATISFACTORY ACADEMIC PROGRESS MINIMUM REQUIREMENT

Whether a student is considered to be making SAP depends on the cumulative Grade Point Average (GPA), the successful completion of attempted credits hours, and the maximum time frame to complete his or her course of study. Students requesting consideration for Federal financial aid must demonstrate a positive forward movement toward their degrees. Students must meet all the requirements listed below:

<table>
<thead>
<tr>
<th>Semester Hours Earned</th>
<th>Academic Standing</th>
<th>Cumulative G.P.A. Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 27 hours</td>
<td>Freshman standing</td>
<td>1.85 or above</td>
</tr>
<tr>
<td>28 to 57 hours</td>
<td>Sophomore standing</td>
<td>2.00 or above</td>
</tr>
<tr>
<td>58 to 91 hours</td>
<td>Junior standing</td>
<td>2.00 or above</td>
</tr>
<tr>
<td>92 or more hours</td>
<td>Senior standing</td>
<td>2.00 or above</td>
</tr>
</tbody>
</table>

Each student must successfully meet the cumulative GPA and pass a minimum of 60% to 70% (depending on grade level) of the attempted credit hours during the preceding fall and spring semesters. This includes courses in which the student remained enrolled past the Last Day for Registration/Program Change.

In addition Federal financial aid will be provided for up to 180 credit hours for Undergraduate degrees and 54 credit hours for Graduate degrees (150% of program pursued), including institutionally accepted transfer credits from other schools attended.

ELIGIBLE NON CITIZENS

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

WITHDRAWALS

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

TRANSFERABILITY OF FINANCIAL AID AWARDS

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

INTERNATIONAL STUDENTS

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

TYPES OF AID AVAILABLE

GRANTS

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

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

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

This federally sponsored program provides financial aid to those who need it to attend approved colleges or universities. Awards range from $200 to $5645 per academic year depending on a family’s financial situation.

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

**TEACH GRANT PROGRAM**

Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. In exchange for receiving a TEACH Grant, you must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students (see below for more information on high-need fields and schools serving low-income students). As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant. IMPORTANT: If you fail to complete this service obligation, all amounts of TEACH Grants that you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was disbursed. Note: TEACH Grant recipients will be given a 6-month grace period prior to entering repayment if a TEACH Grant is converted to a Direct Unsubsidized Loan.

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

**FLORIDA STUDENT ASSISTANCE GRANT PROGRAM (FSAG)**

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

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

**FLORIDA RESIDENT ACCESS GRANT (FRAG)**

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

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

**FLORIDA ACADEMIC SCHOLARS AWARD, FLORIDA MERIT SCHOLARS AWARD, AND FLORIDA GOLD SEAL VOCATIONAL SCHOLARS AWARD**

These scholarships are part of the Florida Bright Futures Program. They reward outstanding Florida public high school graduates for their academic and vocational achievements. The awards range up to $3200 per year if sufficient funds are available to make full awards. Contact your public high school guidance office for information on eligibility criteria or visit the Florida Bright Futures Program website at http://www.firm.edu/doe/brfutures. Students who receive an award under these programs and withdraw without completing the semester may have to return funds to those programs.
FLORIDA MARY MCLEOD BETHUNE SCHOLARSHIP FUND

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

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

AIR FORCE ROTC AND ARMY ROTC

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

INSTITUTIONAL SCHOLARSHIPS & GRANTS

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

WHO CAN APPLY

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

CATEGORIES OF SCHOLARSHIPS

Most scholarships are awarded in one of six categories:

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

How to Apply

2013-2014 BCU Scholarship Application submissions: To be considered for additional scholarships, please complete your BCU ONLINE APPLICATION at https://pfweb.cookman.edu/NetPartnerStudent/. Select the APPLY ONLINE tab after log in. For information on performing arts awards such as the Band and Concert Chorale, you should contact the Music Department at (386)481-2740. Those interested in Athletic Awards should contact the Athletic Compliance Department at (386)481-2201.

Academic Scholarships

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

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

The Presidential Scholarship is offered to high school graduates who will enter college for the first time. The award covers college expenses (full-time tuition, room, board, and books) not covered by federal and/or state financial aid and other non-institutional scholarships. Upon enrollment, students must register for at least 12 semester hours (college-credit courses) and maintain a 3.50 cumulative grade point average to renew the awards. Awards may be renewed for a maximum of 10 semesters of study.

**Excelsior Scholarship**

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

**Academic Merit Award Plan**

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

a. **Academic Merit Award for New Freshmen**

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

b. **Academic Merit Award for New Transfer Students**

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

c. **Academic Merit Award for Enrolled Students**

   The Academic Merit Award is offered to students who have been enrolled for at least one academic year. The applicant must have earned a minimum of 3.25 cumulative grade point average and at least 24 college-credit hours. The Office of Academic Affairs will determine the award amount based on the applicant’s cumulative grade point average and financial need. The Academic Merit Award is granted on an annual basis. Students must reapply annually.

**STUDENT EMPLOYMENT PROGRAMS**

**Federal Work Study Program (FWS)**

This program provides jobs for a very limited number of students with financial need who must earn a part of their educational expenses. The Financial Aid office refers jobs to students on campus or off campus with public or private nonprofit agencies. Students work from 10 to 15 hours per week, scheduled in a way that will not conflict with their classes. An average award is about $2000. per academic year. Paychecks are processed once a month for the hours actually worked.

To apply for this program, a student must complete the Free Application for Federal Student Aid (FAFSA). On the FAFSA, a student must indicate his or her interest in a “part-time job” or “work-study.” This form can be obtained from the Financial Aid office.
College Work Aid Program (CWA)

Departments may employ student workers who do not qualify for the Federal Work Study Program. To apply for this program, a student must contact individual offices for more information. The general policy is for university departments to hire student workers independently.

LOAN PROGRAMS

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

Federal Direct/Stafford Loan-Subsidized

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

Eligible freshmen may borrow up to $3,500 per year, sophomores up to $4,500; and juniors and seniors may borrow up to $5,500 per year. The maximum allowable undergraduate indebtedness over five years is $23,000.

Federal Direct/Stafford Loans are disbursed in two installments: one in the fall semester and one in the spring semester, after enrollment for each semester. When the loan is disbursed, a federally required origination fee of 3 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government or bank, along with a nonrefundable insurance fee of up to 1 percent of the principal amount of the loan.

Repayment begins six months after the borrower’s last enrollment on at least a halftime basis.

Federal Direct/Stafford Unsubsidized Loan

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

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

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

Federal Direct/Stafford Unsubsidized Loans are disbursed in two installments: one in the fall semester and one in the spring semester, after enrollment for each semester. When the loan is disbursed, a federally required origination fee of 1.05 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government or bank, along with a nonrefundable insurance fee of up to 1 percent of the principal amount of the loan.

Federal Direct PLUS Loan (Parent's Loan)

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

The interest rate for the Federal PLUS Loan varies annually (a new rate is effective each July 1), and the rate is based on the 52-week U.S. Treasury Bill rate plus 3.10 percent not to exceed 9 percent.
Federal PLUS Loans are disbursed to the college in two installments: one in the fall semester and one in the spring semester, after enrollment for each semester. When the loan is disbursed, a federally required origination fee of 4.2 percent (which is used to offset administrative costs of the program) is deducted from the loan by the government or bank, along with a nonrefundable insurance fee of up to 1 percent of the principal amount of the loan. Parents of dependent students may borrow up to the cost of education minus any financial aid. These loans, in combination with all other aid (including loans) may not exceed the educational cost. Financial need is not an eligibility factor.

**GENERAL ACADEMIC INFORMATION**

The procedures, policies, and regulations stated in this section are designed to assist Bethune-Cookman University students during their matriculation. Each student is assigned a student success coach. The student success coach will give advice on required courses and other pertinent academic information. It is the responsibility of the student to review his or her progress each semester with the Student Success Coach and to keep informed of changes, procedures, and regulations which may affect successful pursuit of a university degree.

**ACADEMIC REGULATIONS**

Before making a final choice of courses, all students should consult with the assigned student success coach and, when in doubt, the instructor in charge of a particular course. Electives should be chosen in support of the student’s major field and in keeping with the interests of the student. Special attention should be given to the following regulations.

**ATTENDANCE**

Class attendance is mandatory for ALL students (freshmen, sophomores, juniors, seniors, professional studies, non-degree, and dual-enrolled students). Instructors will provide a quality education for students of this university. Students are expected to take advantage of the educational opportunities available to them by attending classes and laboratory periods as scheduled (this policy also applies to online classes). Class attendance and participation are part of the requirements for passing the course (see individual course syllabi for information regarding class attendance and participation). Excessive absences can result in lower grades. It is mandatory that faculty take attendance. Students are responsible for all assignments, quizzes, and examinations at the time they are due and may not use their absence from class as a plea for extensions of time to complete assignments or for permission to take make-up examinations or quizzes. If students miss a scheduled assignment, quiz, midterm or final exam, students must obtain the instructor’s approval to make up work. Students should contact instructors to make arrangements to make up the work.

**EXCUSED ABSENCES:**

Excused absences include those incurred by the student’s participation in university or class sponsored activities. Examples of excused absences include band, chorale, gospel choir, athletic teams, field trips, family emergencies, and significant illness. (Proof of family emergencies and illness is an important factor in being permitted to make up missed assignments, tests, etc.). Students who are absent due to university events are responsible for completing and submitting the assignments due.

**EXPECTED ABSENCES:**

Students are responsible for informing their instructors of any anticipated absence(s) from class. Students who are ill are advised to report to the Texas Adams Student Health Center where their illness can be documented.

The Office of the Provost does not issue excuses for student absences.

**VERIFICATION OF ATTENDANCE:**

At the beginning of each semester, faculty members are required to verify class attendance rosters by 1) insuring that students sitting in their classes are listed on the official class rosters, and 2) reporting names of students who appear on their rosters, but who have not reported to class since the first day of class (No Shows). Once generated, the Verification of Attendance Report is sent to the Office of the Registrar according to the announced deadline. Students who are reported as “No Shows” will be dropped from the roster.
SYLLABUS:
The class syllabus is an agreement between the teacher and the student. Students will receive a class syllabus at the beginning of the term for each course in which they are enrolled.

CONFERENCES WITH STUDENT SUCCESS COACHES:
Students are expected to arrange regular conferences with their student success coaches. Conferences may also be scheduled with student success coaches through individual appointments. Mandatory conference(s) are required before completing the University’s Application for Graduation. (*Students classified as seniors should submit degree applications and make appointments in the Office of the Registrar for degree audits as soon as they earn 92 semester hours.*)

CONTINUOUS ENROLLMENT IN CERTAIN GENERAL EDUCATION COURSES:
Students must continuously enroll in general education Mathematics, English, Reading, and Speech courses each semester until a minimum passing grade of C is earned.

FINAL EXAMINATION SCHEDULES:
The Office of the Registrar will schedule final examination dates and times.

PHYSICAL EDUCATION EXEMPTIONS:
Students over 30 years of age, at the beginning of their matriculation at the University, are exempted from physical education activity courses. Alternative courses are available and may be used to earn credit.

SENIOR SEMINAR ENROLLMENT PREREQUISITES:
Before students may enroll in senior seminar classes (499), they must have passed EN 131 and EN 132. Students may also be required to satisfy discipline or major-specific prerequisites.

STUDENT COURSE LOAD:

COURSE LOAD RESTRICTION:
- Students on academic probation will be limited to a maximum load of 15 semester credit hours. (See Satisfactory Academic Progress, Academic Probation, and Dismissal)

OVERLOAD REQUIREMENTS:
- The academic requirements for taking an overload, 19-23 semester hours, is a minimum cumulative grade point average of 3.0. Course overloads may be granted by permission of the academic school deans. Tuition charges will be assessed according to current rates set by the Office of Administrative Services and Fiscal Affairs.

LAST THIRTY (30) HOURS:
In order to earn a degree from Bethune-Cookman University, at least 25% of the credit hours required for the degree must be earned at the University. The last semester’s work must be taken at the University. Additionally, 30 percent of the work must be completed in the student’s academic major at Bethune-Cookman University.

GRADES:

ISSUANCE OF “I” (INCOMPLETE) GRADES:
Instructors may issue “I” or Incomplete grades to students who, for legitimate reasons, have not completed coursework at the time final grades must be submitted. At the time the request is made, the student must be passing the course with the required minimum grade for the course. At the discretion of the instructor, an “I” grade may be given to a student who is experiencing extraordinary personal challenges but who has not formally requested an Incomplete grade.

REMOVAL OF “I” GRADES:
It is the student’s responsibility to initiate action to remove “I” grade(s). Students receiving one or more “I” grades must report to the instructor(s) who issued the grade(s) within the first week of classes in their next semester of enrollment. The assignments needed to remove the “I” grade(s) must be completed within the first six weeks of the next semester. Failure to follow through with the steps to remove “I” grades will cause “I”’s to automatically change to “F” grades.
GRADE CHANGE AFTER ONE YEAR:
The University does not permit grade changes after one year.

GRADE CHANGE AFTER GRADUATION:
Upon graduation, the University closes a student’s academic record. No grade change is possible after a student has been graduated from the University.

GRADE REPEAT POLICY:
A student may repeat courses in which he or she receives a “D” or “F” grade. The University will only compute the hours earned from the higher grade in the calculation of the cumulative grade point average (GPA). If a student makes the same grade in the repeated course, the grade for the repeated course will NOT be recalculated into the student’s GPA. The third repeat or any subsequent attempts of any course will be covered at the student’s expense.

REQUIRED REPEAT:
Major Courses: Students are required to earn at least a grade of “C” in their major fields of study. The University will only compute the hours earned from the higher grade in the calculation of the cumulative grade point average (GPA). If a student makes the same grade in the repeated course, the grade for the repeated course will NOT be recalculated into the student’s GPA. All grades, courses and hours attempted/earned, remain a part of the student’s permanent record.

General Education Courses: Students are required to earn a grade of “C” or better in English, Mathematics, Reading, and Speech courses: EN 131, 132 or (EN 134 & 135 Honors), MAT 131, MAT 132, MAT 134 or (MAT 135, 136 OR MAB 138), (MAT 141 & 142, Honors), RE 131, RE 260 (RE 261 Honors), SC 230 (SC 240 Honors). Students will be required to repeat these courses if they earn a grade of “D” or “F”.

GRADES ON PERMANENT RECORD:
All grades, courses, and hours attempted and earned remain a part of the student’s permanent record. If a student takes a College Level Equivalency Program (CLEP) pass or fail, it will be indicated on the students’ record.

GRADE FORGIVENESS:
When students change their major from one academic school to another, a maximum of (8) failed course hours (“D” or “F”), or a maximum of two (2) courses, in one former major may be forgiven (i.e., not calculated in the cumulative grade point average.). This option is available only once.

It is the responsibility of the student to initiate the process of the “forgiveness policy” by obtaining the appropriate approval from their student success coach and the Office of the Provost. Students must have officially changed their major and spent at least one (1) semester in the new major (taking and passing at least one (1) course required for the new major). The completed form should be returned to the Office of the Registrar. General education courses are not eligible for grade forgiveness.

RIGHT TO APPEAL A FINAL GRADE:
Every student has the right to appeal final grades given by an instructor. Steps in the grade appeal process are outlined under “Student Grade Appeal.”

TRANSFER ACADEMIC CREDIT:
TRANSFER GRADES ARE NOT COMPUTED IN GPA:
Enrolled students may transfer credits but NOT grades from other institutions back to Bethune-Cookman University. Transfer grades are not computed in the student’s cumulative grade point average.

COURSE ACCEPTANCE:
The courses offered by a regionally accredited college or university may receive consideration for transfer based upon review by department chairs and/or academic school deans. Only courses that are equivalent to the general education core courses or in the academic major are transferable into the university.
RESTRICTION ON PREVIOUSLY EARNED CREDITS:
There is a 10-year restriction on accepting previously earned credits. Courses/credits earned at Bethune-Cookman University and from other regionally accredited colleges and universities will be evaluated by the appropriate department on an individual basis.

INDIVIDUAL “D” GRADES NOT ACCEPTED FOR TRANSFER:
The University does not accept the transfer of individual “D” grades.

TO WITHDRAW FROM BETHUNE-COOKMAN UNIVERSITY:
Withdrawal from the University can only be successfully completed by following specific prescribed steps. Failure to follow the process to the end may result in unnecessary charges to the student’s account and/or failing grades.

A student who desires to withdraw from the university must contact the Student Success Center and explain the circumstances which he or she feels require him or her to withdraw from the university. The students are then directed to the offices indicated on the form to secure clearance, including Financial Aid and Student Accounts. If living on campus, the student is also required to turn in all residence hall keys, to the counselor of the residence hall in which the student is residing and meet all other stipulations required by the university. Students must bring the signed/approved form to the Office of the Registrar within 5 business days. If the student does not return the form, but leaves the university, the students’ classes will NOT be dropped. Students may receive ‘F’ grades for nonattendance. Students must notify the Dean of Students’ Office in writing within 48 hours (2 business days) if he or she changes his or her mind about withdrawing from the University. If final examinations are scheduled to take place 10 days or less at the time the student begins the withdrawal process in either the Fall or Spring Terms, he or she will not be allowed to withdraw from the University. If final examinations are scheduled to take place 5 days or less at the time the student begins the withdrawal process during either the Summer A or B Term, he or she will not be allowed to withdraw from the University. Proper withdrawal from the University will result in a notation of “W” being placed beside each course the student enrolled in the semester or summer term of the withdrawal. Failure to properly drop classes or withdraw from the university will result in “F” grades for nonattendance. Note: Adjustments to Tuition will only be made to a student’s account based on the date the student “officially” withdraws from Bethune-Cookman University. For additional details, please review one of the following: “Institutional Refund Policy for Fees” under Student Accounts on the B-CU Website, or see the policy in the university catalog. Students may also contact Student Accounts.
PRIVACY OF STUDENT RECORDS AND INFORMATION

The Buckley Amendment to the General Education Provisions Act stipulates that students may have access to their official files and that no transcripts may be issued to any party without a written request from the student. The Family Education Rights and Privacy Act (FERPA) of 1974 gives the University the right to make public, at its discretion and without prior authorization from the student, the following information: name, class, home or college address, telephone number, major field, date and place of birth, dates of attendance at Bethune-Cookman University, degrees, honors and awards received, and previous school most recently attended. FERPA also gives students the right to place limitations on the release of this particular information. A student who wishes to place limits on the release of this information must file a restriction form with the Office of the Registrar by September 15 of each year. The University does not indiscriminately release information about individual students. All persons with access to student records are required by the University to sign a statement of confidentiality. Official transcripts of student academic records, for transfer to another institution or for any other purpose, may be obtained from the Office of the Registrar upon written authorization by the student. Transcripts are official only if the embossed seal of the University appears on them. Unofficial copies of transcripts are available only to the student. As a safeguard against improper disclosure of academic information, transcript requests will not be accepted over the telephone or by email. There is a fee for official or unofficial transcripts. The University issues two complimentary official transcripts, along with the diploma, to each of its graduates. Requests for official transcripts will not be granted if the student has a balance. However, if the student is enrolled during the time of the request, an unofficial copy can be released upon request and payment made of the required fee. A transcript of a student’s record, received from another university or college, becomes a permanent part of the student’s file at Bethune-Cookman. The transcripts cannot be forwarded to another institution. Should a student need a copy of the transcript, he or she must make an original request from the previous institution.

COURSE CREDIT AND GRADING INFORMATION

Unit of Credit:

Bethune-Cookman University awards semester credit hours. Classes meet for 15 contact hours for each one hour of credit. Laboratory practice requires additional hours per week. Both face to face and online courses run for approximately 15 weeks. Semester hour credits are also awarded for courses which are shorter than 15-weeks; however, in these instances class periods are longer in order to reach total time required in lecture or laboratory. The University also provides opportunities for the completion of courses through its accelerated programs. Students will receive credit only for those courses for which they are officially registered and for which they pay the necessary tuition at the time of registration. Minimum passing grades are required to receive credit.
**GRADING SYSTEM**

Students are graded according to the following grade point average (GPA) system

**A. Used in GPA Computation:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
</tbody>
</table>

**B. Not used in GPA Computation**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete becomes an “F” if not satisfied by date given on the University Calendar</td>
</tr>
<tr>
<td>DR</td>
<td>Dropped Course</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal Official Withdrawal from the University</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrawal from a Course</td>
</tr>
<tr>
<td>AU</td>
<td>Audit No Credit</td>
</tr>
<tr>
<td>FG</td>
<td>Forgiven Grade Replaces D or F</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade Assigned No Credit</td>
</tr>
<tr>
<td>NS</td>
<td>No Show No Credit</td>
</tr>
</tbody>
</table>

**Full-Time Course Load:** Students registered for 12 or more semester hours.

**Part-Time Course Load:** Students registered for less than 12 semester hours.

**Grade Point Average Calculation Example:**

If a student received an “A” in three 3-hour courses, a “B” in two 3-hour courses, and a “C” in one 1-hour course, the GPA would be computed by using the following method:

Credit hours for Course Quality Points per hour Quality points per course

\[
\begin{align*}
\text{(A = 4, B = 3, C = 2, D = 1)} \\
\text{Course I} & \quad 3 \quad 4 \quad ("A" \text{ grade}) = \quad 12 \\
\text{Course II} & \quad 3 \quad 4 \quad ("A" \text{ grade}) = \quad 12 \\
\text{Course III} & \quad 3 \quad 4 \quad ("A" \text{ grade}) = \quad 12 \\
\text{Course IV} & \quad 3 \quad 3 \quad ("B" \text{ grade}) = \quad 9 \\
\text{Course V} & \quad 3 \quad 3 \quad ("B" \text{ grade}) = \quad 9 \\
\text{Course VI} & \quad 1 \quad 2 \quad ("C" \text{ grade}) = \quad 2 \\
\text{16 total} & \quad \text{56 total quality points}
\end{align*}
\]

The total quality points (56) divided by the total hours graded (16) yields the grade point average (3.50) (56 ÷ 16 = 3.50).

**NOTE:** Bethune-Cookman University does not round off grade point averages. Therefore, grade point averages will NOT be rounded off to determine senior class rankings or academic honors.

**Explanation of Course Number System:**

<table>
<thead>
<tr>
<th>Course Number Range</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>101-199</td>
<td>Freshman Courses</td>
</tr>
<tr>
<td>200-299</td>
<td>Sophomore Courses</td>
</tr>
<tr>
<td>300-399</td>
<td>Junior Courses</td>
</tr>
<tr>
<td>400-499</td>
<td>Senior Courses</td>
</tr>
<tr>
<td>500-599</td>
<td>Graduate level courses open to undergraduate students</td>
</tr>
</tbody>
</table>

“IS” – Printed next to course number (SC 230 IS) indicates Independent Study course.

“H”- Printed next to course number indicates Honors courses.

“#” – Printed next to course number (SC 230 5) indicates an extension site course location.
STUDENT GRADE APPEAL

A student has the right to appeal decisions regarding the final grade(s) in a specific course. Before initiating a petition for appeal, the student should attempt to resolve the problem with the instructor and/or department chair and school dean. If the student is unable to have the situation resolved at these levels, he or she may file an official Grade Appeal. Grade appeals must be initiated within 6 weeks after the conclusion of the semester in which the course(s) was taken.

Steps in the grade appeal process are as follows:

1. The student submits a written statement to the Dean of the school in which the course was taught within six weeks of receiving the final grade. The written statement sets forth the complaint, efforts to resolve it, and supporting evidence or justification for the complaint. Upon receipt of the appeal statement, the dean should provide a copy of the complaint to the instructor of the course or other person concerned.

2. The Dean will convene a committee* to review the written statement from the student, secure additional information that the student may have, and examine any additional evidence and information that the instructor or the person concerned may have in support of the final grade that the student received. Both the student and the professor shall each receive reasonable notice of the time and location of the hearing and be permitted to be present. In addition, the parties shall have the right to present evidence and to examine any witnesses who are present. Taking the supporting data into consideration, the committee makes a recommendation to the dean. The dean, then, renders a decision in the case. The decision is immediately communicated, in writing, to the student, the instructor concerned, and the committee.

3. The student and the instructor have the right to appeal the decision of the school dean to the Office of the Provost. If this is done, the Provost or his designee will review all of the information and, if the Provost determines appropriate, will refer the matter to a committee** who will investigate the situation further and render a decision in the case. The decision of the committee will be communicated by the Provost to all parties involved.

*This committee may have representation from other academic schools as well as other professionals who have expertise in the particular discipline under discussion.

**Composed of four faculty representatives and a senior student(s).

THE GORDON RULE

In November 2005, the State Board of Education and the Florida Board of Governors adopted revisions to Administrative Rule 6A-10.030 (Gordon Rule), which eliminated the word count component of the October 1982 policy.

Some B-CU courses, which are required by the General Education Program, may also be used to satisfy the Gordon Rule. Prior to receiving a bachelor’s degree from the university, a student shall successfully complete the following:

- “Six (6) semester hours of English coursework and six (6) semester hours of additional course work in which the student is required to demonstrate college-level English skills through multiple assignments. …An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements…”

- “For the purposes of this rule, a grade of “C” or higher shall be considered successful completion”.

ACADEMIC TERMS

Fall Semester: August - December
Spring Semester: January - April
Summer Session A: May and June
Summer Session B: June and July
8 Week Sessions
ACADEMIC HONESTY-HONOR CODE

A student is required to maintain an honor code. Charges of cheating on tests or examinations, plagiarism in the production of written papers, other products or processes will result in disciplinary action by the faculty and administration.

As members of an academic community, which places a high value on truth and the pursuit of knowledge, students are expected to be honest in every phase of their academic life and to present, as their own work, only that which is genuinely theirs. Students have the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Students who are academically dishonest undermine the integrity of the University. If students receive recognition, the value of the recognition is diminished if the student is accused of academic dishonesty. In such cases, the reputation of the University and its graduates are jeopardized. Academic dishonesty hurts the University and is unfair to other students. This information is intended to help students understand academic honesty and provide guidance on how to protect them from academic dishonesty. Consequently, students must maintain close communication with their instructors in order to clarify codes and conditions. A complete definition of academic dishonesty and disciplinary procedures are found in the University’s Student Handbook. When there is reason to suspect a student has violated either a University policy on academic honesty or the instructor’s specific codes, as found in the course syllabus, the instructor should discuss the charges and the evidence with the student, preferably in private. Without taking punitive action, the instructor will submit a written report to the school dean through the department chair. The instructor’s report should include the charge against the student, evidence supporting the instructor’s charge, and a summary of the discussion between the student and the instructor, including any admission or denial of guilt. Upon receipt of the instructor’s report, the school dean will inform the student, in writing, of his/her right to a hearing and enclose a copy of the instructor’s entire report. The student will not be permitted to withdraw from the course during an academic dishonesty investigation. If the student does not request a hearing by the school dean, the dean will render a decision and, subsequently, notify the instructor and the student.

A copy of the dean’s decision will be forwarded to the Provost. If the student chooses to appeal the dean’s decision:

1. The student will be permitted five (5) school days from receipt of the dean’s letter to request an appeal before the Administrative Panel. The letter requesting the appeal shall be submitted to the Provost.
2. If the request for appeal is granted, then the Provost will schedule a hearing.
3. At the appeal hearing, all parties will have an opportunity to respond to the charges, to present evidence and/or argument on all issues involved, and to present rebuttal evidence. The hearing will be conducted in an informal but orderly manner.
4. The decision of the Administrative Panel is considered to be final.

COURSE SUBSTITUTIONS

A course substitution does not mean the removal of a course or grade from the transcript; however, students may request that transfer courses taken at other institutions be substituted for courses required in degree programs at Bethune-Cookman University. The substituted courses will not affect the student’s grade point average at Bethune-Cookman University. Students may request that courses taken at Bethune-Cookman University be substituted for courses required in their major area for graduation. If students substitute a course for a major requirement, the rule for the course grade requirement of the major area applies to the substituted course. Substituted courses will not be used as grade forgiveness. Students must obtain the Course Substitution Request Form from the Student Success Center and obtain appropriate signatures for processing: the department chair of the area responsible for the substituted course, the dean of the academic school that offers the course, and the student success coach. The form must then be submitted to the Office of the Provost for final approval.
CREDIT BY EXAMINATION

Students desiring credit for a course through examination must contact the department chair of the area which offers the course. SOME COURSES ARE NOT AVAILABLE FOR CREDIT BY EXAMINATION. Credit may be earned for no more than two courses through CREDIT BY EXAMINATION. If the course in question is available for Credit by Examination and approved by the department chair, the student follows the following steps:

1. The student makes arrangements to take the examination (date, time, place, who will be administering the exam) with the department chair.
2. The student picks up the Credit by Examination Form from the Student Success Center.
3. The student goes to the Office of Student Accounts to determine the cost for the class which is based on the number of credit hours. The student then goes to the Cashier’s Office to pay for the examination.
4. The student takes the form and the receipt, showing that the examination has been paid, to the department chair or instructor administering the examination. NO EXAMINATION IS TO BE ADMINISTERED WITHOUT PROOF OF PAYMENT.
5. The student takes the examination and leaves all paperwork with the instructor. IF THE EXAMINATION IS FAILED, THE STUDENT LOSES THE PAYMENT FOR THE EXAM. Credit by Examination earns only credit hours. The grade is not calculated in the student’s grade point average.

INDEPENDENT STUDY

1. Independent Study may take place only after other alternatives have been exhausted.
2. Independent Study must be approved by the instructor, the department chair, the school dean, and the Provost.
3. Independent Study may be taken only during the student’s final two semesters and only if there is an absolute need for the course in order to satisfy major area requirements for graduation.
4. Independent Study may be taken only by matriculating students who are in acceptable standing.
5. Independent Study may be administered only by full-time faculty.
6. Independent Study courses are limited to two (2) during the student’s matriculation.
7. A student will pay the normal course fee for an Independent Study course.
8. Under no circumstances will Independent Study be approved after two weeks from the start of a semester or after the first week of a summer session.
9. Independent Study must be for a course listed in the undergraduate catalog.
10. This Independent Study policy applies to all students.

ADD-DROP POLICY

Adding a Class

Students desiring to add a course may do so only during the registration period until the last day of late registration. Approval of the student’s academic student success coach is necessary before any course change can be made. Added courses are not finalized until appropriate forms are submitted to the Office of the Registrar.

Dropping a Class

A student desiring to drop a course should initiate drop procedures with the classroom instructor. A course may be dropped from the first day of classes to the last day of the drop period as defined in the University calendar. Dropped classes are not official until appropriate forms are completed by the student success coach and submitted to the Office of the Registrar. A reduction in course hours (less than 12) may jeopardize a student’s eligibility to receive financial aid benefits and participate in campus and intercollegiate activities.
Academic Honors

1. Students are eligible for academic honors at the end of each semester, if they have earned the following averages while carrying at least 12 semester credit hours: President’s List, grade point average of 3.75 or above; Dean’s List, grade point average of 3.50 through 3.74; Honor Roll, grade point average of 3.25 through 3.49; and Honorable Mention, grade point average of 3.0 through 3.24.

2. Students are eligible for the following honors at graduation for excellence in scholarship on the basis of the minimum designated cumulative grade point average (CGPA): cum laude, 3.25; magna cum laude, 3.5; summa cum laude, 3.75. Students receiving these honors must have completed at least two years (60 semester hours) of residence at Bethune-Cookman University.

3. Upon the recommendation of the Dean of the Honors College, “Honors College Graduate” will be written on the diploma of an Honors College student who has completed 24 credit hours of honors courses and who has maintained a CGPA of 3.3.

Note: Bethune-Cookman University WILL NOT round off grade point averages to the nearest hundredth (e.g., 3.495 does not round off to 3.50) nor to the nearest tenth (e.g., 3.56 = 3.56, not 3.6).

ACADEMIC PROBATION AND DISMISSAL POLICY

Proposed Combined Policy (Revised 10.25.12)

Approved by APCC 10/31/10

The following table indicates the academic status of students based on number of semester hours, percentage of credits earned (PACE), and classification.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
<th>PACE</th>
<th>Class</th>
<th>Minimum Acceptable Standing</th>
<th>Automatic Dismissal*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 27</td>
<td>60%</td>
<td>Freshman</td>
<td>1.85</td>
<td>Below 1.85</td>
<td></td>
</tr>
<tr>
<td>28 – 57</td>
<td>67%</td>
<td>Sophomore</td>
<td>2.00</td>
<td>Below 2.00</td>
<td></td>
</tr>
<tr>
<td>58 – 91</td>
<td>70%</td>
<td>Junior</td>
<td>2.00</td>
<td>Below 2.00</td>
<td></td>
</tr>
<tr>
<td>92 &amp; up</td>
<td>70%</td>
<td>Senior</td>
<td>2.00</td>
<td>Below 2.00</td>
<td></td>
</tr>
</tbody>
</table>

*See the Dismissed Student Appeal Process on the following page for additional information.

PACE is calculated as follows: Credits * Earned/Attempted x 100 = PACE %

In addition, Federal financial aid will be provided for up to 150% of the credit hours required to complete the Undergraduate or Graduate degree. This includes transfer credits from other schools attended. To assist students in maintaining financial aid eligibility, Bethune-Cookman University’s Office of Financial Aid will send all students, who have reached or exceeded a total of 160 credit hours, a warning letter. It is recommended that students visit their respective student success coach for guidance and an evaluation of the credits remaining in order to stay within the Federal requirements of 150%.

Maximum Time Frame is calculated as follows:

Mass Communication Degree = 120 Total credit hours

120 X 150% = 180 Maximum credit hours allowed

Satisfactory Academic Progress (SAP):
A student who fails to meet the percentage of credit earned (PACE) and minimum acceptable standing (cumulative grade point average) stated in the Academic Probation and Dismissal Policy will be dismissed after two consecutive academic semesters. After the student’s first semester below the minimum acceptable standing grade point average, the student will receive a letter of notification.

Academic probation and dismissal will be indicated on the student’s transcript. Students who fail to meet the minimum acceptable standing after the second academic appeal may no longer qualify for financial aid. If the student is academically dismissed, he or she has the right to appeal for readmission.

Students who are academically dismissed may enroll in the University’s Summer Term A or B session. However, summer enrollment may negatively affect the student’s financial aid status and grade point average. Students are advised to check with a financial aid counselor and student success coach prior to Summer Term registration.

**DISMISSED STUDENTS MAY APPEAL FOR READMISSION**

**APPEAL PROCESS**

Dismissed students may appeal the academic dismissal. Students may submit applications for appeal to the Student Success Center. In addition to the application for appeals, the student must meet with Student Success Center staff to develop an academic plan. Freshman students must meet with student success coaches in Freshman College.

The first application for appeal will be reviewed by an appeals committee to determine probationary approval for the next semester. If after the probationary approval, students do not meet the minimum standards to remain at the University, they may submit a second appeal. Readmitted students will be required to complete an academic success plan. Readmitted students will receive official notification of the specific conditions, if they receive a favorable response to their appeal requests. Should the committee fail to recommend continuation, the student will be dismissed and will remain on academic dismissal for at least one semester. In order to reenter the University, following at least one semester out on academic dismissal, students must complete a readmission application, which is available in the Office of the Registrar.

**GRADUATION REQUIREMENTS:**

Only students, who have completed all academic requirements and all financial aid obligations, will be allowed to participate in commencement exercises. Additionally, the Office of the Registrar must receive all official transcripts, which include transfer credits necessary for satisfying graduation requirements, **BEFORE** a student is allowed to participate in commencement exercises.

Students graduate under the catalog in effect at the time of their initial undergraduate enrollment as a degree-seeking student at B-CU, provided they maintain continuous enrollment (registration for and completion of at least one course for one term in an academic year). Students who do not maintain continuous enrollment will be assigned the catalog in effect at the time they resume enrollment. Students with the approval of their academic school dean may choose to graduate under the requirements of a later catalog, but they must fulfill all graduation requirements from that alternative catalog year.

Students must meet and/or satisfy the following requirements in order to be graduated from Bethune-Cookman University:

A. Satisfactorily complete a major in a field of study with a minimum of 120 semester hours of course work and have a minimum cumulative grade point average of “C” or 2.0.

B. Pass, at a predetermined level, a senior exit examination. The senior exit examination may also include a standardized/state mandated examination as well as a major area comprehensive examination.

C. Complete a senior research paper or project and an oral defense.

D. File an Application for Graduation with the Office of the Registrar no less than 60 days prior to the graduation date.
E. Demonstrate sound ethical character and high standards of conduct consistent with the policies of the University.

F. Assume full responsibility for all financial obligations to the University, including participating in a financial aid exit interview through the Financial Aid Office. Reporting for the financial aid exit interview is a **FEDERAL GOVERNMENT REQUIREMENT** for students who have received assistance through federal student loans during their matriculation at Bethune-Cookman University.

G. Complete all work necessary for the removal of any incomplete grade in time for evaluation by the instructor and submission of the grade change to the Office of the Registrar.

H. Have on file in the Office of the Registrar all official transcripts for course work taken at other universities, especially if the course work is to be counted towards degree requirements.

I. Take at least 30 semester credit hours of coursework at Bethune-Cookman University. Exceptions must be approved by the Provost.

J. File resume/personal data sheet and references with the Student Success Center, located on the second floor of the Parlin Student Center.

K. Return all books and, if necessary, pay all library fines to the University Cashier’s Office.

L. Pay any and all outstanding parking fines to the University Cashier’s Office.

**RELEASE OF DIPLOMAS:**

Diplomas are not released to students until all grades (including transfer grades) and test scores have been posted to the transcript. All final financial obligations, including the Financial Aid Exit Interview, must also have been satisfied through the Student Accounts Office and the Financial Aid Office before a student’s diploma can be released.

**INTELLECTUAL PROPERTY PURPOSE**

To set policy regarding trademarks copyrights, patents, and revenue related thereto.

**ACCOUNTABILITY**

Under the direction of the President, the Provost, the Vice President for Administrative Services and Finance, and the Academic Deans shall ensure compliance with this policy. The Office of Institutional Research, Planning and Effectiveness shall implement this policy. The Deans shall ensure that each new faculty member receives a copy of this policy or is directed to it in the Faculty Handbook or on the B-CU web site.

**APPLICABILITY**

This policy applies to all faculty members, staff, students and any other person employed by Bethune-Cookman University.

1. **General Policy**

   1.1. As an institution of higher learning, Bethune-Cookman University is entrusted with the responsibility to facilitate application of scientific, technical, artistic, and intellectual endeavors for public use and to provide for an equitable disposition of interests among the authors or inventors, the University and, where applicable, the sponsoring or contracting funding source.

   1.2. The University recognizes that faculty, staff, or student research and scholarship may result in materials subject to intellectual property protection, including material subject to copyright or patent protection. It is the policy of the University that such research and scholarship should be undertaken to serve the public interest by encouraging scholarly activity without regard to potential financial gain. However, the University recognizes that appropriate recognition and incentives should be given to sponsors, inventors, and authors.

   1.3. The Intellectual Property Policy, as adopted, shall apply to all faculty, staff, students, and to anyone using university facilities or supervised by university personnel. Individuals employed by, enrolled in, or using university facilities agree to abide by this policy as a condition of their employment, enrollment, or use.
2. Definitions

The following terms shall have the following meanings for purposes of this policy:

a. **Commissioned Projects**: Works or Inventions created or developed (1) specifically or predominantly for use by or at B-CU, or (2) at the request or on behalf of B-CU, or (3) under the specific direction of, or (4) by a person acting within the scope of his or her employment at B-CU, or (5) under a written contract between the Developer and B-CU, or (6) under a contract between B-CU and an external agency. “Traditional Works of Scholarship” will not be considered “Institutional Works” for the purposes of this policy.

b. **Developer(s)**: The individual or group of individuals who create material subject to copyright or patent protection. The term Developer, as applicable, is co-extensive with the term “author” as used in the Copyright Act (17 U.S.C. §102) and the term “inventor” as determined by the Patent Act (35 U.S.C.A. §102 et. seq.).

c. **Institutional Resources**: Tangible resources provided by B-CU to a Developer, including, but not limited to, financial resources, office space, lab space, equipment, electronic network resources (both hardware and software), support personnel, secretarial support, research, teaching and lab assistants, assistance from graduate students or work-aid students, media specialists or illustrators, supplies, and utilities. The term “financial resources” as used herein includes grants and contracts or awards made to B-CU by an extramural sponsor.

d. **Instructional Materials**: Works created by or for instruction of B-CU students, including but not limited to textbooks, study guides, outlines, and other classroom materials.

e. **Inventions**: Material that is subject to patent protection under the Patent Act, (35 U.S.C.A. §100 et. seq.), which provides that patent protection is granted to “whoever invents or discovers any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof.”

f. **Trademarks**: Words, designs, or devices that are subject to trademark protection in the University under the Lanham Act, (15 U.S.C.A. §1051 et. seq.), which provides that trademark protection is granted to “any word, name, symbol, or device, or any combination thereof used . . . to identify and distinguish his or her goods, including a unique product, from those manufactured or sold by others and to indicate the source of the goods, even if that source is unknown.”

g. **Traditional Works of Scholarship**: Works reflecting research and/or creativity which is considered evidence of accomplishment in the Developer’s academic discipline or professional field, and is specifically created to be predominately used by persons or entities other than B-CU and/or its students. Such works include, but are not limited to, books, book chapters, journal articles, abstracts, student theses, plays, poems, pictorial and sculptural works, films, cassettes, musical compositions and other literary works, to the extent that such works do not fall within the scope of the term “Commissioned Projects.”

h. **Works**. Material that is subject to copyright protection under the Copyright Act, (17 U.S.C.A. §101, et seq.), which provides that copyright protection subsists in “original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.”

3. Trademark Usage

3.1. Trademarks may only be used with the permission of the University. Requests for trademark usage must be directed to Fiscal and Financial Affairs.

4. Copyright Ownership and Revenues.

4.1. Copyright ownership of Commissioned Projects shall vest in the University at the time of creation. Notwithstanding the foregoing, copyright ownership of Instructional Materials shall vest in the Developer at the time of creation.

4.2. The owner of the copyright shall have the exclusive right and authority to determine whether the work shall be licensed or otherwise transferred and, if so, the terms and conditions of such license, except that:
4.2.1. The Developer of any Instructional Material shall grant a perpetual, nonexclusive, non-sub licensable, royalty-free license in the Instructional Material to the University; and

4.2.2. The University shall seek input from the Developer of any work that the University has determined to license or otherwise transfer if, and only if, the Developer is still employed by the University.

4.3. Any and all monetary revenues derived from a Commissioned Work shall be paid to the University, which shall retain fifty percent (50%) and pay fifty percent (50%), in equal shares, to the Developer(s).


5.1. Developers shall assign any and all patent rights in any Invention resulting from a Commissioned Project or the use of Institutional Resources to the University. The University shall have the exclusive right and authority to determine whether the work shall be licensed or otherwise transferred and, if so, the terms and conditions of such license or transfer, except that the University shall seek input from the Developer of any Invention that the University has determined to license or otherwise transfer if, and only if, the Developer is still employed by the University.

5.2. Any and all monetary revenues derived from a patent shall be paid to the University, which shall retain fifty percent (50%) and pay fifty percent (50%), in equal shares, to the Developer(s).

6. Sponsored Research or Development.

6.1. In the event that a Work or Invention is created, subject to a contract with a third party sponsor, then the contract may vary the terms of copyright ownership and revenue distribution if, and only if, the University has approved and is a signatory to the contract

CIVIC PARTICIPATION AND SOCIAL RESPONSIBILITY

Bethune-Cookman University’s commitment to Civic Engagement and Social Responsibility is, in part, reflected in its official motto, “Enter to Learn . . . Depart to Serve.” The University has a history of civic engagement, the spirit of service and outreach has been one of the institution’s guiding principles since its founding in 1904.

The University is proud to be known as a Periclean institution of higher learning and has made a commitment to Project Pericles, Inc., an organization that was founded by its President and CEO, philanthropist, Mr. Eugene Lang. Our commitment is to educate students to become engaged, motivated citizens who are prepared to function in a democracy. Therefore, the undergraduate curriculum includes learning opportunities that promote social responsibility and participatory citizenship, in the classroom, on campus, and in the community. Through Project Pericles’ activities and programming, students are exposed to film series, debates, guest lecturers, petition drives, city commission meetings, political task force issues and initiatives, and a wealth of other citizen engagement opportunities. In addition, each of the academic schools provides service learning activities that promote civic participation and social
responsibility. For example, the Professional Development School Partnership with Westside Elementary (grades K-5) and the School of Education is based on a shared vision and focus on collaborative initiatives that support the mission and strategic plans at both schools. As a partnership, faculty members, classroom teachers, and teacher candidates work together to continuously improve instruction, academic excellence, school culture, and build stronger community relationships. As another example, the Volunteer Income Tax Assistance (VITA) program in the School of Business provides free preparation of individual federal income tax returns for community residents and Bethune-Cookman University students. The Bethune-Cookman University Odessa Chambliss Wellness Center functions to improve health literacy in order to decrease racial/ethnic disparities in illness, injury and death related to chronic diseases. Students matriculating through the Center learn that individuals can be empowered to make lifestyle changes that improve their health if they are given understandable, culturally sensitive information about health issues. In partnership with local health service institutions, students identify and develop strategies to address health disparities and the social determinants that impact health. The Center is an integral part of the University’s commitment to health equity, students learn that we all share responsibility to help our fellow citizens attain their full potential with no one being disadvantaged from achieving this potential because of their race, ethnicity, gender or social position. The University’s commitment to Civic Participation and Social Responsibility is not confined to the efforts and activities of its students. Faculty members, staff, and administrators are committed to the axiom that, “service is the price you pay for the space you take.” Therefore the entire Bethune-Cookman University family embraces Dr. Bethune’s command in her Last Will and Testament “We must spread out as far and as fast as we can, but we must also help each other as we go.”

RESEARCH

Bethune-Cookman University has built a reputation as an emerging center for research, particularly in the areas of the natural and social sciences. External funds, derived from contracts and grants from private foundations, as well as local, state, and federal agencies, are used to support the research, to provide stipends and research opportunities for students and faculty members, and to improve research facilities.

In addition, the University funds faculty research through grants made available through the Bethune-Cookman University Research Foundation. The University’s Research Foundation Grant Program serves to stimulate and support faculty members’ initial research prior to submission to external sources for funding. Some of the significant research efforts involve the University’s service learning and civic engagement outreach programs, teaching and learning strategies, drug use prevention among youth, and instructional materials development in the basic skills, political activities, and sociological phenomena.

Modern Language Research is done in the University’s International Studies Abroad program; in International Business Languages and Cultures; in Foreign Language proficiency; and Foreign Language for Functional Uses in various career programs, such as Medical Personnel, Social Services, Business and Finance, as well as for Law Enforcement and teachers in multicultural classrooms.

Each academic school also requires their senior students to write a senior research paper. A faculty committee selects the best senior thesis paper from each school for publication in the Undergraduate Research Journal which is published by the University annually. The journal accomplishes the goals of showcasing graduating seniors and providing models of research and writing excellence for the larger student body.

Many of the University’s faculty and staff members have distinguished themselves through work in their various disciplines and are renowned in their fields. Faculty members are (a) listed in some of the most prestigious publications including, but not limited to, Who’s Who in American Education and Who’s Who in America. University faculty members are also recipients of numerous awards and citations, including “keys” to various cities. Faculty members hold memberships in such professional societies and organizations as Phi Beta Kappa, Beta Kappa Psi, Pi Lambda Theta, Phi Kappa Phi, and the American Chemical Society. Both faculty members and students present their research findings at state, national, and international meetings and conferences.
The University Policy on Academic/Research Honesty

The University takes an uncompromising position against plagiarism, the willful distortion of data and research findings, the deliberate misrepresentation of data and research findings, and the deliberate omission and falsification of data and research findings. The integrity of the institution must be protected at all costs and failure to adhere to the policy unnecessarily jeopardizes the academic and fiscal health of the university. This policy also extends to proposals submitted for external funding, papers presented as public presentations, written publications, and oral and written public address.

STUDENT LIFE AND SUPPORT SERVICES

WHAT YOU NEED TO KNOW

WEBSITE/INTERNET / EMAIL USAGE

Bethune-Cookman University reserves the right to review any information, pictures, or advertisements, on any public website such as Facebook, My space, university email, etc. that breaches the safety, integrity, and university code of conduct. Improper use of the website or email can lead to disciplinary action.

STUDENT AND ORGANIZATION TRANSPORTATION TO OFF-CAMPUS EVENTS

Student organizations, faculty and staff sponsoring student travel and trips off campus are required to complete a “Travel Authorization/Waiver of Liability” form (available in the Office of Student Leadership and Activities- CCE Suite 4) and file the completed form and roster in the Office of Student Leadership and Activities at least 7 business days prior to departure. The form must include the names of the advisor and /or sponsor, as well as the name(s) and driver’s license numbers for all drivers.

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

Each faculty and staff member is required to travel with chaperones to assist in the safety of our students. There must be at least 1 chaperone for every 40 students. In addition, if male and female students are traveling, a chaperone of each sex must accompany the group.

SCHEDULING ACTIVITIES AND SECURING CAMPUS FACILITIES

Activities can only be scheduled on campus by organizations approved by the University. Any group wishing to sponsor an activity on campus should contact the Assistant Director of Student Involvement for Student Leadership & Activities to see what times and dates are available for desired activities. A campus activity form is then completed and signed by all applicable parties (i.e. security, facilities coordinators) and returned to the Office of Student Leadership and Activities for final approval. Organizations should have this form present at the event for proof of approval should it be required. Advisors must be present at all times including events, meeting, practice, etc.

58
CAMPUSSPEAKERREGULATIONS

Only duly qualified and recognized student organizations, faculty members, organized faculty groups, University-sponsored organizations, divisions and departments are authorized to invite speakers to appear on campus. Each student organization must obtain the approval of its faculty advisor before an invitation to a speaker is considered. It is further necessary that the President of the University approves all contracts between outside individuals, groups, etc., and Bethune-Cookman University. Non-University organizations may be authorized to speak on-campus through the Vice President for Enrollment Management and Student Development. Final approval is issued by the President of the University. All speakers and the use of University facilities must conform to the laws of the State of Florida and must comply with the rules and regulations of the University.

USEOFTHEQUADRANGLE

The Assistant Director of Student Involvement for Student Leadership & Activities schedules groups on the quadrangle. If equipment is needed, please see the Director of Library/Learning Resources Center.

INCLEMENTWEATHER/HURRICANEPOLICY

During the hurricane season, our policy is to retain students on the campus in facilities approved as shelters. The B-CU policy is to evacuate when a pending storm exceeds a category 2, or if serious flooding is predicted. However, based on weather advisories, even for a category 1 or 2 hurricane, the university may elect to evacuate within a 48 hour time line prior to ground impact. B-CU maintains a remote website (www.bethune.cookman.edu/emergency) which posts communication and updates to students and parents. If the hurricane is a category three the campus will be evacuated for the safety and well-being of our students. While parents, guardians or sponsors are responsible for travel costs, staff will be on hand to assist all students. In brief, the Hurricane Emergency Plan of Bethune-Cookman University includes:

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

STATEMENTONPOLITICALAFFILIATION

Bethune-Cookman University is a tax exempt organization under section 501(c) (3) of the Internal Revenue Code. Pursuant to that regulation, Bethune-Cookman University is required to be politically nonpartisan. As an institution we cannot support any candidate, political party, cause, ballot initiative, or other politically oriented activity. We cannot allow any signs, posters or other political paraphernalia to be posted, hung, displayed or otherwise visible in such a manner as to state or imply that Bethune-Cookman University supports the content. Please coordinate any proposed activity (visits by candidates, voter registration drives, candidate forums, etc.) with the Office of Enrollment Management and Student Development.

MEDIACONTACT

Students are prohibited from speaking on behalf of Bethune-Cookman University with any media organization or publication, or from inviting the media to any Bethune-Cookman University property or campus event without permission of the President of the University or the Department of Public Relations. Violation of this policy may lead to dismissal.
INTELLECTUAL PROPERTY-STUDENTS

“Intellectual Property” shall mean any writing, invention, design, system, process, development or discovery conceived, developed, created or made by a Student, alone or with others, during the period of matriculation at B-CU hereunder whether or not subject to patent, copyright, or trademark protection. For all Intellectual Property created by Student during the term of his or her employment, Student shall disclose the Intellectual Property promptly and completely to the University.

A Student of the University retains ownership of Intellectual Property created by the Student during the term of matriculation with the University:

a) If the Intellectual Property is unrelated to the Student’s matriculation at B-CU (coursework pursued during matriculation at B-CU), and the Student made no more than incidental use of University resources; or

b) If the Intellectual Property is embodied in a professional-, faculty-, researcher- or student-authored scholarly, educational (i.e. course materials), artistic, musical, literary, or architectural work in the Student’s field of study (hereafter a “scholarly work”), even though such a work may be within the scope of the Student’s coursework during matriculation at B-CU and even if University resources were used.

The University retains ownership of Intellectual Property created by the Student during the term of employment with the University if the Intellectual Property is a scholarly work (i) created by a Student who was specifically hired or required by the University to create it or (ii) commissioned by the University or a component institution of University, in either of which cases, the University, not the creator, will own the Intellectual Property. Examples include but are not limited to summer research grants awarded by the University, other research grants awarded to the University in which the Student chooses to participate, research grants awarded to a Student that require the participation of the University for the awarding of the grant to the Student, etc.

For any Intellectual Property created by Student within the term of their matriculation with B-CU that does not fall within a) or b) above, such Intellectual Property shall be the sole and exclusive property of the University and considered a “work for hire” as defined in the US Copyright Act effective as of the date of creation. For such Intellectual Property whose rights vest in the University, the Student shall, (i) execute all documents requested by the University for vesting in the University the entire right, title and interest in and to the same; (ii) execute all documents requested by the University for filing such applications for and procuring patents, trademark registration, service mark registration or copyright registration as the University, in its sole discretion, may desire to pursue; and (iii) give the University all the assistance it may reasonably require, including giving testimony in any suit, action, investigation, or other proceedings, in order to obtain, maintain and protect the University’s rights in such Intellectual Property.

For any Intellectual Property created by Student within the term of their matriculation with B-CU that does not fall within a) or b) above, such Intellectual Property shall be the sole and exclusive property of the University and considered a “work for hire” as defined in the US Copyright Act effective as of the date of creation. For such Intellectual Property whose rights vest in the University, the Student shall, (i) execute all documents requested by the University for vesting in the University the entire right, title and interest in and to the same; (ii) execute all documents requested by the University for filing such applications for and procuring patents, trademark registration, service mark registration or copyright registration as the University, in its sole discretion, may desire to pursue; and (iii) give the University all the assistance it may reasonably require, including giving testimony in any suit, action, investigation, or other proceedings, in order to obtain, maintain and protect the University’s rights in such Intellectual Property.

Student further assigns and/or waives any and all claims that Student may now or hereafter have pursuant to 17 U.S.C. 106A or in any jurisdiction to so-called “moral rights” or rights of “droit morale” in connection with any Intellectual Property owned by the University pursuant to this Paragraph.
REGULATIONS

STUDENT RIGHTS AND RESPONSIBILITIES

Student’s Rights

The right of respect for personal feelings; the rights of freedom from indignity of any type; the right to expect an education of the highest quality; and the right to make the best use of time and talents towards the objective which brought him/her to college.

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

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

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

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

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

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

Student’s Responsibility

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

The responsibility of assuming the consequences of one’s own actions, and of avoiding conduct detrimental in its effect upon fellow students and the University community. The student is expected to conform at all times to a standard of conduct both on and off campus which will reflect credit upon him/herself, the University and the student body.

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

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

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

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

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

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

Grievance Resolution Process (Academic and Non-Academic)
The grievant should first discuss the issue with the person(s) responsible for the action or decision being grieved. If the issue is not resolved the student will direct the grievant to the next level of authority, whose responsibility it is to assist in bringing resolve to the grievance. This process will continue through each level of administration until the grievance has been resolved departmentally. If the matter is not resolved in the department, the student may file the concern with the Assistant Director of Human Resources Management (Assistant Director of HRM).

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

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

Records
The Assistant Director of HRM shall maintain a confidential record of all communications and documents pertaining to a particular grievance.
Focus of Complaint

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<th>ACADEMIC</th>
<th>NON-ACADEMIC</th>
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<td><strong>GRIEVANCE WITH A STAFF MEMBER OR ADMINISTRATOR</strong></td>
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<td>Attempt to resolve with Staff Person or Administrator. If not resolved here follow this path</td>
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The Assistant Director of HRM EXPECTS THAT YOU WILL RESPECT THE CONFIDENTIAL NATURE OF ALL CONVERSATIONS. Failure to do so will result in discipline, up to and including suspension or expulsion.

**OFFICE RESPONSIBILITIES/LIMITATIONS**

The Assistant Director of HRM will listen to your concerns. However, the Assistant Director of HRM does not have the authority to make, change or set aside administrative policy.

**GRIEVANCE PROCEDURE – DISABILITY DISCRIMINATION**

Bethune-Cookman University has adopted the following grievance procedure to address complaints of disability discrimination, retaliation for actions protected by Section 504, harassment based on disability or failure to provide a reasonable accommodation: Any aggrieved individual may file a complaint, containing the name and address of the person filing the complaint and describing the discriminatory act.

The complaint shall be filed with the Assistant Director of HRM within 30 days after the complainant becomes aware of the allegedly discriminatory act.

The Assistant Director of HRM will investigate the allegations in the complaint, which may include the assistance of an internal investigation by the Department of Public Safety (DPS) or the hiring of an outside investigatory (collectively called the “investigator.” The Vice President of Enrollment Management and Student Development or the Director of Disability Services may assist in the investigation as necessary. Should the Assistant Director of HRM be a party to the complaint, the complaint will be investigated by the Vice President for Administrative Services and Fiscal Affairs with the assistance of an internal investigation by DPS and/or an outside investigator.

All interested persons and their representatives shall be afforded the opportunity to submit evidence relevant to the investigation. Such evidence shall be submitted to the Assistant Director of HRM during the course of the investigation and provided to both parties;

Using a preponderance of the evidence standard (i.e. more likely than not), the Assistant Director of HRM shall issue a written decision determining the validity of the allegations.

As appropriate and with due consideration of any privacy concerns, the Assistant Director of HRM may distribute copies of the decision to the interested parties no later than 45 days after the filing of the complaint. If the decision cannot reasonably be issued within 45 days, then the Assistant Director of HRM shall alert the parties of the same.

The Assistant Director of HRM (or designee) shall implement all appropriate remedial steps necessary to address any allegations or findings of discrimination, harassment, retaliation, or failure to accommodate;
Should the complainant choose to appeal the Assistant Director of HRM’s decision, the appeal shall be made in writing within 30 days of the date of receipt of the decision; The appeal shall be submitted to the Vice President of Human Resources Management, Regulatory & Legal Affairs and shall demonstrate that (1) there is new evidence that could not have been known; (2) procedural violations; or (3) the investigation or decision exhibited prejudice or other unfair treatment;

Using a preponderance of the evidence standard, the VP of HRM, Regulatory & Legal Affairs will render a final written decision and distribute copies of the same to interested parties, including the Assistant Director of HRM, within 60 days of the filing of the appeal. If the decision cannot reasonably be issued within 60 days, then the VP of HRM, Regulatory & Legal Affairs shall alert the parties of the same.

**TITLE IX: COMPLIANCE**

The Title EEO/Title IX/EEO Coordinator is designated by the University to coordinate its efforts to comply with Title IX and EEOC regulations and works with the Office of Human Resources Management and the Division of Enrollment Management Services and Student Development to implement and enforce equal opportunity and affirmative action regulations and laws. Questions or concerns about Title IX, EEOC or other aspects of the University’s equal opportunity, affirmative action or harassment policy should be directed to:

Elvira Wolford  
Assistant Director of Human Resources Management and  
EEO/Title IX Officer  
386-481-2051  
wolforde@cookman.edu

Cynthia Polk-Johnson  
Associate Vice President and Dean of Students  
386-481-2405  
johnsoncy@cookman.edu

For athletics inquiries regarding Title IX, the contact is:

Sandra Booker  
Associate Director of Athletics & Senior Woman Administrator  
386-481-2212  
bookers@cookman.edu

The procedures for reporting, investigating and adjudicating a claim of sexual harassment, sexual violence, harassment and discrimination are provided below.

**SEXUAL HARASSMENT AND SEXUAL VIOLENCE/DISCRIMINATION**

**STATEMENT OF POLICY**

Bethune-Cookman University’s policy is to maintain an educational and working environment, for all students, employees (non-faculty and staff), visitors, as well as applicants for admission or employment, free from any form of discrimination including race, religion, ethnicity, color, national origin, age, disability, sex, marital status, sexual harassment and veteran status as prohibited by state and federal statutes. The University complies with all applicable state and federal laws, including, but not limited to:

- Title IX of the Higher Education Amendments of 1972;
- Title VII of the Civil Rights Act of 1964;
- The Florida Civil Rights Act of 1992;
- Family Educational Rights and Privacy Act of 1974;
• Section 504 of the Rehabilitation Act of 1973;
• Americans with Disabilities Act (the “ADA”);
• Age Discrimination in Employment Act of 1967, as amended by the Older Worker’s Benefit Protection Act (“ADEA”);
• Any other applicable federal, state, or local law addressing nondiscrimination and/or equal employment opportunity.

Inquiries concerning the application of these laws to this institution should be referred to the Assistant Director of Human Resources Management and EEO/Title IX Coordinator. This policy also applies to the University's selection of contractors, suppliers of goods and services, etc.

**SEX-BASED DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

No faculty member, employee, visitor, contractor, or student shall sexually discriminate against, harass or participate in sexual violence against another faculty member, employee, or student, nor shall any faculty member, employee, visitor, contractor, or student sexually discriminate against, harass or participate in sexual violence against any person with whom they have contact in connection with their employment or academic pursuits. No faculty member, employee, or student shall threaten another current or prospective faculty member, employee, or student by stating, suggesting or otherwise indicating that said individual’s refusal to submit to sexual advances or sexual violence will result in adverse job or academic action. No faculty member, employee, or student shall promise or give a current or prospective faculty member, employee, or student any benefit in return for submission to sexual advances, sexual violence or granting sexual favors. Any employment or academic decisions carrying out such threats or promises are likewise prohibited.

**Definitions**

For purposes of this policy, “sex-based discrimination,” “sexual harassment” and “sexual violence” include, but are not limited to, unwelcome sexual advances, violence of a sexual nature, requests for sexual favors, or other verbal or physical conduct or contact of a sexual nature, when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic success;
2. Submission to or rejection of the conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
3. A reasonable person would find that the conduct has the purpose or effect of interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive work or academic environment.
4. There is an unequal balance of power and potential for influence between the two people engaged in the sexual or intimate contact, for example, a professor having a sexual or intimate relationship with a student at the University, or a supervisor having a sexual or intimate relationship with a subordinate.

For purposes of this policy, “sexual harassment” and “sexual violence” also include assault, battery, rape, domestic violence, dating violence, stalking, any form of sexual violence whatsoever, and any other similar actions which may be unlawful pursuant to state and federal law.

“Domestic violence” is the use of physical, sexual or emotional abuse or threats to control another person who is a current or former spouse or other intimate partner, such as a boyfriend or girlfriend. It includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

“Dating violence” is violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of (a) the length of the relationship, (b) the type of the relationship, and (c) the frequency of interaction between the persons involved in the relationship.
“Stalking” is a course of conduct directed at a specific person that would cause a reasonable person to: (1) feel fear for their safety; or (2) the safety of others or suffer substantial emotional distress. Stalking includes behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten their safety, mental health, or physical health.

“Sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Some additional examples of conduct which can constitute sexual harassment and/or sexual violence include, but are not limited to, such things as:

(a) unwelcome sexual flirtation, advances, propositions or violence;
(b) sexually explicit statements, questions, or jokes;
(c) displays of sexually explicit material (whether audio or visual);
(d) inappropriate personal comments, staring, or touching;
(e) remarks of a sexual nature about a person’s body, clothing, or sexual behavior; or
(f) direct or implied threats that submission to sexual advances will be a condition of employment, promotion, or academic advancement.

The foregoing list is intended to be illustrative rather than exhaustive.

Complaints

Any faculty member, employee, or student who believes that he or she has been unlawfully sexually harassed, upon whom sexual violence has occurred, or has observed any violation of this policy, has both the right and the obligation to promptly report the matter to the appropriate University official, as set forth below:

Employees (other than faculty) shall report complaints of sex-based discrimination, sexual harassment or sexual violence to the Office of Human Resources Management or the Equal Employment Opportunity Officer at the University.

Faculty members shall report complaints of sex-based discrimination, sexual harassment or sexual violence to the Equal Employment Opportunity Officer, the Office of Human Resources Management, Vice President for Administrative Services & Fiscal Affairs or the Provost.

Students shall report complaints of sex-based discrimination, sexual harassment or sexual violence to the Title IX/EEO Coordinator, Office of Human Resources Management, or Vice President of Enrollment Management & Student Development.

1) ELVIRA WOLFORD
ASSISTANT DIRECTOR OF HUMAN RESOURCES MANAGEMENT, EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR AND TITLE IX COORDINATOR
386-481-2051
wolforde@cookman.edu

2) DR. DWAUN WARMACK
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3) DR. RON DOWDY
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386-481-2031
dowdyr@cookman.edu

4) DR. HIRAM POWELL
PROVOST
386-481-2956
powellh@cookman.edu

5) CAMPUS CONDUCT HOTLINE (24 HOUR REPORTING SYSTEM)
Confidential, independent and anonymous call-in service
1-866-943-5787
Any person to whom any complaint of sex-based discrimination, sexual harassment or sexual violence is reported should immediately report receipt of the complaint to the Office of Human Resources Management (if not during regular hours of operation, contact the Department of Public Safety at 386-481-2900).

To encourage truthfulness and reporting, the University pursues a policy of offering complainants and witnesses limited immunity from being charged for policy violations related to an alleged incident (such as policies prohibiting the use of alcohol or drugs) which is reported in good faith. While violations cannot be completely overlooked, the University will provide educational rather than punitive responses, in such cases.

**Reporting Options Outside of the University**

These procedures are administrative in nature and are separate and distinct from the criminal and civil legal systems. Pursuing resolution through these procedures does not preclude someone from pursuing legal action now or in the future.

In cases involving potential criminal conduct, individuals are encouraged to file a report with the B-CU Department of Public Safety or the Daytona Beach Police Department. The University’s investigation and resolution of any complaint and the legal system work independently from one another and the University will proceed with its process, regardless of action or inaction by outside authorities.

In addition to law enforcement, students, employees, and faculty members should be aware that the Federal Equal Employment Opportunity Commission (“EEOC”) and the Florida Commission on Human Relations investigate and prosecute complaints of prohibited harassment and discrimination in employment. These agencies may be contacted at the following addresses:

**Florida Commission on Human Relations**

2009 Apalachee Parkway Suite 200
Tallahassee, FL 32301
800-342-8170
Fax: 850-488-5291
fchrinfo@fchr.myflorida.com
http://fchr.state.fl.us

Students may also file a formal complaint with the United States Department of Education:

**Office for Civil Rights (OCR)**

400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

**Confidential Resources**

An individual who wishes for the details of an incident to remain entirely confidential may speak with certain University employees who, by law, can maintain confidentiality and will not disclose the details of the incident. These University employees and/or services include:

**B-CU Campus Counseling:** Dr. Joi Niles, Mental Health Counselor, x 2462

**B-CU Student Health Center:** Cesarino Bello, Staff Nurse, x 2157

**Campus Chaplain (Religious Life):** x 2497

**Campus Conduct Hotline:** 1-866-943-5787

Individuals who have experienced sexual violence, including sexual assault, may also seek confidential support from a local or national rape crisis hotline, including:

**National Sexual Assault 24/7 Crisis Hotline (RAINN):** 800-656-HOPE (4673)

**Campus Conduct Hotline:** 866-943-5787
Investigation and Hearing Procedures

For complaints made against students, faculty and other employees, the University will promptly appoint an investigator, who can be a B-CU employee, such as an officer from the Department of Public Safety or Human Resources employee or an outside investigator retained by the University (hereinafter referred to in this policy as the “investigator” regardless of whether the investigator is a B-CU employee or outside investigator retained by the University) to investigate any complaint of sex-based discrimination, sexual harassment and/or sexual violence. Such investigator shall be selected by the University Equal Employment Opportunity Coordinator, Vice President for Human Resources Management, Regulatory & Legal Affairs or the President’s designee. The Title IX Coordinator will be advised of all reports of alleged sex-based discrimination, sexual harassment and/or sexual violence.

Every complaint alleging sex-based discrimination, sexual harassment, and/or sexual violence will be investigated promptly and thoroughly. In conducting an investigation, the investigator will be sensitive to the possibility of retaliation by the respondent as the result of the initiation of an investigation. The evidentiary standard of preponderance of evidence will be used when investigating complaints of sex-based discrimination, sexual harassment, and/or sexual violence. The complainant may be asked to prepare and sign a written statement describing the harassment for submission to the investigator, and other persons with knowledge of the complaint may be asked to furnish oral or written statements to the investigator. The University reserves the right to proceed with an investigation of the complainant’s allegations without a written statement from the complainant. If the complainant completes such a written statement, the respondent shall be provided with a copy of the statement. If the respondent submits a written response to the statement, the complainant shall be provided with a copy of the response. All students, faculty and employees are required to cooperate with the University’s investigation into allegations of sex-based discrimination, sexual harassment and/or sexual violence.

Every effort will be made by the investigator to conduct the investigation privately. If the complainant requests confidentiality or requests that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request for confidentiality may limit the University’s ability to respond to the complaint. The University may also weigh the complainant’s request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same individual, the respondent’s rights to receive information about allegations if the information is maintained by the school as an “education record” under the Family Educational Rights and Privacy Act (“FERPA”), and other factors otherwise required by applicable law.

The investigator will gather any pertinent evidence and conduct interviews as needed with all appropriate individuals. The investigator may exclude any third party (including without limitation, any representatives, agents, legal counsel, family members, or character witnesses) from investigator interviews, meetings and the like in its discretion. Although the University will maintain confidentiality to the greatest extent possible, the University reserves the right to conduct such investigations as it deems appropriate. Accordingly, the University cannot assure complete confidentiality. The investigator and/or Office of Human Resources Management shall thoroughly investigate the complaint... The investigator will normally complete the investigation within 60 days of receipt of the complaint, except in instances where there are a great deal of witnesses, the investigation commences in close proximity to a holiday, break, or the end of an academic term, or other circumstances compel a longer timeframe for the investigation. When the complaint involves students, the investigator’s final report shall be submitted to the Office of Student Conduct, a unit within the Division of Enrollment Management and Student Development, for review and determination as to proceeding with a hearing before Administrative Panel. If Student Conduct conducts a hearing, the recommendation of the Student Conduct Committee will be relayed to the student, in writing, concerning any actions or sanctions. If the complaint is against a faculty member or other employee, the investigator’s report will be submitted to the EEO/Title IX Coordinator who will make any recommended actions or sanctions to the Office of the President. The President, or the President’s designee, will make the final determination as to any recommended actions or sanctions.
Appeals

A student may appeal a decision of the Administrative Panel to the Associate Vice President/Dean of Students or designee. The appeal must be submitted in writing (typewritten) and within five business days of receiving written notification of hearing outcome.

The Associate Vice President/Dean of Students or designee will convene a Disciplinary Review Committee to only hear appeals where the student has demonstrated one or more of the following:

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

Limitations on Appeals

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

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

Protection Against Retaliation

Individuals who, in good faith, report sex-based discrimination or sexual harassment of, or sexual violence upon, themselves or others, or who present evidence in a sexual harassment or sexual violence investigation, shall not be subject to any retaliatory employment or academic action. Such acts of retaliation constitute violations of this sex-based discrimination, sexual harassment, and/or sexual violence policy, and should be reported as set forth above.

Sanctions

Any faculty member, employee, or student violating this sexual harassment/sexual violence policy will be subject to disciplinary action, up to and including dismissal, termination, or expulsion. Any faculty member, employee, or student who does not cooperate or interferes with an investigation into complaints of sexual harassment or sexual violence will also be subject to discipline up to and including dismissal, termination, or expulsion.

Interim Measures

The University may take whatever measures deemed necessary in response to an allegation in order to protect an individual’s rights and personal safety and the safety of the University’s students, employees, faculty, contractors and visitors. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of the investigation process), no contact order (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, and/or appropriate changes in academic schedule. Interim measures may include reporting the matter to the local police. Failure by the respondent to adhere to the parameters of any interim measure is a violation of University policy and may lead to additional disciplinary action.

HARASSMENT AND DISCRIMINATION Policy

The University’s continuing policy is to afford equal employment and academic opportunities to all current and prospective faculty, employees, and students. Unlawful harassment or unlawful discrimination on the basis of race, color, religion, sex, marital status, age, national origin, disability or any other class protected by law, by supervisors, co-workers, faculty, or students is prohibited and will not be tolerated. Persons violating this policy will be subject to disciplinary action which may include, but not limited to, written warning, demotion, transfer, suspension, expulsion, dismissal, or termination.
Definitions
For purposes of this policy, “discrimination” and “unlawful harassment” include, but are not limited to, verbal or physical conduct, actions or behavior relating to an individual’s race, color, religion, sex, marital status, age, national origin, disability or any other class protected by law, which has the purpose or effect of interfering with or having an adverse impact on the individual’s employment or academic performance, or creating an unlawful, hostile work or academic environment.

Examples of conduct which constitutes unlawful harassment include:
- Use of racial epithets or slurs;
- Use of demeaning terms relating to a person’s race, color, religion, sex, sexual orientation, marital status, age, national origin, or disability to describe someone;
- Jokes based upon a person’s race, color, religion, sex, sexual orientation, marital status, age, national origin, or disability;
- Leering or staring;
- Using foul or profane language;
- Slanderous statements about one’s character;
- Fraternization and socialization with students;
- Threatening statements;
- Writing /sending unwanted correspondence;
- Writing obscene letters/comments;
- Displaying sexually suggestive and /or racially /ethnically offensive objects, pictures, posters or calendars; and
- Any hate crimes or similar conduct that may be unlawful.
The foregoing list is intended to be illustrative rather than exhaustive.

Complaints
Any faculty member, employee, or student who believes that he or she has been unlawfully discriminated against or harassed, or has observed any violation of this policy, has both the right and the obligation to promptly report the matter to the appropriate University official, as set forth below:

Employees (other than faculty) shall report complaints of discrimination or harassment to the Office of Human Resources Management or the Equal Employment Opportunity Coordinator at the University.

Faculty members shall report complaints of discrimination or harassment to the Equal Employment Opportunity Coordinator, the Office of Human Resources Management, Vice President for Administrative Services & Fiscal Affairs or the Provost.

Students shall report complaints of discrimination or harassment to the Title IX/EEO Coordinator, Office of Human Resources Management, or the Vice President of Enrollment Management & Student Development.

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   PROVOST
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5) Campus Conduct Hotline: 1-800-943-5787
Investigation and Hearing Procedures

For complaints made against students, faculty and other employees, the University will promptly appoint an investigator, who can be a B-CU employee, such as an officer from the Department of Public Safety or Human Resources employee or an outside investigator retained by the University (hereinafter referred to in this policy as the “investigator” regardless of whether the investigator is a B-CU employee or outside investigator retained by the University) to investigate any complaint of harassment or discrimination. Such investigator shall be selected by the University Equal Employment Opportunity Coordinator, the Vice President for Human Resources Management, Regulatory & Legal Affairs, the President or the President’s designee. The Title IX Coordinator will be advised of all reports of alleged sex-based discrimination, sexual harassment and/or sexual violence.

Every complaint alleging harassment or discrimination will be investigated promptly and thoroughly. In conducting an investigation, the investigator will be sensitive to the possibility of retaliation by the respondent as the result of the initiation of an investigation. The evidentiary standard of preponderance of evidence will be used when investigating complaints of harassment or discrimination. The complainant may be asked to prepare and sign a written statement describing the harassment for submission to the investigator and other persons with knowledge of the complaint may be asked to furnish oral or written statements to the investigator. The University reserves the right to proceed with an investigation of the complainant’s allegations without a written statement from the complainant. If the complainant completes such a written statement, the respondent shall be provided with a copy of the statement. If the respondent submits a written response to the statement, the complainant shall be provided with a copy of the response. All students, faculty and employees are required to cooperate with the University’s investigation into allegations of harassment or discrimination. sex-based discrimination, Every effort will be made by the investigator to conduct the investigation privately. If the complainant requests confidentiality or requests that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request for confidentiality may limit the University’s ability to respond to the complaint. The University may also weigh the complainant’s request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same individual, the respondent’s rights to receive information about allegations if the information is maintained by the school as an “education record” under the Family Educational Rights and Privacy Act (“FERPA”), and other factors otherwise required by applicable law.

The investigator will gather any pertinent evidence and conduct interviews as needed with all appropriate individuals. The investigator may exclude any third party (including without limitation, any representatives, agents, legal counsel, family members, or character witnesses) from investigator interviews, meetings and the like in its discretion. Although the University will maintain confidentiality to the greatest extent possible, the University reserves the right to conduct such investigations as it deems appropriate. Accordingly, the University cannot assure complete confidentiality. The investigator and/or Office of Human Resources Management shall thoroughly investigate the complaint. The investigator will normally complete the investigation within 60 days of receipt of the complaint, except in instances where there are a great deal of witnesses, the investigation commences in close proximity to a holiday, break, or the end of an academic term, or other circumstances compel a longer timeframe for the investigation. When the complaint involves students, the investigator’s final report shall be submitted to the Office of Student Conduct, a unit within the Division of Enrollment Management and Student Development, for review and determination as to proceeding with a hearing before Administrative Panel. If Student Conduct conducts a hearing, the recommendation of the Administrative Panel will be relayed to the student, in writing, concerning any actions or sanctions. If the complaint is against a faculty member or other employee, the investigator’s report will be submitted to the EEO/Title IX Coordinator who will make any recommended actions or sanctions to the Office of the President. The President, or the President’s designee, will make the final determination as to any recommended actions or sanctions.
Appeals
A student may appeal a decision of the Administrative Panel to the Associate Vice President/Dean of Students or designee. The appeal must be submitted in writing (typewritten) and within five business days of receiving written notification of hearing outcome.

The Associate Vice President/Dean of Students or designee will convene a Disciplinary Review Committee to only hear appeals where the student has demonstrated one or more of the following:

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

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

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

Protection Against Retaliation
Individuals who, in good faith, report discrimination or harassment of themselves or others, or who present evidence in a discrimination or harassment investigation, shall not be subject to any retaliatory employment or academic action. Such acts of retaliation constitute violations of this policy, and should be reported as set forth above.

Sanctions
Any faculty member, employee, or student violating this policy will be subject to disciplinary action, up to and including dismissal, termination, or expulsion. Any faculty member, employee, or student who does not cooperate or interferes with an investigation into complaints of discrimination or harassment will also be subject to discipline up to and including dismissal, termination, or expulsion.

AMERICANS WITH DISABILITIES ACT (SEE STUDENT DISABILITY SERVICES, P 78)

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

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

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

The right to request the amendment of the student’s education records that the Student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. The student should provide written notice to the University official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate. The University will review the request and determine whether an amendment is warranted. If the University determines that amending the record is not warranted or appropriated, the University will notify the student of its decision, and will advise the student of his or her right to a hearing regarding the request for amendment.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
The right to file a complaint with the U. S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

DISCLOSURE TO SCHOOL OFFICIALS WITH LEGITIMATE EDUCATIONAL INTERESTS. FERPA also permits the University to disclose personally identifiable information from a student’s educational records to “school officials” with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a member of the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Expectations in specific areas of Bethune-Cookman University life are addressed in this section.

DRESS CODE
At Bethune-Cookman University, students should dress in a way that shows respect for not only themselves, but all other students. We believe that Dr. Mary McLeod Bethune would expect students attending her University to dress in such a way that would uplift their race, culture and professionalism. Every Wednesday is mandatory Dress For Success Day. In addition, female students should adhere to the following:

- DO NOT wear tops that show their mid-riffs or sleeveless men’s undershirts
- DO NOT wear skirts that do not meet the “finger-tip test”
- DO NOT wear anything that may cause a disturbance to the learning environment
- DO NOT wear pajamas outside of the residence hall

Additionally, male students should adhere to the following:

- DO NOT wear pants below their waistline, showing underwear
- DO NOT wear any head coverings inside buildings (hats or “do-rags”)
- DO NOT wear sleeveless undershirts to class or in the cafeteria
- DO NOT wear pajamas outside of the residence hall
UNIVERSITY POLICY ON APPROPRIATE DRESS
The right of students to include in their wardrobe a broad array of various types, styles, colors, and expressions is fully recognized. All students, however, have a vested interest in the image of Bethune-Cookman University, and certain types of clothing tend to reflect negatively upon the University and tend to disrupt the educational process. The following types of clothing and other items, therefore, shall not be allowed in classrooms, at college-sponsored activities, in any University building including the dining hall, or on the University campus grounds:
Clothing or accessories that contain obscene, profane, or expressions offensive to race, gender, or ethnicity (as determined by the Administration in its sole discretion).
Clothing or accessories that depict nudity, the showing of male and female sex organs, or explicit sexual acts.
Clothing or accessories that condone or sanction violence: jewelry in the form or shape of drugs or drug paraphernalia; clothing, jewelry or other accessories with pictures of drugs or drug paraphernalia, or with expressions that condone or sanction the use of illegal drugs.
Clothing that is sexually explicit or suggestive.
Clothing which expresses any form of ethnic degradation.
Faculty members may exclude from class persons who dress in a manner not consistent with this policy. Persons in authority may exclude from University sponsored events and campus buildings and grounds persons who dress in a manner not consistent with this policy.
Persons who continually dress in a manner not consistent with the policy as stated above may be subjected to disciplinary measures as expressed in the Bethune-Cookman University Student Handbook.

CLASSROOM CONDUCT
It is imperative that behavior in the classroom does not disturb teaching and learning. The University expects that each student respects professors, classmates, and follows the rules set forth. Texting is not permitted during class. Cell phones must be placed in the silent mode and must be put away in every class, unless individual faculty members make an exception.

Students displaying rude and disrespectful behavior towards any member of the faculty, staff or another student during a class period will be subject to disciplinary action, including, but not limited to, the immediate removal from class by either the professor or the Department of Public Safety personnel if necessary.

SEXUAL BEHAVIOR ON CAMPUS
Bethune-Cookman University reserves the right to define and limit what constitutes non-acceptable sexual behavior on its campus. Sexual activity which disrespects others and violates common decency is prohibited throughout the entire campus. Students must refrain from engaging in sexual activities that in any way disrespect the legacy of our founder, Dr. Mary McLeod Bethune.

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

BEHAVIOR AT PUBLIC GATHERINGS AND ASSEMBLIES
When persons enroll in college, it is expected that they have learned what is considered acceptable behavior in public gatherings. There is no excuse for any college student to act in an uncivilized manner in any assembly. Being respectful and attentive to all speakers throughout a program is a must. At Bethune-Cookman University, any disrespectful behavior exhibited during public gatherings or assemblies (i.e., inappropriate talking, yelling, walking out, using cellular devices, eating or drinking, etc.) will result in immediate removal from the assembly and disciplinary action.

Violation of any part of this policy may result in a required appearance before the University Honor Court and/or the Disciplinary Review Committee.

Signing the Honor Code for Student Conduct is a requirement for admission to the University. Compliance with this Honor Code is required throughout enrollment at Bethune-Cookman University.
EMERGENCY DISMISSAL POLICY

Bethune-Cookman University reserves the right to dismiss students who demonstrate non-serious academic pursuits and/or disruptive behavior. This will be determined by classroom performances, the mid-semester failure lists, and observations by faculty and staff members. Any student so dismissed will be required to leave the University immediately and their parents will be notified as quickly as possible. Student may or may not be warned prior to dismissal. Where teachers indicate that there are excessive absences and/or no possible way for the student to pass courses, the student will be asked to vacate campus housing within 24 hours and his/her name will be removed from the administrative computer. The University further reserves the right to require a student to withdraw for cause at any time. For violation of one (1) offense, a student may be dismissed. For violation of two (2) or more offenses, a student will be dismissed:
- Excessive class absences. Six (6) absences are considered excessive.
- Receiving failures or “F” grades in three (3) courses, at mid semester.
- Failure to exhibit high standards of conduct and/or disruptive behavior in the classroom on campus grounds or in the community.
- Excessive absences from mandatory tutorial classes. Four (4) absences are considered excessive.

STATEMENT ON HAZING

The Chad Meredith Act

The Chad Meredith Act became law in Florida effective July 1, 2005. The law resulted from the drowning of University of Miami student Chad Meredith on November 5, 2001. Persons convicted of felony or misdemeanor hazing are subject to imprisonment. Bethune-Cookman University has always renounced acts of brutality and hazing during the intake process, and this statement serves to reaffirm that long-standing commitment.

Hazing is Strictly Forbidden!

For the guidance of all campus chapters authorized to conduct intake periods, the definition of hazing is as follows:

“Hazing” is any action taken or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of the University. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion for social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. In addition, late work sessions which interfere with scholastic activities, and any other activities which are not consistent with policies of Bethune-Cookman University or which violate local, state or federal laws, are expressly forbidden. Anyone violating this policy will be subject to disciplinary action, and may also face criminal prosecution.

Cognizance and understanding of the above definition and the use of common sense in the carrying out of intake activities should be sufficient to guide campus chapters to avoid hazing violations. A good rule of thumb is: “IF IN DOUBT, LEAVE IT OUT”.

Chapter members and advisors are responsible for seeing that the intake process follows steps prescribed by their respective national offices, within B-CU guidelines. No chapter or member is “above the law.” All participants should be urged to remember that the intake process is designed to prepare new “sisters” and “brothers”, and hazing has no place in this important process.

POLICY ON INFANTS AND CHILDREN ON CAMPUS

Enrolled students of Bethune-Cookman University are not permitted to bring infants and/or children into classrooms, classroom buildings or other facilities, including the library and residence halls. Further, if children are on the campus for any purpose, they must always be supervised by an adult. Appropriate disciplinary measures will apply if this policy is not followed.
EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES
Bethune-Cookman University is committed to the principles of equal employment opportunity in all phases of the employment relationship including advertising, hiring, compensation and other terms and conditions of employment without regard to race, color, religion, sex, national origin, age, disability, veteran’s status, or marital status. The University is also committed to the principles of nondiscrimination in its educational programs and activities. No person shall, on the grounds of race, color, religion, national origin, marital status, age, disability or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the University. Any employee or student who has a complaint regarding the University’s compliance with these standards should contact either the Associate Vice-President and Dean of Students, the EEO/Title IX Coordinator or Assistant Vice-President for Assessment & Disability Services.

Elvira Wolford
Assistant Director of Human Resources Management and EEO/Title IX Coordinator
386-481-2051
wolforde@cookman.edu

Cynthia Polk-Johnson
Associate Vice President and Dean of Students
386-481-2405
johnsoncy@cookman.edu

Valencia Cooper
Assistant Vice-President for Assessment & Disability Services
381-481-2070
cooperv@cookman.edu

ENROLLMENT MANAGEMENT AND STUDENT DEVELOPMENT
OFFICE OF THE VICE PRESIDENT
This division is directed by the Vice President for Enrollment Management and Student Development whose office is located at 169 N. Lincoln St. (next to the Mailroom). It is the duty of the Vice President to:

Provide personal guidance and counseling for all students who request such services.

Refer all student needs to the appropriate area.

Develop faculty/staff and student body relationships to maximize understanding and cooperative endeavors which best serve the students and the University.

Oversee the Dean of Students, Student Orientation, Greek Life, Student Involvement, Student Success Center, Counseling Services, Multicultural and International Student Services, Student Conduct, Religious Life, Residence Life, Intramurals and Recreation, Student Leadership and Activities, Student Health Services, Assessment and Disability Services, Student Government Association, Admissions, Registrar, and Financial Aid.
THE AUTHORITY OF THE VICE PRESIDENT OF ENROLLMENT MANAGEMENT AND STUDENT DEVELOPMENT

The Vice President of Enrollment Management & Student Development is the chief governing officer of student life. The decisions of this office supersede any made within this sector. The Vice President or his or her designee has the authority to suspend or expel students from the University. The Vice President or his or her designee has the authority to remove any student from any organization he/she deems necessary. The Vice President has the final say of any decision of the Student Government Association. The Vice President has the right to remove any student from the Student Government Association. This right supersedes the SGA constitution (i.e. recall by the student body).

STUDENT DEATH NOTIFICATION

In the event of the death of a currently enrolled student, please contact the Dean of Students at (386) 481-2494. An official Notification of Student Death will be issued by the Chaplain once all pertinent and accurate information has been received. Records pertaining to the student will be restricted by the Office of the Registrar and no grade will be submitted for the student. Faculty or staff members receiving information that a currently enrolled student has died are asked to contact the Dean of Students office. The Dean of Students and Chaplain will work collaboratively to verify such reports with appropriate officials, and the Chaplain will issue social notifications to the campus community.

NEW STUDENT SUMMER ORIENTATION AND WELCOME DAYS

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

IDENTIFICATION CARDS

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

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

If an identification card is lost, a replacement may be obtained at the cost of $12.00. Payment is made to the cashier’s office and receipt is presented to the ID office located in the CIT and Registrar’s Office Building.
LOST AND FOUND
The Lost and Found Service is located at the Department of Public Safety at the Operation Building, and persons finding lost articles are asked to take them to the Department of Public Safety. Articles turned in will be tagged and dated, and if not claimed within 30 days, will become property of the finder. Persons who have lost articles should report the loss to the Lost and Found Service. To recover a lost article, the owner must furnish an adequate description of the article and sign a receipt for it when ownership has been established.

STUDENT MAIL SERVICES
The University Post Office is located on the south side of the campus in the Taylor G. Miller Procurement building. Students must present their University picture ID to claim their mail. The post office hours of operation is 8:00 a.m. to 5:00 p.m. with students picking-up their mail from 11:30 a.m. (on Mondays) and 11:00 a.m. Tuesday - Fridays until 4:30 p.m. If there is a problem in getting your mail, please ask to see the Mail Service Director.

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

Students who believe themselves to be “disabled”, as that term is defined by the ADA or section 504 of the Rehabilitation Act of 1973 (as amended from time to time), and who request necessary reasonable accommodations for their disability in classes, housing, physical plant or otherwise, should provide documented proof of the disability designated in Section 504 to the Office of Disability Services.

Such requests and supporting documentation should be provided no later than the first week of classes. Because “reasonable accommodations” are determined on a case-by-case basis, the University may accommodate students with similar disabilities in different ways.

The Office of Disability Services (ODS), advocates for students with apparent and non-apparent disabilities. Its mission is to promote self-advocacy, campus-wide awareness and provide equal access for students with varying disabilities.

Disability Services collaborates with Health Services, Career and Program Services, Judicial Affairs, Academic Affairs and other university departments to address varying issues and needs. It provides Letters of Accommodations to professors to ensure classroom needs are met. The Bethune-Cookman University ODS coordinates with community organizations that serve as resources for advisement, referrals and provisions (i.e. books, transportation and equipment).
The following are classroom accommodations that can be offered through this program:

- A note taker
- Advanced Lecture Notes
- Alternate test locations
- Extended time for assignments
- Extended time on tests
- Dictated Test/Computer
- Permission to tape lectures
- Tutoring

Each student’s folder contains the following information:

- IEP, Psycho-Educational Evaluation and / or SOP
- Application for Accommodations
- Consent Form
- A copy of the student Accommodations Form
- Copies of all correspondences pertaining to the student
- Contact log form (this is updated on a regular basis)
- Copy of their Vertical Curriculum
- Tutor or Service Referral Forms

_The Office of Disability Services meets with students on a weekly or bi-weekly basis, based on need. Review of grades, progress reports, classroom concerns and/or additional assistance are discussed at those times._

**STUDENT SUCCESS CENTER**

The Student Success Center is the centralized hub on campus that offers academic, career, and support services for all sophomore, junior, and senior students. Located on the 2nd floor of the Parlin Center, our team of Student Success Coaches is committed to assisting students in their personal and professional development as they matriculate towards the completion of their college degree. We strive to continually provide new and updated resources that will empower all students to succeed at B-CU and beyond. The SSC offers academic and career advisement services to students with at least 28 earned college credits, counsel students who are in academic distress; present student success and career workshops. We also provide internship, career, and community service opportunities for students. In addition; we serve as the main point of contact on campus in connecting students to academic resources and services. Our hours of operation are from 8-7, Monday thru Thursday, and 8-5 on Fridays. We are closed daily for lunch from 12-1. Contact us at 386.481.2399 or by email @ studentsuccess@cookman.edu. We are a friendly, professional staff with an open door policy so drop in anytime.

**COUNSELING SERVICES**

Our goals are based on the African word “Ku’Badili” which means to enlighten, empower, and promote change. We will strive to learn from the past by working diligently to break cycles of oppression that affects all cultures. Our mission is to empower students to maintain their vision for excellence, both academically and emotionally.

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

**Voluntary or Involuntary Withdrawal**

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

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

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

Students who have voluntarily withdrawn or who have been removed from campus are not allowed to attend class, to have access to the campus, or to attend University-sanctioned or sponsored events.

**Imminent Threat or Danger**

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

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

**MULTICULTURAL & INTERNATIONAL STUDENT SERVICES**

Consistent with the institutional mission and projected student learning outcomes, Multicultural & International Services (MIS) purpose is to identify, develop and implement co-curricular activities which infuse diversity, inclusion and cultural intelligence. With its multi-collaborations across the campus community and the community at large, MIS, holistically address students from across developmental levels, offering programs and community service that increase self-identity, cultural awareness and global perspectives. MIS serve as a campus/community resource that promotes inclusion (age, gender, race, ethnicity, religion, national origin, language, disabilities, sexual orientation, socioeconomic status or veteran) resulting in a truly integrated sense of self and civic responsible. Students interested in taking an active role in multicultural programming should contact the Office of Multicultural and International Services.
INTERNATIONAL STUDENT SERVICES

For the purposes of this publication, International Student Services refers to those rendered on behalf of the nonimmigrant student with an “F-1” Visa. The stay and matriculation of the F-1 student are governed by the rules and regulations set forth by the United States Customs and Immigration Services (USCIS), and are monitored by the Office of International Student Services (OISS).

Upon arrival at Bethune-Cookman University, the international student is to report to the OISS to register with Student Exchange Visitors Information System (SEVIS), a real-time data tracking program. This system is accessed by embassies, ports of entry, educational institutions and the USCIS. When reporting to the OISS, the student must present travel document, proof of health insurance (or sign up for the school’s policy) and a final class schedule reflecting 12 credit hours or more. This will be the school registration process throughout the International Student’s matriculation. For rules and regulations, information on employment, obtaining a social security number and other vital information, see the International Student web site or International Student Handbook located in the Office of International Student Services.

*Students possessing a Permanent Resident Card (Green Card) are encouraged to report to the Office of International Student Services for monitoring, to aid in compliance and for the purpose of providing assistance with other services. (i.e., Social Security Numbers).

STUDENT LEADERSHIP AND ACTIVITIES

The Office of Student Leadership and Activities seeks 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.

STUDENT ORGANIZATIONS

Co-curricular participation creates many learning opportunities during the college experience. A great way to get involved is to join a student organization. There are over 80 campus organizations/clubs. This includes Greek fraternities and sororities, Greek-letter professional and service organizations, community service groups, leadership organizations, academic and honor societies, performance groups, and international and religious-based organizations.

Student Organizations are categorized as follows:
- Academic Clubs and Honor Societies
- Greek Letter Sororities and Fraternities
- Religious – International, Ethnic & Regional Based
- Performance - Political

STUDENT ORGANIZATION ADVISORY REPRESENTATIVES (S.O.A.R.)

This institute provides important leadership skills and educational opportunities. It empowers students to become successful and provides for student engagement and getting involved in the community. The Institute is held monthly for campus leaders.

STUDENT ORGANIZATIONS ADVISORS

Each organization must have two advisors who are chosen by the group and approved by the Office of Student Leadership and Activities. Each advisor must go through an Advisor Certification workshop at the beginning of each semester before approval. Faculty members and staff members or administrators may assume advisory roles on a voluntary basis. All advisors must be 5 years removed from their collegiate years. If at any time during the year an advisor finds that she/he cannot continue to serve as advisor to an organization, the advisor must notify the Office of Student Leadership and Activities immediately, with written confirmation. Advisors must be present at all times including events, meeting, practice, etc.
FORMING A NEW ORGANIZATION

Any group desiring to establish a new organization on campus must follow the procedure outlined below to gain official recognition and access to University facilities:

Generally, a new organization: a) should not duplicate offerings of currently existing approved organizations on campus and, b) must complement and be related to the basic goals and objectives of the University, c) must show how they plan to sustain the organization. There shall be no limitations placed on access to organizations because of race, color, ethnicity, national origin, age or disability.

GREEK LIFE AT BETHUNE-COOKMAN UNIVERSITY

B-CU Greek Life provides a wide range of academic, social, and community service activities. Membership in a fraternity or sorority is a good step toward enjoying all the benefits that college life has to offer. A fraternity or sorority chapter is also a way to make the campus feel more like a home.

Collectively, fraternities and sororities constitute one of the largest student groups on campus. Fraternities and sororities are about friendships, scholarship, community service, brotherhood, sisterhood and leadership. It’s about bettering the B-CU community and the city of Daytona Beach through service and social functions. It’s about traditions, learning valuable lessons, and establishing lifelong friendships. It’s about shaping the identity of a continued Greek Life presence.

Equally important, fraternities and sororities offer the opportunity for leadership experiences that can enrich a life on campus and beyond. Many of the University’s faculty and staff are members of fraternities and sororities. Fraternity and sorority members are found in all facets of today’s society.

Auxiliary Organization

Bethune-Cookman University does not authorize, recognize or approve the existence of any Chapter-affiliated Auxiliary Organization (sweethearts, diamonds, pearls, doves, angels, little sisters/brothers, courts, kittens, etc.). Students are encouraged to report any solicitation of any fraternity or sorority to join an Auxiliary Organization to the Director of Student Involvement immediately. Auxiliary Organizations are not the same as a fraternity or sorority and should not be considered and/or treated as such. Any student claiming to be a member of such a group will be sanctioned accordingly along with the affiliated fraternity or sorority.

National Pan-Hellenic Council (NPHC)

NPHC is the planning and governing body for Pan-Hellenic Greek groups at B-CU. The Council consists of two representatives and the two advisors of each Greek organization. It is responsible for reporting activities of each group, scheduling NPHC related activities, and hearing cases involving infractions of Greek Letter organizations during intake season. Inappropriate activities or violations may be reported by faculty/staff or students and are submitted to the organization’s advisor or to the Director of Student Involvement. The Council is charged with enforcing the constitution and by-laws that governs Greeks. The Council is to make recommendations to the administration for action. All NPHC proceedings are governed by the Director of Student Involvement. The University reserves the right to take actions against Greeks individually or collectively when Administrative action is deemed appropriate (see Greek Intake).

National Pan-Hellenic Council organizations that have established chapters on the campus of Bethune-Cookman University are:

- Delta Beta Chapter of Alpha Phi Alpha Fraternity
- Gamma Tau Chapter of Alpha Kappa Alpha Sorority
- Delta Alpha Chapter of Delta Sigma Theta Sorority
- Gamma Theta Chapter of Kappa Alpha Psi Fraternity
- Omicron Epsilon Chapter of Omega Psi Phi Fraternity
- Beta Upsilon Chapter of Phi Beta Sigma Fraternity
- Beta Eta Chapter of Sigma Gamma Rho Sorority
- Mu Beta Chapter of Zeta Phi Beta Sorority
- Iota Phi Theta Fraternity Chapter Home
**Service and Professional Organizational Advisory Council (SPOAC)**

SPOAC is the planning and governing body for non-national Pan-Hellenic Greek letter organizations. Its membership consists of two representatives and two advisors of each organization. This Council is to plan SPOAC related activities, monitor SPOAC intake activities and serve as liaison between the Director of Student Involvement and the respective organizations. SPOAC organizations include:

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

**Non-Recognized Greek Lettered Organizations**

- Alpha Phi Omega Service Fraternity (Banned from University)
- Sigma Alpha Iota Music Sorority (Suspended by National Office through 2011)

**Service and Professional Organizational Advisory Council**

SPOAC is the planning and governing body for non Pan-Hellenic Greek letter organizations. Its membership consists of two representatives and two advisors of each organization. This Council is to plan SPOAC related activities, monitor SPOAC intake activities and serve as liaison between the Vice President for Enrollment Management and Student Development and the respective organizations. Violations committed by SPOAC organizations are referred directly to the Vice President for Enrollment Management and Student Development for disciplinary action. SPOAC organizations include:

- Gamma Sigma Sigma Service Sorority
- Gamma Beta Chi Service Fraternity
- Kappa Kappa Psi Music Fraternity
- Phi Mu Alpha Sinfonia Fraternity of America, Inc.
- Sigma Alpha Iota Music Fraternity for Women
- Tau Beta Sigma Music Sorority
- Alpha Nu Omega Fraternity
- Alpha Nu Omega Sorority

**Voice of the Wildcats** newspaper is the University’s school newspaper, which reflects the college life and activities of the students.

**The B-Cean** is the University’s annual yearbook to which students have an opportunity to contribute.

**Performing Groups** include the:

- Marching, stage, and concert bands
- Concert Chorale
- Tra-Co-Dram
- Orchesis Dance Ensemble
- Inspirational Gospel Choir
- Cheerleaders
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 SGA is responsible for:

Providing leadership for the student body.
Providing entertainment for the University family.

Acting as liaison group between the student body, the faculty and staff University administration.
Helping students and student organizations with special problems.
Working with the student body and the University administration in bringing about changes in institutional policies and regulations.

Promoting University spirit.

The Vice President for Enrollment Management & Student Development or his or her designee shall serve as advisor to the SGA. The VP for Enrollment Management and Student Development shall have final veto power over any decision rendered by the Student Government Association.

SGA CONSTITUTION

We, the students of Bethune-Cookman University, in order to protect our inalienable rights and promote the expression there of; in order to develop and maintain a spirit of cooperation and harmonious communication between student, faculty, and staff; to encourage student initiative by providing student derived solutions for the educational growth and advancement of Bethune-Cookman University; to afford development through self-expression, self-control, and leadership; and to assert these goals to ensure that we preserve order, establish justice, and gain unparalleled competitiveness and thereby enhancing the total student experience, do hereby ordain and establish this constitution.

NAME AND GENERAL FUNCTION

Article I.

Section 1. The name of this organization shall be the Student Government Association of Bethune-Cookman University.

Section 2. The Student Government Association shall be the student governing body in all matters pertaining to the common interest of the students with such limitation as are hereinafter stated.

DECLARATION OF STUDENT’S RIGHTS

Article II.

Section 1. Basic Rights. The Student Government Association recognizes the rights of all students under the constitution and laws of Bethune-Cookman University, the State of Florida and the United States of America. The Student Government Association shall not make nor attempt to enforce any law abridging these basic rights.

Section 2. Students are granted the following rights under this Constitution.

1. The right to submit referendums and initiatives for ratification by Student Government and the Student Body.
2. The right to recall and remove any elected official.
3. The right to address any student body official.
4. The right, through the Student Government Association, to have any grievance heard and acted upon.
5. The right, as a Full-Time enrolled student, to hold any office during a term that the student so desires as long as they meet the requirements outlined in this Constitution.
6. The right to not be discriminated against according to race, ethnicity, culture, national origin, ability, religion, orientation, age, or intellectual position and perspective.
Article III.
The purpose of the Student Government Association shall be:
Section 1. To provide a central agency by which students may promote the interest and welfare of the University community.
Section 2. To work with the faculty in the regulations and promotion of student activities.
Section 3. To further the development of a wholesome relationship between the administration and the Student Body.
Section 4. To demonstrate the ability of students to aid in the solution of their own problems.
Section 5. To encourage student participation in the control of those problems which related particularly to student life, petty incidents which come to the Student Body before going to the administration.
Section 6. To preserve and create customs and traditions.
Section 7. To promote University spirit.
Section 8. To stimulate intelligent thinking about University problems and to serve as an agency for the crystallization and expression of student thought.

DUTIES AND RESPONSIBILITIES

Article IV.
It shall be the responsibility of the Student Government Association:
Section 1. To work with the administration in the formulation and execution of policies and regulations of students.
Section 2. To work with the administration in the formulation of regulations governing the social privileges of the four University classes on a graduated scale and in conformity with established policies relative to students.
Section 3. To represent the Student Body in all its relations with the administration, faculty, alumni and other bodies.
Section 4. To select all delegates who represent the University at conventions where no special campus organization is concerned.
Section 5. To participate, through representation on the Athletic Committee, in the planning and direction of athletics.
Section 6. To enact and enforce all legislation necessary to carry out the provisions and spirit of this constitution.

ORGANIZATION AND MEMBERSHIP

Article V.
Section 1. All regular enrolled students of Bethune-Cookman shall be members of the Student Government Association of Bethune-Cookman University.
Section 2. The duties of this association shall be administered by an Executive Board composed of elected officers, appointees and class representatives, including fourteen (14) students, the Vice President for Enrollment Management and Student Development and an auxiliary sponsor if one is so designated by the administration.
Section 3. The executive members are be elected by the Student Body in the spring of the year. The other four (4) student members, hereinafter referred to as Class Representatives, are to be selected from the four University classes. Such selections are to be made at the organizational meetings of the classes in the fall or spring.

OFFICERS AND DUTIES

Article VI.
Section 1. The officers elected (unless uncontested) to the Executive Board shall be President, a Vice President, Secretary, Treasurer, Councilperson-at-Large, and Mr. and Miss Bethune-Cookman University. The executive order for the Elected Officers will follow the in the order as printed above. This forms the Executive Branch of the Student Government Association. The Executive Cabinet works closely with the Student Body President and Vice President to assist in the implementation of both student and administration goals.
Section 2. The President may appoint persons to fill the following offices: Chaplain, Historian, Sergeant-at-Arms, Corresponding Secretary, and/or Parliamentarian. The duties of these officers shall be determined by the President except for the Parliamentarian whose duties shall be dictated by Robert’s Rules of Order.

Section 3. The aforementioned appointees must be approved by a majority vote of the Executive Board before the appointed offices may be assumed.

Section 4. All members of the Executive Board, whether elected or appointed shall have a full vote. (Except for the President, who will vote only if a tie is attained.)

Section 5. The officers shall be elected for one school year, or until their successors shall have been elected and installed.

Section 6. The President must be a junior or senior with 60 hours who will serve his/her term as a full-time president in the fall and spring after the election. If a junior is elected for president, he/she is eligible for re-election. It shall be the duty of the President to call and preside over meetings of the Student Body and the Executive Board; to maintain regularly scheduled office hours with at least one hour per day; and to hold elections in the Student Government to elect persons to offices as soon as they are vacant.

Section 7. The Vice President may be a member of the senior class or the junior class. The Vice President shall assume the duties of the President during his/her absence. If, for any reason, the office of the Presidency becomes vacant, the Vice President shall act in that capacity for the remainder of the unexpired term.

Section 8: The Secretary may be a member of the senior, junior or sophomore class. The Secretary shall conduct all official correspondence of the SGA; take charge of all petitions and communications to the SGA; keep a record of the minutes of the Executive Board meetings; and perform other such duties as usually devolve upon such an officer.

Section 9. The Treasurer may be a member of the senior, junior or sophomore class. He/she shall bank, disburse, and keep accounts of all funds and expenditures of the SGA with an order countersigned by the advisor and the President; and they should be able to give financial reports upon request. Three signatures shall be required for all SGA checks. (There shall be a quarterly audit of the SGA account, throughout the school term.)

Section 10. The Councilperson-at-Large (C-PAL) may be a member of the senior, junior or sophomore class. The duties and description of the C-PAL shall be designated and submitted in writing by the current Executive Board before the first regularly scheduled meeting of the Fall Semester.

Section 11. Miss B-CU must be a young lady who will be enrolled as a full-time senior with 90 hours. The duties and responsibilities of Miss B-CU are outlined below.

Section 12. Mr. B-CU must be a young man who will be enrolled as a full-time senior with 90 hours. The duties and responsibilities of Mr. B-CU are outlined below.

Section 13. All Student Government officials must have no disciplinary infractions.

Section 14. At the discretion of the SGA Treasurer, in conjunction with the Vice President of Enrollment Management and Student Development, an annual budget shall be set aside at the beginning of the Fall Semester for the SGA Elected Board members’ platform initiatives, which will be voted upon by the SGA Board during Pre-Planning.

Section 15. The Legislative branch of SGA is comprised of students, which serves a representation of the student body. Every student at B-CU is represented in the Legislature by at least academic classification. The officers of the respective classes are also members of the legislature. Each can sit on committees and participate in debate, although only the Class Presidents may vote in that body at a Student Government Meeting.

Section 16. All elected positions if ran uncontested will be placed into office after elections.
STUDENT ELECTORAL COMMISSION

Article VII

Section I. The Student Electoral Commission (SEC) shall be derived from the Division of Enrollment Management and Student Development by majority vote. Members of the panel shall consist of
(1) Vice President of Enrollment Management and Student Development or designee
(2) Dean of Students
(3) Director of Student Conduct
(4) Assistant Director for Leadership and Activities

Section II. The selection for SEC shall take place a month prior to the opening of the Books for the annual SGA elections, at the Vice President for Enrollment Management and Student Development or designee discretion.

Section III. SEC shall conduct elections as directed by the Vice President for Enrollment Management and Student Development and Student Involvement.

Section IV. The SEC shall be selected during the spring semester and serve until new commissioners are elected. The SEC shall have complete administrative responsibility for carrying out election under this Constitution.

Section V. Membership
• Must be a sophomore or above at the time of selection of candidacy.
• Must have maintained a GPA of 2.8 or higher.
• Cannot endorse any candidates of the election. If for any reason a commissioner shall find any reason to endorse, he/she will be removed from the SEC immediately.

Section VI. SEC shall be governed by the Department of Student Involvement. The Coordinator of Student Activities and Organizations will serve as an advisor to Student Electoral Commissioners. SEC shall consist of eight (8) individuals selected by the panel members listed in Article VII, Section 1.

Section VII. All SEC volunteers shall be selected with approval of the VP of Enrollment Management and Student Development or designee.

POPULAR ELECTION

Article VIII

Section 1. Officers of the Student Government shall be chosen through Popular Election, here defined as an election in which all members of the Student Body shall be eligible to vote.

Section 2. All persons seeking election must:
Obtain a Student Leader Election Packet from the Department of Student Involvement.
It should include:
A. Intent to Run Form and Statement
B. Have a petition. The petition is to be signed by at least fifty (50) students of the University and two (2) faculty members. A student may sign only one petition per office.
C. Have maintained in all courses up to the semester in which the election is held a “Satisfactory” scholastic average (i.e., a grade point average of 2.8 or above). The Representative from the Freshman Class obviously is not subject to this regulation. That person must show the 2.8 GPA on their high school transcript. The Vice President for Enrollment Management and Student Development or Department of Student Involvement shall check upon the eligibility of the candidates with the University Registrar. (First semester students are not eligible to run for office.)
D. Be a registered to vote.
E. Complete a Student Conduct Clearance Form
• Must NOT have a pending or opened or closed student infraction within one year of intent to run submission deadline.
• student conduct violations prior to one year may be evaluated by Council in efforts to determine severity of infraction and/or pattern of behavior that would compromise the integrity of the leadership position. May be asked for ex-planation for infractions more than 1 year old existing in Judicial records.
F. Submit for verification a minimum of 15 hours of community service.

G. Submit two (2) Letters of Recommendation (one from a faculty and one from a staff member of the University).

H. Resume.

Section 4. Elections for officers of the Student Government shall be held annually at least one month prior to the ending to the second semester. The exact date will be decided upon by the Vice President for Enrollment Management and Student Development or designee. The newly elected officers shall assume duties after installation and serve out the remaining part of the semester.

Section 5. Voting shall be by secret ballot. Each voter shall cast only one vote for each vacancy to be filled. A plurality of the votes for any given vacancy shall suffice for election.

Section 6. In the case of a tie, a public coin toss will be held to determine the winner (per Florida State Statute). A representative from the Volusia County Board of Elections will toss the coin. The result of the coin toss will be final.

Section 7. All elections shall be administered by a Student Electoral Commission (SEC), including all Special Elections.

MEETINGS

Article IX.

Section 1. The SGA holds a regular meeting of the Student Body at least once a month on dates which shall be determined at the beginning of each fall semester. The Executive Board shall meet once weekly throughout the year.

Section 2. Special meetings may be called by the SGA President at any time he/she may deem it necessary.

Section 3. All Student Body and Special meetings shall be posted at least 24 hours before they are scheduled.

INITIATIVE

Article X.

Section 1. A petition signed by two-thirds of the members of the Student Body Shall make it mandatory for the SGA to take action upon any matter within its jurisdiction, such action to be taken within ten business days after the petition, properly signed, has been submitted to the President of the Student Government Association.

REFERENDUM

Article XI.

Section 1. Any action taken by the Student Government Association under this constitution shall be accepted by the Student Body except as hereinafter provided.

Section 2. A two-thirds vote of the members of the Student Body shall be necessary to reverse a decision of the SGA.

RECALL

Article XII.

Section 1. Receipt of a written petition for the recall of any officer or member of the Student Government signed by two-thirds of the Student Body and stating the specific grounds upon which removal is demanded, shall make it mandatory upon the special elections committee to provide balloting within ten days of the receipt of the petition by the Vice President for Enrollment Management and Student Development.

Section 2. A two-thirds vote of the Student Body shall be necessary to affect the recall of any member of the Student Government Association.
STANDING COMMITTEE

Article XIII.

Standing Committees are named to function throughout the year. These committees are given responsibilities to further various departments or projects.

The chairmen of these committees are SGA officers and all committees are to function under the authority of the SGA. The SGA requires that minutes of committee meetings be turned in to the SGA office after every meeting.

The following is a list of the officers and their duties, to be selected by the committee members:

1. Chairman - Presiding officer, to open the session at the time at which the assembly is to meet; to announce the business of the assembly; to state and put to vote all questions which are regularly moved and to announce the results of the vote.

2. Vice Chairman - In the absence of the chairman, presides and performs the duties of chairman.

3. Treasurer - Keeps all monetary records of the committee. Turns over all funds collected by the committee to the Executive Treasurer.

According to the size and function of the committee, additional officers may be added. All decisions approved by standing committees must be brought before the SGA Full Board for final approval.

It is recommended that standing committees hold regular meetings at a time convenient to all members and a report of every function sponsored by the committee be submitted to the SGA for open examination by its members or any interested Student.

In large committees, it is recommended that all members have some type of job. If the committee is too large for this, the jobs may be rotated among the non-officers so that each member will have made some contribution. Committees themselves will handle no funds. All funds are to be taken from SGA account for the functioning of the committee.

Approval from the Executive Board is required before any funds may be withdrawn and all money that is in excess after a committee sponsored function, should be turned in to the Executive Treasurer. President of the SGA is a member of all standing committees.

FINANCIAL OPERATIONS AND OBLIGATIONS

Article XIV.

Section 1. General

Student Government routinely (after Executive Board approval) does the following:

A. Sends flowers to parents of students who die during the school term.
B. Pays telephone bills and purchases needed supplies.
C. Contacts agents and receives prices and available dates for concert artists, lecturers and other cultural performers.
D. Provides transportation, escorts and chaperones for Miss B-CU and her court to all home games and selected road trips.
E. Provides float for Miss B-CU in the annual homecoming game and/or parade.
F. Purchases trophies and other awards for intramurals during the school term and the summer session.
G. Has a quarterly audit of SGA finances.

Section 2. Student Body Approval

Student Government does the following only after approval of the Student Body at a Student Body meeting.

A. Allocates funds to campus organizations over $999.99.
B. Plans activities for the Homecoming week.
C. Makes contribution to any outside organizations.
AMENDMENTS
Article XV.

Section 1. This Constitution may be amended by an affirmative vote of two-thirds members of the SGA and by a two-thirds vote of the members of the Student Body at a special election held for that purpose.

Section 2. A proposed amendment to this constitution must be submitted in writing at a regular meeting of the SGA. It shall be read and tabled to be voted on at the next regular meeting of the Executive Board of SGA.

RATIFICATION
Article XVI.

Section 1. This constitution shall go into effect and be deemed ratified immediately upon receiving the affirmation vote of the Administrative Cabinet of Bethune-Cookman University and the Student Body.

Section 2. The life of the Association shall be terminated whenever the Administrative Cabinet and three-fourths of the Student Body resolves, by means of the formal vote, that it continuance would be contrary to the best interests of the institution.

BY-LAWS
1. Two unexcused absences during any one semester on the part of any member of the Executive Board from the regular meeting of the council shall automatically terminate this membership.

2. Robert’s Rule of Order shall be the authority on parliamentary usage.

3. Student membership in the various University classes shall be based on University credit hours as DETERMINED BY THE OFFICE OF THE REGISTRAR.

SUMMER STEERING COMMITTEE
The Summer Steering Committee is the student governing body during summer sessions. This group provides leadership for the student body in the absence of elected SGA officials. The committee is headed by the ranking officer of SGA in attendance at summer school. If no such officer is in attendance, an open election shall be held to decide who will chair the committee. The term of office for such elected officers shall expire at the end of the summer term. The primary function of the steering committee is to provide entertainment and recreation for the University family.

MISS AND MR. BETHUNE-COOKMAN UNIVERSITY
Requirements and Duties
1. Miss Bethune-Cookman University is elected by the Student Body during the SGA elections.
   a. Candidates for Miss B-CU must possess a cumulative grade point average of 2.8 or higher
   b. Have no disciplinary infractions.
   c. She is a member of the Elected Board of the SGA (see Officers and Duties) and is expected to speak at events as designated by the President of the University.
   d. She serves as a Goodwill Ambassador to the University, and her conduct on and off campus must be exemplary.
   e. Miss B-CU will also serve as the co-chairperson of the Royal Court along with Mr. B-CU.
   f. Must initiate and maintain a community service project throughout her reign.

2. Mr. Bethune-Cookman University is elected by the Student Body during the SGA elections.
   a. Candidates for Mr. B-CU must possess a cumulative grade point average of 2.8 or higher
   b. Have no disciplinary infractions.
   c. He is a member of the Elected Board of the SGA (see Officers and Duties) and is expected to speak at events as designated by the President of the University.
d. He serves as a Goodwill Ambassador to the University, and his conduct on and off campus must be exemplary.

e. Mr. B-CU shall also serve as a co-chairperson of the Royal Court.

f. Must initiate and maintain a community service project throughout his reign.

3. Should Miss or Mr. B-CU for any reason become unable to serve, he/she shall notify the Vice President for Enrollment Management and Student Development. The first runner-up in the Spring Election directly preceding the inauguration of the current Mr. and Miss B-CU shall fill the vacancy.

Provisions

The Student Government Association provides for Mr. and Miss B-CU a $10,000 budget (to be used for their Coronation and any planned trips), the Royal Courts participation in the annual Florida Classic (events attended and funding will be at the discretion of the current SGA Board and their advisor), transportation, lodging, and per diem for two (2) selected away games, and a limited wardrobe allotment of $1,500 each (funding will be at the discretion of the current Royal advisor.)

The Royal Court

The Royal Court shall be comprised of Miss and Mr. Bethune Cookman University, the four (4) class queens, and the four (4) class kings. The duties and responsibilities of the Class Queens and Kings are outlined below:

Class Queens

The Freshman, Sophomore, Junior, Senior Class Queens shall fulfill these specified duties and powers:

a. Attend all regularly scheduled class meetings, sporting events, seminars, workshops, pep rallies, lectures, school sponsored events and willing to accept responsibility for any duties or activities that are assigned by SGA/University including but not limited to committee reports, projects, community service, fund raisers, speaking engagements, leadership conferences, meetings, shopping trips & etc.

b. Must maintain 2.8 GPA and in good standing with the University and accountable for actions while representing the University.

c. Assist Mr. and Miss B-CU with the Coronation planning, attend rehearsals & practices.

d. Assist Mr. and Miss B-CU with Mr. & Miss Homecoming Pageant, attend rehearsals & practices

e. Assist Miss B-CU in the actualization of her platform.

f. Perform duties assigned by the University/SGA, Vice President of EM & SD & advisors.

Class Kings

The Freshman, Sophomore, Junior, Senior Class Kings shall fulfill these specified duties and powers:

a. Attend all regularly scheduled class meetings, sporting events, seminars, workshops, pep rallies, lectures, school sponsored events and willing to accept responsibility for any duties or activities that are assigned by SGA/University including but not limited to committee reports, projects, community service, fund raisers, speaking engagements, leadership conferences, meetings, shopping trips & etc.

b. Must maintain 2.8 GPA and in good standing with the University and accountable for actions while representing the University.

c. Assist Mr. and Miss B-CU with the Coronation planning, attend rehearsals & practices.

d. Assist Mr. and Miss B-CU with Mr. & Miss Homecoming Pageant, attend rehearsals & practices

e. Assist Mr. B-CU in the actualization of his platform.

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

THE OBJECTIVES OF THE STUDENT ACTIVITIES BOARD ARE:

i. To provide educated and interactive entertainment for the Bethune Cookman University student and alumni community.

ii. To give students a voice to shape their college experience.

iii. To expand the cultural and global awareness of Bethune-Cookman University through diverse programming.

iv. To provide events that is at the lowest cost or free to the campus.

v. To create a more positive campus environment through event programming.

vi. To provide an outlet for organizations to co-sponsor and collaborate events.

vii. To balance the quantity and quality of events in such a way that enhances the student experience.

viii. To enhance student life for the Bethune-Cookman University campus in hopes of increasing the school’s retention rates.

ix. 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.

MEMBERSHIP
Executive Board membership is open to any full-time or part-time student at Bethune-Cookman University who is in good academic standing and must maintain a 2.6 grade point average.

THE SENATE
The Bethune-Cookman University Senate serves as the judicial liaison between the University administration and the student body. Senate members serve on the Administrative Panel and the Disciplinary Review Committee. The Senate serves as peer educators on the Student Code of Conduct and helps foster student development academically, socially, spiritually and personally. The Senate consists of seven females and seven males. The elected officer positions are as follows: President, Vice-President, Secretary, Chaplain, and Sergeant-at-Arms. Senators are elected during the general election held in the spring semester, and all other members are appointed by the elected officers through an interview process. Any student who wishes to run for President must have served at least one semester on the Senate prior to election. The Director of Student Conduct and Associate Vice-President and Dean of Students serve as the advisors to the Senate.

HONDA CAMPUS ALL-STAR CHALLENGE
The Honda Campus All-Star Challenge (HCASC) is a jeopardy-type question and answer academic competition for America’s Historically Black Colleges and Universities. Game questions cover a broad variety of topics from history, literature, the sciences, religion, geography, the arts, current events, African American history and other subjects. To participate, registration is made through the Office of Student Leadership and Activities.

INTRAMURAL AND RECREATIONAL PROGRAMS
The Office Intramural and Recreational Programs (OIRP) offer a variety of programs and services for faculty, staff and students. These programs promote a healthy and active lifestyle. Participation allows for personal growth and development. Students must have a 2.0 GPA or better in order to participate.
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

MISSION STATEMENT AND GENDER AND DIVERSITY STATEMENT

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

The University revised the Bethune-Cookman University Mission and it was approved by the Board of Trustees (BOT), March 2008. The above listed Intercollegiate Athletic Mission Statement was revised to be consistent with the University status and is included as an Action Item for BOT approval at its October 2010 meeting.

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

GOVERNING BODIES
The University’s intercollegiate sports are affiliated with the following governing bodies:
Conference - MEAC (Mid-Eastern Athletic Conference)
National - NCAA (National Collegiate Athletic Association)
All varsity programs for men and women are in Division I, and football competes in the Football Championship Subdivision of the NCAA Division I. Each of these organizations publishes regulations with which Bethune-Cookman University must comply. It is the responsibility of each coach, assistant coach and staff to become familiar with and comply with all such regulations.

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

- Football
- Volleyball
- Men’s Basketball
- Women’s Basketball
- Baseball
- Men’s Tennis
- Women’s Tennis
- Men’s Outdoor Track
- Women’s Indoor Track
- Men’s Cross Country
- Women’s Outdoor Track
- Men’s Indoor Track
- Women’s Cross Country
- Men’s Golf
- Softball
- Men’s Tennis
- Women’s Golf
- Women’s Bowling

THE CENTER FOR RELIGIOUS ACTIVITIES
Bethune-Cookman University is a very special place. Our faculty, staff and students come from various faith traditions; from all stages of life, and from all over the world. We are local and we are global. While we are affiliated with The United Methodist Church, B-CU serves all faith groups and denominations through the Center for Religious Activities.
The Office of the University Chaplain is open to all who have need for spiritual counseling and guidance. Regardless of race, culture, religion, sexual orientation, socioeconomic status, gender, or ability, you are welcome here. Whether or not you hail from a religious or faith tradition, you are welcome here.

Both the study and the practice of religion at Bethune-Cookman University are integral parts of the curriculum and related experiences. The Religious Life Fellowship consists of representatives from the faculty/staff and students, whose responsibility it is to coordinate the religious life program of the University under the leadership of the University Chaplain.

The work of the Chaplain centers around five distinct areas: 1. Cultivating hospitality; 2. Shaping spiritual formation; 3. Offering care and counsel; 4. Engaging in biblical and theological exploration of vocation; 5. Working on social justice issues in the community.

This organization was founded in 1965 and has serviced to strengthen the commitment of Bethune-Cookman University to Christian principles. However, the very makeup of this organization is to be ecumenical in nature, with persons representing a variety of Christian denominations and faiths.

Our religious program is varied in approach and outreach. Some of the activities include Religious (Spiritual) Life Fellowship Week (one per semester), Weekly Bible studies; Annual Spiritual Awareness Outreach Celebrations, Midweek Prayer Services; Outdoor Celebration Services; Spiritual Awareness Sessions in the Residence Halls; Annual Service of Thanksgiving and Holy Communion; Service of Consecration; Hour of Prayer; Fellowship of Christian Athletes; Alpha Nu Omega; Delta Psi Epsilon Christian Sorority, Inc; F.A.I.T.H. and the Justice Coalition; Worship Wednesday; Weekly Bible Studies; Book Reviews; Volunteer Service Projects; The B-CU Prayer Room (School of Nursing); and Prayer Boxes (18) around campus.

STUDENT HEALTH SERVICES

Academic success is dependent upon optimal physical, emotional and spiritual health. All currently enrolled students are eligible for on-site evaluation and treatment. The mission of Student Health Services is to:

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

Students with any chronic illnesses, that may have any special needs, please contact Student Health Services prior to registration. This will assist us in developing a plan of care specific to your needs, medically, academically and spiritually. It is our hope that your transition to B-CU is a positive experience.

CONFIDENTIALITY

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

MEDICAL RECORD/HEALTH HISTORY

It is recommended that a completed medical record be on file for all students prior to registration.

IMMUNIZATIONS

Although vaccines are no longer required for admission to colleges/universities, we do need to have a copy of your immunization record for our files.

MMR, Measles, Mumps and Rubella vaccines are not required by law for admission to colleges/universities. No Statutory requirement.

Hepatitis B and meningococcal vaccines are recommended, but are NOT required by law. Students may decline all vaccines. FS 1006.69 section (1).
Postsecondary institutions (colleges/universities) are required by law to provide information about the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and known contraindications of these recommended vaccines, however these vaccines are not admissions requirements. FS 1006.69 (1). There are copies available in Student Health Services and they will also be provided by Student Health Services at registration.

Effective January 2012, Florida law no longer requires documented proof of receipt of immunizations for Meningococcal meningitis and the Hepatitis B series prior to entrance into residential housing. University students, particularly freshmen residing on campus must receive the Meningitis and Hepatitis B vaccines, or submit a waiver declining immunization, after receiving detailed information concerning risk. Laboratory evidence of immunity to disease is also acceptable.

**Meningococcal Meningitis** is a severe, but rare form of bacterial meningitis. If not treated early, meningitis can lead to swelling of the fluid surrounding the brain and spinal column. Cases of meningitis among teens and young adults 15 to 24 have more than doubled since 1991 with a six-fold increase for freshmen living in residence halls. Between 100 and 125 students will die and the survivors may experience permanent disabilities, such as hearing loss, brain damage, seizures and limb amputation. The American College Health Association and the Centers for Disease Control and Prevention recommend students be educated and receive the vaccination. Freshmen living in residence hall, exposure to cigarette smoke, bar patronage and excessive alcohol consumption may further increase the risk of infection.

**Hepatitis B**, a serious viral liver infection, prevalent worldwide, can lead to chronic liver disease, cancer and death. Anyone who comes in contact with the blood or other body fluids (semen, vaginal fluids and saliva) of an infected person is at risk for this disease. There is no cure for the disease, but infection can be prevented by vaccination. Florida schools require this vaccination series prior to students entering 7th grade. The U.S. Centers for Disease Control and Prevention recommend vaccination of everyone 18 years of age and under, as well as other students at high risk for Hepatitis B. The highest rate of Hepatitis B cases occur in young adults. Crowded living situations, unprotected sex, non-sterile body piercing and tattoos, sharing needles, toothbrushes, razors and pierced earrings, and travel abroad to countries where Hepatitis B is common, can increase the risk for University students.

**TUBERCULOSIS SCREENING**

International Students from high risk countries are required to provide documentation of a Mantoux tuberculosis skin test done within the past year. Students will be advised of necessity for this test. A positive Mantoux skin test will require follow-up Chest X-ray.

**HEALTH INSURANCE**

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

**CLASS ABSENCES**

Student Health Services does NOT provide excuses for classes. Students are responsible for discussing absences or missed assignments with faculty. Verification of visits to Health Services or outside providers is available at student’s request.

**DEPARTMENT OF PUBLIC SAFETY**

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

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

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

**EMERGENCY NOTIFICATION**

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

We are asking students to sign up for this notification system as soon as possible. The system is free of charge and registration only takes a few minutes. Please go to http://www.cookman.edu/campuslife/student_services/alerts.htm or to the Bethune-Cookman University webpage and click on “Campus Alerts” at the bottom of the page.

**FIRES**

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

**SHOOTING INCIDENTS ON CAMPUS**

No one within the university community, except Public Service Officers, pursuant to authorization of the university president, shall have in their possession a rifle, shotgun, firearm or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or grounds of a campus.

In the event there is an active shooting incident on campus, you can do the following depending on the situation.

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

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

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

- Number of shooters if known
- Identification or description of shooter(s)
- Your name, location of the incident
- Direction of travel if known, number and location of victims
- If you are unable to safely leave the area:
- Go to the nearest classroom or office.
- Close and lock the door if possible. Use rooms without windows.
- Stay away from doors and windows, and stay low to the ground as possible.
- DO NOT answer the door unless an “all clear announcement” has been made by Public Service officers or emergency personnel.
If you are caught in an open area:
- If you can run, do not run in a straight line. Try to keep objects between you and the shooter.
- If you cannot run, take cover and try to hide in a well hidden space.
- Fighting back is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the suspect and you are unable to fight back, obey all commands and do not look the intruder in the eye.
- If you are taken hostage, remain calm and avoid drastic action.
- Know or be assured that help is being summoned by public safety personnel once the situation has been learned.

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

Hurricane/Tropical Storm Alert- Hurricane/Tropical storm conditions are possible in the campus area, usually, within 72hrs.
Hurricane/Tropical Storm Watch- Hurricane/Tropical storm conditions are possible in the campus area, usually within 36hrs.
Hurricane/Tropical Storm Warning- Hurricane/Tropical storm conditions are expected in the campus area, usually with 24 hrs.

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

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

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

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

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

To help prevent theft:
1. Your property must be locked or kept under a watchful eye at all times.
2. Report any strangers in buildings and on campus to the Department of Public Safety.
3. Keep an inventory and personalize all your belonging as much as possible.
Bethune-Cookman University is not responsible for any lost or stolen property and strongly encourages each student to obtain renters insurance or check to see if they are covered under their parent/guardian homeowner’s policy. Remember to report any stolen or lost property immediately to the Department of Public Safety.

**TRAFFIC/PARKING APPEALS**

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

1. It was not me who improperly parked the vehicle.
2. I never received a copy of the ticket.
3. I just parked there for a minute.
4. There was nowhere else to park.
5. I was late for class.
6. I was sick.
7. I didn’t have the money to buy a decal.

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

**SEARCH AND SEIZURE POLICY**

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

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

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

**ANTI-NOISE ORDINANCE**

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

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

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

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

Musical devices of all types are banned inside classrooms, and other academic settings unless permission is granted for instructional purposes.

Loud noises in parking lots, including music emanating from sound systems in automobiles, are strictly prohibited.
Inside residence halls, stereo systems, radios, televisions, CDs, DVDs and tape players are to be played at levels to entertain persons within the room, and not outside of that range. In order to enforce the noise regulations, the University is prepared to confiscate sound equipment from persons who violate them. Within the residence facilities, warnings will be issued and fines assessed, prior to confiscation. The University reserves the right to hold confiscated items until the end of the academic year.

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

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

**DINING HALL AND WOW STATION 1904 REGULATIONS**

All students must have Meal Cards at each meal or pay for each meal until the card is purchased. Each student is required to keep this card until new ones are purchased.

**Dining Hall Meal Hours**

**Monday through Friday**
- BREAKFAST: 7:00 am – 9:00 am
- LITE BREAKFAST: 9:00 am – 10:30 am
- LUNCH: 11:30 am – 2:00 pm
- LITE LUNCH: 2:00 pm – 3:00 pm
- DINNER: 4:30 pm – 8:00 pm

**Weekends**
- Saturday / Holidays
  - BRUNCH: 11:30 am – 1:30 pm
  - DINNER: 4:30 pm – 6:30 pm

- **Sunday**
  - BRUNCH: 11:30 am – 2:00 pm
  - DINNER: 4:30 pm – 7:00 pm

**WOW Station 1904 in the CCE**
- Monday through Friday: 11:00 am – 12:00 am midnight
- Saturday: 11:00 am - 12:00 am midnight
- Sunday: 4:00 pm - 12:00 am midnight

**We Proudly Brew Starbucks Cafe**
- Monday through Friday: 7:00 am – 7:00 pm

(Holidays will be posted and sent via email as they come up.)

**Dress**

The dining hall staff and the administration of Bethune-Cookman University reserve the right to set standards of dress for the dining hall. Men are required to wear shirts that cover the body (tank top and undershirts are not acceptable). Women are to wear clothing items that do not reveal the navel/abdominal area, or other parts that respectable women cover at all times. Shoes are to be worn in the dining hall at all times. Sunday meals have a higher level of expectations regarding dress. Students are encouraged to dress as they would to attend church services or Sunday School. Hats and other head coverings are not to be worn in the dining hall.
Decorum
Proper decorum is expected in the Dining Hall at all times. Smoking and loud talking are prohibited. Students are asked to respect the rights of others by not cutting the line in front of a fellow student. A warning is given on the first offense; upon three such warnings, administrative action will be taken, and may result in a fine or suspension. Each student is asked to remove paper, glasses and napkins along with the trays when the meal is finished. Only students who work in the Dining Hall are allowed in the kitchen or behind the dining hall counter. Salt shakers, vinegar cruets, dishes, silver, etc., are not to be removed from the Dining Hall without permission of the Manager of Dining Services. Students who consistently leave trays, create unusual amounts of noise, use obscene or profane language, steal from the dining hall, or take part in other disruptive acts will be referred to the administration for disciplinary action, which may result in fine or suspension.

Group Meals
Groups and organizations who wish to be seated together at a meal must request permission from the Resident District Manager 48 hours before the meal is to be served. The Dining Hall offers catering services to student organizations for special functions, and use of the Dining Hall must be approved by the Manager of Dining Services and the Vice President for Enrollment Management & Student Development. Charges will be made for the services performed and there will be no deductions because the organization is affiliated with the University.

General Regulations
Lost and found articles are reported to the Dining Hall Supervisor. The articles will be disposed of within 10 days. The Dining Hall is not responsible for the safety of such articles in case of fire, theft or damage. Suggestions concerning policies, regulations and operation of the Dining Hall should be referred to the Food Service Committee.

BOOKSTORE
The University Bookstore is operated by the Follett Higher Education Group. The BCU Bookstore is located in the Michael & Libby Johnson Center for Civic Engagement on International Speedway Blvd. Hours of operation are: Mon. - Thurs. 9:00 am - 5:00 pm, Fri. 9:00 am - 4:00 pm and Closed on weekends. Extended hours are at the beginning of Fall & Spring semesters and also for various campus events throughout the year (signs will be posted). The campus bookstore has a variety of merchandise for your shopping experience, including textbooks, school supplies, general reading books, magazines, software & computer accessories, laptops, as well as imprinted B-CU clothing and gift items. You may also shop online at www.bcu.bkstr.com feel free to call the Bookstore for further information at (386) 481-2145.
WILDCAT STUDENT CENTER
The Wildcat Student Center is housed in the Center for Civic Engagement building located at 740 West International Speedway Boulevard. The center has a lounge, game room and exercise room. The lounge and game room has the state of the art equipment consisting of four 25’ flat screen television, with DVD/surround sound and ten portable laptop computers. Laptops, Band Hero, Dance Dance Revolution and Wii Sports. The exercise center is fully equipped with treadmills, stationary bikes, weights and other equipment. For your convenience, the center has showers for your use after a strenuous workout. Lockers are provided for your personals items however; locks must be provided by each individual.

PERFORMING ARTS CENTER
The Performing Arts Center’s auditorium is the University’s primary venue for theatrical performances and major campus events such as the President’s Assembly and Convocation. Upon approval, the auditorium may also be used for student events, lecture series, and recitals. Theatrical performances are open to the public at a charge, and are available to students at a special rate. Tickets can be purchased at the Center’s Ticket Office, the campus Cashier’s office or Ticketmaster. For information on student discounts and opportunities for selected performances at no charge, please contact the Performing Arts Center’s Operations Manager or the Office of the Vice President for Enrollment Management and Student Development.

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

RESIDENCE LIFE
HOUSING
ON-CAMPUS HOUSING
Bethune-Cookman University provides residential facilities for those wishing to live on campus. We currently provide on-campus housing to comfortably accommodate 1,900 students, available on a first-come, first-served basis. Housing is supervised by the Director of Residence Life. Each hall has a Residence Life Coordinator, Assistant Residence Life Coordinator and Resident Assistants to provide direct service to residents.

Bethune-Cookman University Residence Life staff will make every effort to accommodate those students wishing to reside in on-campus housing. Therefore, all campus housing will be based on a first-come, first-served basis. Students may reserve a room by submitting a non-refundable $200 processing fee to the Cashier’s Office. Returning students will have the opportunity to participate in the Online Room Selection process during the spring semester for the upcoming academic year. Students will be placed on a waiting list pending cleared balances and room availability if all rooms have been selected during room selection. Students who do not participate in the room selection process and have paid their $200 fee will also be placed on the waitlist. This non-refundable processing fee will be assessed annually.

Persons who apply after all spaces have been depleted will be informed that on-campus housing is not available. Students and parents will be responsible for obtaining off-campus housing and making all legal and financial arrangements with landlords or real estate agencies. The University assumes no responsibility for payment of rent or lease agreements.

Contracts and Applications
Applications are issued to any student wishing to live on campus. Freshman students are required to live on campus based on space availability. All students granted housing must complete housing contracts, renewable annually. Contracts must be accompanied by a non-refundable $200 room reservation fee.
Rules and Regulations

For the purpose of this publication, a “resident” shall mean any student assigned to housing by the Department of Residence Life or other designated University officials. Resident students are governed by the provisions of the Student Handbook and the housing contract. Violations of the housing rules, University policies, or federal, state or local laws are considered violations of the housing contract and may result in cancellation of the agreement and removal from the residence.

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

Parent Permission Form will be kept in student file in his/her respective residence hall. Freshmen are to follow instructions on the form for signing out of the hall.

Overnight checkout is a privilege the University affords residential students on the weekends (Fridays and Saturdays). Fees/charges will be assessed each student for damages incurred to room furniture, doors and walls. Furniture should not be moved from one room to another. Students who do so are subject to disciplinary actions. Other fees, such as a $1.00 lock-out fee for card locks and $5.00 code change fee, will be assessed when students require residence life staff to open doors when they have been locked out or have given their codes out illegally.

Common Areas/Guests

All residence halls have student rooms and lounges. With the right of access to these areas goes the responsibility to adhere to residence life standards in their use. Students who use the facilities are responsible for the condition in which they are left. Students who move furniture from these areas are subject to disciplinary actions. Students are responsible for their guest(s).

All residential visitations by non-residential persons must be registered at the Residence Life Coordinator’s office. Students who are found to have non-Bethune-Cookman University students in their rooms without clearance from the Coordinator/Assistant Coordinator will be subject to discipline.

*Identification should be shown by all visitors entering the residence halls.

Illegal Visitation - At no time, or under any conditions, should students enter the living quarters of the opposite sex in unauthorized buildings. Use of buildings for unauthorized purposes/activities is prohibited and can result in dismissal. Co-ed Visitation is only allowed in select buildings (contact Residence Life Office for approved listing).

Emergencies - Any accident, illness or emergencies should be reported to the Coordinator/Assistant Coordinator, Student Health Center, Department of Public Safety, Director of Residence Life or Associate Vice President/Dean of Students.

Noise Levels are to be kept to a minimum (see Anti-Noise Ordinance).

Side Doors of halls are NOT to be used after 6:00 pm. Students are not to place objects inside doors. Persons who are found propping doors to keep them open shall be subject to disciplinary actions and $250 fine.

Smoking and Alcoholic Beverages are prohibited in residence halls. Pets are not allowed in residence halls. Animals are not to be kept by persons housed on campus. Firearms, Weapons, Fighting and Drugs are forbidden in residence halls and on campus (See Prohibited Behaviors and Zero Tolerance Policy). Violations may result in immediate dismissal from school.

Refer to the housing contract for other rules and regulations.

Room Assignments

Room assignments are made on a first-come, first-served basis. Due to limited space, account balances must be cleared by June 30th for the fall semester and November 15th for the spring semester to be eligible for residential assignment.
RESIDENCE HALL LIFE

Resident students are under the supervision of the residence hall staff. Rules governing residential life are provided in the Student Handbook, posted in residential halls & available online.

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

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

SCHOLARSHIP HOUSES

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

LEADERSHIP HOUSES

The University’s Leadership Houses is home for students who have a special interest in advancing their personal leadership skills. The residents have the opportunity to live together as a team and have a shared responsibility in helping themselves and others acquire leadership skills proven to be effective in the real world. Housing is supervised by the Director of Housing and the Alternative Housing Coordinator. The criteria for residents and operations are as follows:

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

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

The residence hall Rules and Regulations outlined above apply to the scholarship houses.

OFF-CAMPUS HOUSING

Freshman students are required to live on campus except for the following:

• Married students
• Residents of Daytona Beach who live with their parents
• On-campus housing is unavailable.

Bethune-Cookman University will assume no responsibility for any off-campus student housing. Listings of apartment complexes and some private homes in the vicinity are available in the Office of Residence Life. Students and parents are responsible for securing off-campus facilities and making all legal and financial arrangements with landlords or real estate agencies.
NON-TRADITIONAL STUDENT-ATHLETE HOUSING POLICY
This policy has been developed with the input of the Office of Student Affairs and the Department of Intercollegiate Athletics at Bethune-Cookman University. The awarding and assignment of non-traditional housing is a privilege and is based on a variety of factors including cost to the university as well as a case by case evaluation of the maturity, marital, life as well as family status of the student-athlete. The university and its department of intercollegiate athletics in conjunction with the Office of Student Affairs reserve the right to cancel, and/or modify this program as seen fit by the administration.
This case by case process is as follows:
1. Non-traditional students (including graduate and or graduate assistants or married students) are recommended by their respective head coach for consideration of non-traditional housing.
2. The Director of Compliance will meet with the head coach and student-athlete to determine the merits of the case and forward the recommendation to the Office of Residence Life for housing assignments.
3. The Office of Financial Aid, Student Accounts and Registrar are made aware of the non-traditional students placed in housing.
4. The students selected are required to complete a housing contract application at the assigned housing complex.
5. Once the housing contract is approved and communicated to the university, the fees are guaranteed by the university and paid to the complex on behalf of the student.
6. The students are not allowed to circumvent, modify or terminate this arrangement without the expressed written approval of the Director of Housing, the Director of Compliance and the respective head coach.
7. Because the university is guaranteeing the fees for the off-campus housing, the students must adhere to the code of conduct, student handbook and housing contract.
8. If a student withdraws from the university or is suspended or released from scholarship, the housing arrangement will cease at the point of the change in student status and the guaranteed rental payments will be discontinued. Students will be required to vacate the residence halls twenty four (24) hours after a decision is made.

RENTER’S INSURANCE
Bethune-Cookman University is not responsible for the damage or theft of personal items. All students are encouraged to purchase renters insurance. This insurance will assist in replacing lost and/or stolen items.

STANDARDS OF STUDENT CONDUCT

STUDENT CONDUCT

Introduction
Bethune-Cookman University seeks to safeguard the integrity of all students. It is expected that individual students will refrain from participating in acts which are considered inappropriate. Students are subject to disciplinary action who persist in violating any of the privileges, standards, and policies of the University; who are consistently delinquent in academic responsibility; and/or who continuously neglect their financial obligations; or who embarrass the University in any manner. The University reserves the right to dismiss a student for unbecoming social behavior. The possession of firearms, weapons and narcotics by Bethune-Cookman University students are strictly forbidden and are grounds for immediate dismissal.

The University reserves the right to notify civil authorities whenever a student is guilty of, or charged with, violation(s) of civil law. The University also reserves the right to dismiss said student if arrested and while charges are pending. Student may apply for readmission upon being cleared of all charges.
The Board of Trustees has given authority to the administration of the University to formulate policies and methods to insure the welfare of all students, faculty and staff. These measures extend likewise to the preservation of the physical plant. Variations in behavior may be expected in a large group; however, every student is responsible for understanding and acting in accordance with established regulations. Any conduct or behavior which is in violation of the University Catalog, Student Handbook, city, county, state or federal ordinances, statutes or laws, or any act which, in the sole judgment of the administration, is considered detrimental to the safety and welfare of the campus community or which tends to bring disgrace or discredit upon Bethune-Cookman University, may be considered to be “misconduct”.

University enrollment does not give students any greater legal rights or protection from the laws of the land than any other non-enrolled citizen, nor does it clothe them with any special immunity from prosecution by civil or criminal law enforcement agencies. The University reserves the right to conduct administrative or disciplinary proceedings against a student while criminal charges arising from the same incident are pending.

In short, the University does not condone or knowingly disregard any student violations of campus, city, state or federal laws. The University welcomes reports from anyone on or off campus who has personal knowledge of a student offense or a complaint concerning student misconduct. Complaints will not go unheeded, nor will any student go unpunished if found guilty of an offense.

**Zero Tolerance**

Criminal violations (the violation of any local, state, or federal law), will not be tolerated and Bethune-Cookman University cooperates with law enforcement. Any arrest for a felony may result in immediate suspension. In addition, the Zero Tolerance Policy now reads that, “B-CU has a Zero Tolerance Policy regarding the possession or use of weapons, the improper use of controlled substances, and fighting (a physical conflict between two or more individuals). Pending investigation, persons involved in either of these activities may be immediately suspended or expelled from school. This policy will be strictly enforced and does apply to on or off-campus behavior.

**Definitions**

*Administrative Dismissal*

The Vice President for Enrollment Management and Student Development reserves the right to suspend a student without a hearing where the student presents a threat to himself, others or campus property. The Vice President may also render temporary suspension pending the outcome of a criminal case. Emergency Disciplinary Hearings may convene when deemed appropriate.

*Disciplinary Hearings*

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

*Disciplinary Review Committee*

The Disciplinary Review Committee is appointed for the purpose of hearing appeal from the Administrative Panel. The Associate VP /Dean of Students or his/her designee, upon receipt or request for appeal, will convene committee for review.

*Emergency Disciplinary Hearings*

The Vice President of Enrollment Management and Student Development reserves the right to convene disciplinary hearings when deemed appropriate, upon written notification to the accused student. Emergency disciplinary hearings for determining temporary suspensions may be convened upon less than 48 hours notice, where the accused student presents a threat to himself, others or campus property. An accused student may be notified orally or in writing of an emergency disciplinary hearing. If a student presents a danger to him/herself, others or campus property, he or she may be temporarily suspended and removed from campus while awaiting a full disciplinary hearing.
Hearing Officers/Administrative Hearing Panel

The Office of Enrollment Management and Student Development shall designate a pool of Hearing Officers (Administrative Panel), for the purpose of conducting individual student disciplinary hearings, which shall be comprised of faculty, staff, members of the Administration, security and student senators. It is the duty of the Chief Student Conduct Officer to inform a student of charges against him/her and to make certain the student is aware of his/her rights and privileges before, during and after the hearing, as set forth in this policy. The Administrative Panel shall have the authority to suspend or expel students.

Procedures for Disciplinary Hearings

Notification of Hearing/Rights and Responsibilities

As set forth above in the definitions of administrative and disciplinary hearings, the University administration will convene administrative hearings when deemed appropriate in order to address violations of the Code of Conduct or other stated University policies or regulations. Disciplinary hearings may take place upon 24 hours of written notice.

In an emergency situation, where the accused student presents a danger to himself, others or campus property, Disciplinary hearings may be held as soon as oral or written notice has been given to the accused student by the Office of Student Conduct or Enrollment Management and Student Development.

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

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

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

Procedure for Conducting Disciplinary Hearings

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

- The right to testify on his or her own behalf;
- The right to be represented by a representative of his or her choice, provided that the representative must be a member of the faculty/staff or student body of Bethune-Cookman University;
- The right to present evidence and call witnesses on his or her behalf;
- The right to question witnesses who testify against him/her, in a polite manner, regulated by the Chief Student Conduct Officer.

In all cases referred to a designated Hearing Officer for disciplinary action, the Complainant shall have the following rights:

- The right to be represented by a representative of his or her choice, provided that the representative must be a member of the faculty/staff or student body of Bethune-Cookman University;
- In all cases referred to a designated Hearing Officer for disciplinary action, the following rules shall apply:
  - The hearing shall be tape-recorded; such tape-recordings shall be maintained for five years;
  - Disciplinary hearings shall be closed to the public (including parents, guardians and attorneys).
  - Only the accused, the Complainant, their representatives, and the Panel may be present;
  - Witnesses may only be present while testifying;
  - All witnesses must be instructed by the Hearing Officer to give truthful and accurate testimony;
  - In reaching its decision, the Panel shall use a preponderance of the evidence standard. This means that the evidence supports that is it more likely than not that the given conduct occurred. The Panel shall not use the clear and convincing evidence standard of beyond a reasonable doubt.
  - The Panel may question any witness.
  - Hearsay evidence may be admitted where it is both relevant and trustworthy, as determined by the Chief Student Conduct Officer.
All deadlines set forth in this policy may be reasonably adjusted in cases where the facts or issues in dispute are complex. If a deadline is adjusted, the Chief Student Conduct Officer shall alert the accused student, in writing, of the change, as soon as is reasonably possible. If a student is uncertain about his/her procedural rights, he/she may schedule an appointment with the Chief Student Conduct Officer or Senate Member for clarification.

**Notification of Ability to Attend/Failure to Attend**

If either the Accused or the Complainant is unable to attend a scheduled hearing due to unavoidable circumstances, he/she must notify, in writing, the Chief Student Conduct Officer as soon as the conflict is known. Notification must include documentation of extenuating circumstances. Failure to give timely notice, or to provide an excuse for nonattendance satisfactory to the Chief Student Conduct Officer, may result in additional disciplinary action, including discipline for impeding the student disciplinary process. The University reserves the right to conduct the hearing in the individual’s absence.

**Notification of Disciplinary Hearing Outcome**

**Notice to Accused**

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

**Notice to Victim**

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

**Notice to University Officials**

The Administrative Panel’s decision shall also be submitted to the Vice President for Enrollment Management & Student Development. The Chief Student Conduct Officer will notify relevant University officials and departments who have legitimate educational interests, of the outcome and any sanctions.

**Notice to Parents**

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

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

**Appeals**

(See Sex-Based Discrimination, Sexual Harassment & Sexual Violence policy for cases involving such allegations.) A student may appeal a decision of the Administrative Panel to the Associate Vice President/Dean of Students or designee. The appeal must be submitted in writing (typewritten) and within five business days of receiving written notification of hearing outcome. The Associate Vice President/Dean of Students or designee will convene a Disciplinary Review Committee to only hear appeals where the accused student has demonstrated one or more of the following:

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

**Limitations on Appeals**

Only the accused may file an appeal.
Appeals filed after the deadline will not be considered. The Associate Vice President/Dean of Students or designee will issue a decision in writing to the accused Student and the Chief Student Conduct Officer no later than 30 days after the request for an appeal has been submitted. This deadline may be extended in the event of complex or unusual circumstances. If this deadline is extended, the Associate Vice President/Dean of Students or designee shall notify the accused of the delay in writing.

**VIOLATIONS/PROHIBITED BEHAVIORS**

In accordance with the ideals of Christian education and values, we believe that it is important for students to develop conduct consistent with the Christian standards of Bethune-Cookman University. Although it is impossible to list all types of violations, the following examples will subject students to disciplinary actions. Students enrolled at Bethune-Cookman University are subject to all conditions of the Student Handbook. The University reserves the right to discipline its students outside of the recommended penalties listed below, and up to and including immediate dismissal or expulsion, as the University deems necessary in its sole discretion.

**CATEGORY 1**

**Immediate Disciplinary Action**

**OFFENSE**

1. Arrest of Felonious Nature
2. Drugs/Controlled Substances
3. Intrusive Contact: Assault, Battery, Sexual Assault (Rape or attempted Rape) or Stalking (includes Cyberstalking).
4. Assault or Battery of a Campus Public Safety Officer
5. Safety
6. Weapons (Possession of Use)
7. Felony Probation

**RECOMMENDED PENALTY**

1. Temporary suspension until cleared by civil authorities.
3. Suspension. Expulsion for severe cases or repeat offenders.
4. Suspension (Assault) – Expulsion (Battery)
5. Suspension or Expulsion.
6. Expulsion. (B-CU has a “Zero Tolerance” Policy regarding the possession or use of weapons)
7. Suspension until released by the Department of Corrections.

**CATEGORY 2**

**Priority, Disciplinary Action within 48 Hours**

**OFFENSE**

1. Campus Theft
2. Disorderly/Disruptive Conduct, failure to cooperate or interface with University investigation
3. Embezzlement
4. Failure to Comply
5. Fighting
6. Fraud/Forgery
7. Hazing
8. Illegal Residence hall Visitation
9. Illegal Unauthorized Entry
10. Misconduct
11. Property Damage
12. Sexual Conduct
13. Shoplifting
14. Vandalism/Criminal Mischief
15. Gambling
16. Any violation of a Florida State Statute (FSS), whether criminally prosecuted or not
17. Cyberbullying

RECOMMENDED PENALTY
1. Suspension for one – two semesters. 2nd Offense: Expulsion
2. Fine, Suspension or Expulsion
3. Fine. $1,000 fine per incident
4. 1st Offense: $500 fine. 2nd Offense: $1,000 fine. 3rd Offense: Suspension
5. “Zero Tolerance” Policy (Pending Investigation: Fine, Suspension or Expulsion)
6. Suspension
7. Expulsion (may result to arrest)
8. 1st Offense: $1,000 fine. 2nd Offense: $2,000 fine. 3rd Offense: loss of residence hall privileges (may not be allowed to live in dorms)
9. Suspension or Expulsion
10. Fine, Suspension or Expulsion
11. 1st Offense: $1,000 fine. 2nd Offense: $2,000 fine. 3rd Offense: Suspension or Expulsion
12. 1st Offense: $1,000 fine. 2nd Offense: $2,000 fine. 3rd Offense: Loss of residence hall privileges
13. Restitution, suspension or expulsion where appropriate
14. Restitution, suspension or expulsion where appropriate
15. Fine. $1,000 fine per incident
16. Fine, Suspension or Expulsion
17. 1st offense: $1,000 Fine. 2nd offense: To be determined by Judicial Panel; suspension or expulsion where appropriate

CATEGORY 3
Routine, Disciplinary

OFFENSE
1. Academic Dishonesty
2. Alcoholic Beverage (Possession or Use)
3. Entering Into Unauthorized Contracts on behalf of B-CU
4. Electronic Communication (Illegal Use Of )
5. Harboring
6. Illegal Book Sales
7. Perjury
8. Smoking
9. Refusal to provide an ID card upon request/demand
10. Public Intoxication

RECOMMENDED PENALTY
1. Reduction of grades, loss of grades, removal from class or suspension.
2. 1st Offense: $1,000 fine. 2nd Offense: $2,000 fine for subsequent violations Payments to be made within two weeks, or suspension is to be imposed.
3. Administrative suspension.
5. Suspension or expulsion.
6. Full restitution for the books plus fine: $500 - $1,000 based upon severity of infraction. One year probation.
7. Suspension for at least one semester.
8. Fine $500
9. Letter of Apology, Community Service, Fine or Suspension
10. Fine, Suspension

**DEFINITIONS OF MISCONDUCT**

**Academic Dishonesty**
Cheating on tests or examinations, plagiarism, falsifying records, and textbook theft are some examples of academic dishonesty.

**Alcoholic Beverages**
The sale, possession or consumption of an alcoholic beverage is prohibited on campus grounds and at off-campus University sponsored events.

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

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

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

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

**Disorderly/Disruptive Conduct**
Acting in a manner that impairs, interferes with, or obstructs the orderly conduct, processes, functions, or investigations of the University, agents of the University, or of any person or persons on University owned or operated property or at any University-sponsored event.

Students whose attire may be considered disruptive at University events, academic functions or general University operations because it is sexually explicit, lewd, profane, patently offensive or carries messages in print or pictures which are sexually explicit or patently offensive, or a student whose behavior, communication, or conduct is indecent, sexually explicit, profane, exhibitionist, or otherwise beyond standards of decency and reasonable moral conduct, may be ejected from said University sponsored event or activity, excused from an academic course of instruction, and/or subjected to further discipline.

**Drugs/Controlled Substances**
Bethune-Cookman University has a “Zero Tolerance” policy regarding the improper use of controlled substances. This policy expressly prohibits:

The possessing, manufacturing distributing or sale of a controlled or illegal substance. Examples of these illegal substances are: crack cocaine, ecstasy, “date rape” drugs, marijuana cocaine, heroin, or any other narcotic or controlled substances except as expressly permitted by law.

The possessing, use, manufacturing, distributing or selling of drug paraphernalia, or the attempt to distribute or sell same.

Aiding or abetting individuals in the illegal possession, use, sale, distribution, or attempted sale or distribution of controlled substances or drug paraphernalia, including allowing persons involved in such activities to visit or stay in their residence hall rooms, or to be in any University owned or operated property over which they have control.
Electronic Communication, Illegal/Improper Use Of
The academic instructor may excuse a student from the classroom, laboratory or practicum or clinical experience if a student’s behavior, conduct or communication disrupts the instructor’s ability to provide academic instruction.
Examples of such behaviors would include: use of electronic devices such as cell phones, video games, or personal music players, playing computer games, text messaging or IM’ing during class sessions, laboratory, clinical practicums or academic instruction, the use of technology not directly required or approved for a given course, using University telecommunications, data networks or any electronic means owned and operated by the University for illegal or improper purposes or in violation of University regulations and policies, or in violation of federal, state, or local laws.

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

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

False Testimony (See Perjury)
Knowingly making false statements regarding a judicial matter in the course of the judicial process.

Fighting
A physical conflict between two or more individuals.

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

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

Hazing
The University’s Statement on Hazing is set forth in this handbook.

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

Illegal Residence hall Visitation
Opposite sex visitation in University-owned residences and residence halls.

Illegal/Unauthorized Entry
Entering or using University facilities or property owned by or in the custody or control of the University, for an improper purpose, or without proper authorization, or assisting others in doing so.
Intrusive Contact:

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

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

Assault or Battery on a Campus Public Safety Officer
Under Florida State Statue 784.07 (2) a person licensed as a security officer as defined in s. 493.6101 who is wearing a uniform that has a patch or emblem visible at all times, and who is engaged in the lawful performance of his or her duties, receives the same statutory coverage as a sworn law enforcement officer. Anyone who assaults or batters a campus security officer may be charged with the following enhanced charges:
(a) In the case of assault, from a misdemeanor of the second degree to a misdemeanor of the first degree.
(b) In the case of battery, from a misdemeanor of the first degree to a felony of the third degree.
(c) In the case of aggravated assault, from a felony of the third degree to a felony of the second degree.
(d) In the case of aggravated battery, from a felony of the second degree to a felony of the first degree.

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

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

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

Perjury/Lying/Impeding the Student Disciplinary Process
The willful giving of false testimony or misrepresenting statements during the student disciplinary process (including the investigation and hearing). Failure to cooperate during the investigation and hearing.

Property Damage
The actual or attempted unauthorized removal, use, or defacing of University property, or property in the University’s custody or control resulting in its destruction or damage. Destroying, defacing, removing or damaging the property of others on University premises or at University-sponsored activities is likewise prohibited.

Public Intoxication
The act of displaying public drunkenness, incoherence/unresponsiveness, and/or disorderly conduct due to the influence of alcohol. Parental notification may occur in the case of underage drinking and/or public intoxication.
Safety
Causing any condition that jeopardizes the safety of individuals, groups of individuals, or the University community.
Tampering with safety measures or devices, such as alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke detectors, fire hoses, security cameras, locked exterior or interior doors, and sprinkler systems.
Failing to conform to safety regulations, such as falsely reporting an incident, failure to evacuate facilities in a timely fashion in an emergency situation or in response to fire alarms, inappropriate use of the alarm system, and other similar conduct.
Falsely reporting the presence of a bomb or any other dangerous device or condition.

Sexual Activity/Sexual Misconduct
Sexual conduct, including heterosexual and homosexual activities, as well as oral sex, is prohibited.

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

Smoking
Smoking is prohibited on campus grounds and in all campus facilities.

Vandalism/Criminal Mischief (See Property Damage)

Weapons
Possession of weapons including firearms, items that eject projectiles, knives, or any item that anyone of reasonable sensibilities would consider to have the possibility of doing bodily harm is prohibited. Possessing, using, storing, or transporting firearms, other weapons, explosives, fireworks, ammunition or dangerous chemicals (except as authorized for use in class or in connection with University-sponsored research or other approved activities) are likewise prohibited.
Violation of any University policy or regulation not otherwise specified above, including but not limited to, those policies or regulations pertaining to University facilities, student activities, conduct in campus housing, conduct in off-campus housing, and civic enterprises.

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

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

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

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

Community Service
The student is required to perform work assignments in the community or on the campus. The number of service hours will be determined by the Administrative Panel, Disciplinary Review Committee or Associate Vice President/Dean of Students.
Disciplinary Probation
The Administrative Panel may place a student on Disciplinary Probation. This action is a formal probationary status during which the student is removed from good standing at the University for a definite period of time. During this time and depending on the violation, the student may not be eligible to participate in co-curricular activities, run for or hold elected positions, hold appointed positions, or run for class offices. Any further violations while on probation may result in suspension, either from the residence halls or the University.

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

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

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

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

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

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

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

Expulsion
Expulsion is the permanent termination of student status.

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

Readmission to Bethune-Cookman University is not automatic. Any student suspended or withdrawn for disciplinary reasons must submit an application to the office of the Registrar requesting readmission. Final determination may be decided by the Vice President of Enrollment Management and Student Development or designee.

Conditional Readmission

In keeping with our mission, our policy is to provide a safe, healthy and drug free environment which supports our Christian traditions. We have established a “ZERO TOLERANCE” policy regarding drugs and controlled substances as defined previously. Violators will be disciplined. If your sentencing allows for a future return to Bethune-Cookman University, the following procedure must be adhered to:

Procedure

Student will enroll in a certified non-residence drug treatment program – at cost to the student. Student must sign two (2) release-of-information forms: (1) permitting the drug treatment program communication with the University and (1) permitting drug screening results to be forwarded to the University.

Student will complete and sign the readmit application and pay the associated cost.

Upon return to the University, the student will submit to a drug screen – at cost to the student – at a University specified lab. The results will be forwarded to the Disciplinary Review Board Chair.

Once accepted, upon immediate return to the University, the student will report to the Office of Counseling and consent to a 90-Day Aftercare Management Program – participation mandatory.

Disclosure

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

SPORTS SCHEDULE

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