

BETHUNE-COOKMAN UNIVERSITY

STUDENT HANDBOOK



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The online version of the student handbook shall be the official current version of applicable rules, regulations, and procedures and can be found on the Bethune-Cookman University website.

Welcome Wildcats

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

Welcome to Bethune-Cookman University!

As you embark on your academic and personal growth journey at Bethune-Cookman University, we want you to know that you have our full support. Our faculty, staff, administrators, advocates, mentors, coaches, and peers are all ready to guide you every step of the way. The campus and local community offer numerous opportunities for you to engage in organizations, charitable events, causes, and volunteer work, which can unlock your true potential. If you ever feel unsure or lost, don't hesitate to ask questions and seek guidance. We can make your time at B-CU an enriching and transformative experience.

Set yourself up for success through proactive measures including the use of the Wildcat Safe App. Keep your records up-to-date with personal contact information, and stay current on critical factors impacting your academic, personal, and professional growth.

Finally, this is your experience and we encourage you to make the most of it. You are your best agent in developing and marketing your potential and seeking out the tools needed for your ultimate success. Set realistic and smart goals and be sure to protect your image.

Seek out a strong network and surround yourself with positive role models who are engaging and provide a challenging environment to help you become your best self - then pass on those lessons to help others become equally successful.

Let's go Wildcats!

Foreword

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

Student happiness and success are directly influenced by the student's awareness of the University and its expectations.

Each student is responsible for reading and following regulations outlined in the Student Handbook and other university publications. University email is the official vehicle used to communicate with students, so each student should develop a habit of checking their official B-CU email account daily.

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

640 Dr. Mary Bethune McLeod Bethune Boulevard

Daytona Beach, Florida 32114-3099

Telephone: (386) 481-2000

www.cookman.edu

Disclaimer

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

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

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

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

B-CU is an Equal Opportunity Institution.

Mission and Vision

University Mission Statement:

The mission of Bethune-Cookman University is to educate a diverse community of learners to become responsible, productive citizens and solution seekers through the promotion of faith, scholarship, creative endeavors, leadership, and service.

*Revised and approved by the Bethune-Cookman University Board of Trustees,
January 17, 2020*

University Vision Statement:

Bethune-Cookman University will define new standards for academic excellence and student success by educating and empowering learners who will seek their own solutions; advocate opportunities for all citizens to improve their quality of life; and inculcate global perspectives and realities to people worldwide.

Core Values: B-CU F.I.R.S.T

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

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

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

S - Service: We seek social justice through civic engagement.

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

Brief History of Bethune-Cookman University

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

Throughout its existence and evolution, Bethune-Cookman University established a stellar reputation for preparing women and men for leadership and service. Bethune-Cookman University's academic reputation, dynamic faculty, and 82-acre campus attracts more than 2,400 students from across the United States and around the world. At B-CU, students receive a liberal arts education in diverse academic programs, including business, education, humanities, the sciences, and nursing.

University Motto

Enter to Learn. Depart to Serve.

University Colors

Maroon and Gold

University Seal



University Mascot

Wildcat



University Customs

In addition to annual programs and events, the Bethune-Cookman University Community observes the following customs:

- All meetings open with prayer.
- Grace is said at the beginning of each meal.
- The campus community attends Chapel each Wednesday. ***Mandatory for Freshmen students***
- The audience stands and remains in place when the Alma Mater is played and / or sung.
- The audience remains seated during programs until after the benediction.

University Statement on Ethics and Values

Bethune-Cookman University graduates students 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, the 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 embraces the concept of human worth that is deeply embodied in its founding and purpose. In communicating this fundamental belief, the University seeks to define those characteristics that reflect honesty, tolerance, and genuine sincerity in all phases of human relations. The University strives to instill within each student the value of human worth and to show justice, compassion, and equality toward all.

Inclusion Statement

To value inclusion means providing all who live, learn and work at B-CU the opportunity to actively participate in a holistic community that offers a vast range of ideas and perspectives. We strive to embrace all opportunities to learn from each other's differences while wholeheartedly recognizing that different doesn't mean deficient.

We seek to offer a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine appreciation for differences including race, ethnicity, socioeconomic status, sexual orientation, disability, and religion as these differences enrich the culture of Bethune-Cookman University. It is incumbent that each student share responsibility for the creation and maintenance of an environment of mutual respect and support.

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 and its students. The study and acceptance of other religious cultures are shown with tolerance, understanding, acceptance, and love toward others. Students will be able to make wholesome decisions and contributions to their communities.

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

Alma Mater

Dear Alma Mater, thou beloved,
We pledge our lives to thee,
Thou art results of toil and pain
And tears come in a stream;
Dear Alma Mater, thou art all
And all the world to me –
Thou'rt the answered prayer of a dream.

Oh, God, protect dear B-CC*
Crown her with love and cheer;
We'll ever sing thy praise to Thee,
It makes us strong and bold.
All hail to thee dear B-CC*
All hail to thee, all hail!
Hail thee, Maroon and Gold.

Amen

The Alma Mater is observed by standing in place and singing along.
(Most times the words are displayed.)

*Some alumni may sing B-CU instead of B-CC. This is acceptable.

University Shibboleth

"Leaning on the Everlasting Arms"

(Lyrics by: Elisha A. Hoffman and

Melody by: Anthony J. Showalter)

What a fellowship, what a joy divine;
 Leaning on the everlasting arms;
What a blessedness, what a peace is mine.
 Leaning on the everlasting arms.
 Leaning, leaning;
 Safe and secure from all alarms;
 Leaning, leaning;
 Leaning on the everlasting arms.

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

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

Last Will and Testament

Dr. Mary McLeod Bethune 1875-1955

Dr. Mary McLeod Bethune founded Bethune-Cookman in 1904 and was president from 1904 -1942 and from 1946-1947. She 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, Asia, Europe and South America. I appeal to American Negroes - North, South, East and West - to recognize their common problems and unite to solve them.

I leave you finally a responsibility to our young people. The world around us really belongs to

youth, for youth will take over its future management. Our children must never lose their zeal for building a better world.

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

Annual Events

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

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

President's Assembly (August): The President's Assembly is a mandatory event held in the Mary McLeod Bethune Performing Arts Center (PAC). The President of the University invites a notable public figure to address the B-CU community. Customarily, faculty, staff and students wear professional dress.

Founder's Day (October): On October 3rd of each year, the University community commemorates Dr. Mary McLeod Bethune as the institution's founder.

The Coronation of Miss and Mister B-CU (September/October): Each year a young lady and gentleman are chosen by the student body to represent the institution as Miss and Mister B-CU. Their court consists of Misses and Misters that represent their freshmen, sophomore, junior and senior classes. Other organizations also participate in the coronation ceremony.

Homecoming Pageant (October): The Student Government Association (SGA) hosts the Homecoming Pageant every year during the Fall semester. During the Homecoming Pageant, students compete for six (6) positions that make up the Homecoming Royal Court. Members of the Homecoming Royal Court are elected by the student body and serve throughout Homecoming Week. The positions are Mister/Miss Homecoming, Mister/Miss Maroon, and Mister/Miss Gold.

As the season of Homecoming approaches, we eagerly anticipate the arrival of our alumni to the campus. The vibrant decorations of residence halls and other campus buildings, the exciting parade, and the electrifying football game are all highlights of this joyous occasion. Prior to the game, we come together to celebrate the spirit of our school and the enduring bonds that unite us all.

Annual Thanksgiving Basket Blessing Assembly: Community residents come to receive baskets that departments and organizations have prepared or give money to the organizers for their purchase.

Dr. Martin Luther King Jr's Birthday (January): On the third Monday in January, the University family community honors Dr. Martin Luther King Jr. Students are encouraged to honor Dr. King's service to others by participating in a Day of Service activities and programs.

Senior Consecration (May): During Commencement Week, the University conducts a religious service for its graduates followed by a candlelight processional and wreath laying at Dr. Bethune's gravesite.

The President's Celebration for Graduating Seniors and their Families (May): The President's Celebration for Graduating Seniors is held during commencement week prior to commencement. It gives the graduating seniors and their families an opportunity to celebrate and share their plans for the future with B-CU faculty, staff and administration and share their plans post B-CU.

Commencement (May): Commencement is held in May of each year. Locations may vary.

Birthday of Dr. Mary McLeod Bethune (July): On July 10th of each year, the University observes the birthday of Dr. Mary McLeod Bethune.



FALL 2025 SEMESTER CALENDAR

Academic and Registration Dates	FULL SEMESTER Aug 18 - Dec 06	SUBTERM I Aug 18 - Oct 10	SUBTERM II Oct 11 - Dec 06
Change of Major Period Fall 2025 Semester Begins	Mar 03		
Class Schedule Available in Wildcat Web	Mar 10		
Fall 2025 Registration Begins	Mar 17	Mar 17	Mar 17
Deadline to Submit Spring and Summer 2026 Graduation Applications	Mar 19		
Registration Ends	Mar 21	Mar 21	Mar 21
Late Registration Begins	Mar 22	Mar 22	Mar 22
Readmission Application Deadline for the Fall Semester	Jul 30		
Faculty Return to Campus	Aug 11		
Late Registration Ends	Aug 17	Aug 17	Oct 10
Last Day to Change Major for Fall Semester	Aug 17		
First Day of Class Add/Drop Begins	Aug 18	Aug 18	Oct 11
Add/Drop Ends <i>(Last day to add or drop a class without a grade of "WD" or "W", change from one section to another, change from credit to audit or audit to credit).</i>	Aug 22	Aug 20	Oct 13
Withdrawal Period Begins Drop a Class with a WD Grade or Withdraw from the University with "W" Grades <i>(Contact your advisor or professor before withdrawing from a course.)</i>	Aug 23	Aug 21	Oct 14
Labor Day Holiday – No Classes	Sep 01	Sep 01	
Census Day	Sep 09		
Change of Major Period for Spring 2026 Semester Begins	Sep 29		
Last Day for Students to Complete Spring & Summer 2025 Incomplete Grades	Sep 29		
Mid-Semester 8-Week Point	Oct 06 - Oct 11		
Spring 2026 Advising Week/Class Schedule Available in Wildcat Web	Oct 06		
Spring 2026 Registration Begins	Oct 13		Oct 13
Deadline to Submit Fall 2026 Graduation Application	Oct 15		
Midterm Grades will be Posted	Oct 16		
Spring 2026 Registration Ends	Oct 17	Oct 17	Oct 17
Last Day to Withdraw from a Class with a "WD" Grade Last Day to Withdraw from the University with "W" Grades	Oct 17	Sep 19	Nov 12
Spring 2026 Late Registration Begins	Oct 18	Oct 18	Oct 18
Homecoming Week <i>(This is not a Holiday - Classes are in Session)</i>	Oct 20 - Oct 26		
Veteran's Day Holiday – No Classes	Nov 11		Nov 11
Last Day to Withdraw with a "WF" Grade "WF" grades calculate the same as a grade of "F".	Nov 22		
Florida Classic Weekend <i>(This is not a Holiday - Classes are in Session)</i>	Nov 21 - Nov 23		
Last Day of Classes	Nov 25	Oct 10	Dec 06
Thanksgiving Holiday – No Classes	Nov 26 - Nov 30		Nov 26 - Nov 30
Readmission Application Deadline for the Spring 2026 Semester	Nov 30		
Final Exam Week	Dec 01 - Dec 06		
Fall Degree Conferral Date	Dec 06	Dec 06	Dec 06

Fall 2025 Faculty Dates & Deadlines/Administrative Dates	FULL SEMESTER Aug 18 - Dec 06	SUBTERM I Aug 18 - Oct 10	SUBTERM II Oct 11 - Dec 06
Check and Process Fall Change of Major Requests	Mar 03 - Aug 29		
Faculty Return to Campus	Aug 11		
Mandatory Attendance Verification	Aug 18 - Sep 09	Aug 18 - Sep 09	Oct 11 - Oct 22
Web Opens for 4 Week Grade Submission	Sep 05		
Census Day	Sep 09	Sep 09	Sep 09
4 Week Grade Submission Due in System	Sep 16		
Last Day for Students to Complete Spring & Summer 2025 Incomplete Grades	Sep 29		
Web Opens for Midterm Grade Submission	Oct 03		
Faculty Deadline to Submit Spring & Summer Removal of I Grade Change Forms to Registrar's Office	Oct 06		
Check and Process Spring 2026 Change of Major Requests	Sep 29 - Jan 13		
Check that all students have proper registration groups	Oct 06		
Mid-Semester 8-Week Point	Oct 06 - Oct 11		
Midterm Grades Due	Oct 14		
Spring 2026 Registration Ends	Oct 17	Jan 04	Oct 17
Spring 2026 Late Registration Begins	Oct 18	Jan 05	Oct 18
Submit all Spring 2026 Graduation Apps with Evals to Registrar's Office	Oct 22		
Web Opens for 12 Week Grade Submission	Oct 31		
12 Week Grade Submission Due in System	Nov 11		
Web Opens for Final Grade Submission	Nov 27	Oct 02	Nov 27
Final Exam Week	Nov 30 - Dec 06		
Grades Due in System Two Days after Each Final Exam	Starting Dec 02	Starting Oct 07	Starting Dec 03
Fall Degree Conferral Date	Dec 06	Dec 06	Dec 06

Note: Calendar dates are subject to change

**Sources: Office of Academic Affairs
Office of the Registrar
Office of Institutional Effectiveness**

Campus Support Services

Department of Campus Safety

Location: 353 N. Martin Luther King Blvd.

Contact: (386) 481-2900

Hours of Operation: 24 Hours Daily

Website Address:

<https://www.cookman.edu/campussafety/index.html>

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

As part of this comprehensive effort, DCS works with members of the B-CU community to strengthen investigative processes to solve crimes and prevent criminal offenses. The Department also works with various university departments to issue campus safety alerts, lost and found storage and safety escorts.

The following are available within the Department of Campus Safety:

- Emergency Management Information
- Engraving Marking Machine
- Security Marking Pen
- Personal Property and Book Inventory Log
- Parking Decals
- Safe Driving Tips

For any form of assistance, the Department of Campus Safety may be contacted from any university phone, or by calling (386) 481-2900. The Department of Campus Safety dispatch center is staffed 24-hours per day, 7 days per week to provide information or render aid or assistance. Phone numbers within the Department of Campus Safety are:

Dispatch (386) 481-2900

Crime Prevention (386) 481-2466

Operations (386) 481-2904

Parking Services Coordinator (386) 481-2903

Investigations (386) 481-2467

Parking

Location: 353 N. Martin Luther King Blvd

Contact: (386) 481-2903

Hours of Operation: Monday-Friday from 9:00 a.m.- 4:00 p.m.

Email Address: parking@cookman.edu

Annual valid parking permits are required for all operating vehicles on the Bethune-Cookman University campus

To pick up a decal from the Parking Office:

- Bring a valid driver's license and University ID
- Bring your payment confirmation form sent to your email from the University Cashier's office located in White Hall.
- Reserved spaces are for Faculty/Staff ONLY.
- Freshman students may not purchase parking permits or park on university property.
- Please address all parking related inquiries to parking@cookman.edu or call (386) 481-2903.

Lost and Found

Contact: (386) 481-2900

Hours of Operation: 24 hours.

Campus Safety is the office to turn in or claim lost items. They are open 24 hours a day.

Emergencies On-Campus (Campus Safety)

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

Wildcat Safe App is the official mobile safety app of the Bethune- Cookman University and an essential tool to enhance safety at Bethune- Cookman University. The app sends important safety alerts and provides instant access to campus safety resources. Wildcat Safe benefits include safety notifications, instant notifications and instructions from campus safety when on-campus emergencies occur; Emergency help, and campus safety resources. Students and their families, faculty, and staff at the Bethune-Cookman University are already using the Wildcat Safe App.



The Wildcat Safe App can be downloaded from the Google Play Store for all Android users and from the App Store for all iPhone users.

E2 Campus Notification only sends information regarding emergency conditions, including weather cancellations and delays. While strongly encouraged, it is optional for students and/or employees to sign up online by clicking the link. E2 Campus Notification is a secure system and will not send advertising or spam to personal phones.

E2 Campus messages will be sent through the system only in an emergency and for periodic testing. For other questions related to the e2Campus Notification, contact the Department of Campus Safety at (386)-481-2900.

Personal Safety

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

Emergency Notification

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

Utilizing the Wildcat Safe App and the E2 Campus Notification System, the timely warning of an emergency event will be issued without delay. However, Wildcat Safe and E2 Campus Notification will not be used if doing so would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Chaplaincy Department

Location: Charles C. Parlin Student Center

Contact: (386) 481-2443

Email: chaplaincy@cookman.edu

Hours of Operation: Monday-Friday 9:00 am - 5:00 pm

Dining: Sodexo Dining Services at B-CU

Location: B-CU Dining Hall

Contact: (386) 481-2155, <https://bcudining.sodexomyway.com/>

Hours of Operation:

Dining Hall: Monday-Friday: **Breakfast:** 7:00 am - 9:30 am; **Continental Breakfast-** 9:30 am-10:30 am; **Lunch:** 11:00 am - 2:30 pm; **Dinner:** 4:30 pm - 8:00 pm;
Weekends: Brunch: 10:00 am-1:30 pm - **Dinner** 4:00 pm-7:30 pm

Starbucks: Monday -Thursday: 8:00 am - 9:00 pm and Fridays: 8:00 am - 2:00 pm;
Weekends: Closed

Email: Jolene.LoveHubbard@sodexo.com

Financial Aid

Location: Dr. Ernest C. Cook Financial Aid

Building 601 Dr. Mary McLeod Bethune Blvd. **Contact:** (386) 481-2620

Hours of Operation: Monday - Friday from 8:00 am - 5:00 pm

Email: financialaid@cookman.edu

Health Services

Location: Texas A. Adams Infirmary
633 State Street

Contact: (386) 481-2920

Hours of Operation: Monday - Friday from 8:30 am - 5:00 pm

Email: studenthealth@cookman.edu

Office of Behavioral Health Services

Location: Odessa Chambliss Center
113 Lockhart Street

Contact: (386) 481-2157, (386) 481-2983 2920

Hours of Operation: Monday-Friday from 8:00 am -5:00 pm.

Email: studenthealth@cookman.edu

Student Resources

Location: Odessa Chambliss Center
113 Lockhart Street

Contact: (386) 481-2172

Hours of Operation: Monday-Friday from 8:00 am - 5:00 pm

Email: studenthealth@cookman.edu

Housing and Residence Life

Location: Lee Rhyant Residential Life Center

Contact: (386) 481-2424

Hours of Operation: Monday-Friday from 8:00 am - 5:00 pm

Email Address: reslife@cookman.edu

Intercollegiate Athletics

Location: Center for Civic Engagement

Contact: (386) 481-2172

Hours of Operation: Monday-Friday from 8:00 am - 5:00 pm

International Student Services

Location: International Student Services Wildcat 360 Student Center

Contact: (386) 481-2611

Hours of Operation: Monday-Friday from 8:00 am - 5:00 pm

Michael and Libby Johnson Center for Civic Engagement

Location: Michael and Libby Johnson Center for Civic Engagement
740 W International Speedway Blvd.

Hours of Operation: Monday-Friday from 8:00 am - 9:00 pm

Contact: (386) 481-2899

Email: Desmorek@cookman.edu

Military Services

Location: Michael and Libby Johnson Center for Civic Engagement
740 W. International Speedway

Contact: (386) 481-2545

Hours of Operation: Monday-Friday from 8:00 am - 5:00 pm

Performing Arts Center

Location: 640 West International Speedway Blvd.

Contact: (386) 481-2774

Hours of Operation: Monday-Friday from 8:30 am - 5:00 pm

Email: bcummbpac@cookman.edu

Registrar

Location: 589 Dr. Mary McLeod Bethune Blvd.

Contact: (386) 481-2525

Hours of Operation: Monday-Friday from 8:00 am- 5:00 pm

Email: registrar@cookman.edu

For general inquiries and questions about graduation: graduation@cookman.edu

Student Account Services

Location: 585 Dr. Mary McLeod Bethune Blvd Daytona Beach FL, 32114

Contact: (386) 481-2507

Hours of Operation: Monday-Friday 9:00 am - 4:00 pm

Email: studentaccounts@cookman.edu

Website Address: <https://www.cookman.edu/osas/index.html>

Tuition and Fees for 2024-2025

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

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

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

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

Please see the tables below for complete cost breakdown: [Undergraduate](#)

DIRECT COSTS	Fall 2024	Spring 2025	Total
Tuition (12 - 18 hours)*	\$6,922.00	\$6,922.00	\$13,844.00
Room	\$3,688.00	\$3,688.00	\$7,376.00
Board (Gold Plus)	\$1,510.00	\$1,510.00	\$3,020.00
Fees	\$475.00	\$475.00	\$950.00
Total	\$12,595.00	\$12,595.00	\$25,190.00
ESTIMATED INDIRECT COSTS			
Books and Supplies	\$725.00	\$725.00	\$1,450.00
Personal Expenses	\$1,650.00	\$1,650.00	\$3,300.00
Transportation	\$550.00	\$550.00	\$1,100.00
Total	\$2,925.00	\$2,925.00	\$5,850.00

COST OF ATTENDANCE (COA)			
Direct Costs + Estimated Indirect Costs	\$15,520.00	\$15,520.00	\$31,040.00

Undergraduate Off-Campus Commuter

DIRECT COSTS	Fall 2024	Spring 2025	Total
Tuition (12 - 18 hours)*	\$6,922.00	\$6,922.00	\$13,844.00
Fees	\$475.00	\$475.00	\$950.00
Total	\$7,397.00	\$7,397.00	\$14,794.00
ESTIMATED INDIRECT COSTS			
Room and Board	\$750.00	\$750.00	\$1,500.00
Books and Supplies	\$725.00	\$725.00	\$1,450.00
Personal Expenses	\$750.00	\$750.00	\$1,500.00
Transportation	\$800.00	\$800.00	\$1,600.00
Total	\$3,025.00	\$3,025.00	\$6,050.00
Cost of Attendance (COA)			
Direct Costs + Estimated Indirect Costs	\$10,422.00	\$10,422.00	\$20,844.00

Off-Campus Resident (Single or Married)

DIRECT COSTS	Fall 2024	Spring 2025	Total
Tuition (12 - 18 hours)*	\$6,922.00	\$6,922.00	\$13,844.00
Fees	\$475.00	\$475.00	\$950.00
Total	\$7,397.00	\$7,397.00	\$14,794.00

ESTIMATED INDIRECT COSTS			
Room and Board	\$5,198.00	\$5,198.00	\$10,396.00
Books and Supplies	\$725.00	\$725.00	\$1,450.00
Personal Expenses	\$2,800.00	\$2,800.00	\$5,600.00
Transportation	\$800.00	\$800.00	\$1,600.00
Total	\$9,523.00	\$9,523.00	\$19,046.00
Cost of Attendance (COA)			
Direct Costs + Estimated Indirect Costs	\$16,920.00	\$16,920.00	\$33,840.00

Direct Cost	Professional Studies and Global Online Programs
Tuition per term*	\$6,922.00
Fees per term	\$300.00
Total per term	\$7,222.00

Undergraduate Program Tuition Cost per Credit Hour: \$576.80

The cost per term for students enrolled in an 8-week Sub-Term B-CU Global Direct Online Interdisciplinary Studies, Criminal Justice, or Psychology Program is \$250 per credit hour. This cost pertains only to students who have been grandfathered into a Direct Online program.

The cost for students who are active duty military is \$250 per credit hour.

*Students who enroll in less than 12 credit hours will be charged \$50 per credit hour for fees.

B-CU Global Online Program students are assessed only a \$500 technology fee per term.

Active duty military students are not assessed fees.

Licensed Practical Nursing Program

	LPN Tuition and Fee Charges		
	Spring 2024	Summer 2024	Fall 2024
Tuition	\$ 2,859.00	\$ 2,858.00	\$ 2,858.00
Technology Fee	\$ 100.00	\$ 100.00	\$ 100.00
Student Health Fee	\$ 150.00	\$ 150.00	\$ 150.00
Endowment Fee	\$ 15.00	\$ 15.00	\$ 15.00
Athletic Fee	\$ 70.00	\$ 70.00	\$ 70.00
Student Life Fee	\$ 140.00	\$ 140.00	\$ 140.00
Total Fees	\$ 475.00	\$ 475.00	\$ 475.00
Total Charges	\$ 3,334.00	\$ 3,333.00	\$ 3,333.00
Total Program Cost			\$ 10,000.00

Note: Textbooks are not factored in the cost of tuition. However, the majority of General Education Courses are textbook free or access code free.

Refund Policy

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

Our school delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: [Refund Choices](#). To view our contract, click [here](#)

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

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

Funds received on behalf of a student that exceed the total cost of tuition, fees, and other expenses due, will be returned to the student in the form of a refund. Regardless of the source of payments made on behalf of the student, refunds are paid directly to the student. The University assumes no responsibility for opposing views regarding the remittance of refunds to the enrolled student.

Under no circumstances or conditions can nonrefundable dollars be included in student refunds.

Refunds associated with Parent Plus loans are made directly to the parent unless the parent has provided written authorization for the Parent Plus loan refund to go directly to the student.

The Division of Innovation and Leadership Development/Student Affairs

The Division of Innovation and Leadership Development is the liaison between students, parents, faculty, staff, the general public, and campus administration.

The Division of Innovation and Leadership Development provides a comprehensive approach to student-centered advocacy for both undergraduate and graduate students. This approach focuses on education, social and personal development, as well as civic engagement. By connecting students to university resources that promote academic success, retention, and graduation, the Division of Innovation and Leadership Development ensures that students have access to the tools they need to succeed. The division partners with other university offices to cultivate a community of students that embodies the University's Student Code of Conduct and Core Values. The goal is to create a vibrant and inclusive campus community. Additionally, the Division of Innovation and Leadership Development serves as a confidential resource for students who need assistance in resolving issues when normal processes and procedures have not been effective.

In the event that students encounter certain challenges, they may opt to solicit the services of The Division of Innovation and Leadership Development. Such challenges may include but are not limited to:

- seeking counsel on how to manage an uncomfortable living situation,
- securing suitable resources to address a health ailment,
- identifying resources to cater to learning differences or disabilities,
- navigating personal issues, resolving conflicts with fellow students, and
- exploring opportunities relating to student life and religious life.

The Division of Innovation and Leadership Development is also responsible for the administration of the Student Code of Conduct. If students find themselves in a compromising situation or have witnessed unacceptable behaviors, the Division of Innovation and Leadership Development hears all concerns and works with the B-CU community to develop appropriate responses.

To report an incident, please click the following link: <https://www.cookman.edu/provost/reporting-incident.html>

Division of Student Affairs

Location: Center for Civic Engagement

Contact: (386) 481-2396

Hours of Operation: Monday-Friday from 8:00 a.m. – 5:00 p.m.

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

- Greek Life / Recreational Services
- Leadership Development & Student Engagement
- Male / Female Initiatives
- Judicial Affairs / Community Standards
- Community and Civic Engagement
- Government Relations
- Religious Life
- Student Organizations and Clubs

Each of these offices supports the student experience by providing unique programs, and services and facilities designed to foster student development and help students find their purpose. Student Life encourages students to get involved in all aspects of college life, from upholding the University Core Values to creating service opportunities to give back, joining a Fraternity or Sorority to connecting with campus resources. Whether students want to run for a position within the Student Government Association, unite their class by serving on the Class Board, or join a student organization, Student Life supports everyone.

Student Life

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 a number of 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 at Bethune-Cookman University are defined as those student-run organizations that have received university recognition. All student organizations must follow policies in the student handbook. All recognized student organizations have the following:

- Permission to post flyers on campus with approval from Student Life.
- Reserve/utilize rooms/university facilities
- Apply for funding through SGA
- Access to Student Life staff and resources.

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

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

Active Student organizations are allowed to practice no more than two hours per day unless approved by the Office of Student Life. In order to provide a safe and secure environment, the University will provide designated practice spaces to be utilized.

Student organizations that violate University guidelines will be held responsible and subject to the appropriate sanctions:

- a. Written Warning
- b. Cease and Desist
- c. Suspension

Minimum Required GPA

SGA E-Board/Class Board/SAB	3.0
Fraternity/Sorority E-Board	3.0
Student Organization E-Board	3.0
General Member	2.8

All contact information for student organizations is housed in the Office of Student Life located in the Michael & Libby Johnson Center for Civic Engagement (CCE). Anyone wishing to obtain information may stop by the office of Student Life.

Greek Life

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

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

These outcomes are parallel to several university objectives and Bethune-Cookman University welcomes the presence of these groups on campus with the clear expectation they will abide by all university policies and regulations governing their behavior.

To the extent that the activities of fraternities and sororities conform to university expectations and fulfill the University mission, they will continue to enjoy all privileges and courtesies extended to them as registered student organizations. **Each organization's chapter exists on campus as a courtesy to their respective national organizations.** At all times, it is expected that the chapters conform to and assist with upholding of all university policies and protocols. Regarding campus

suspensions of fraternities, sororities, and social fellowships, the University makes no distinction between the **chapter** of a fraternity, sorority, or social fellowship and the fraternity, sorority, or social fellowship as an **entity**. The University further recognizes that chapters are not, in fact, independent organizations in their own right, and each chapter represents its national fraternity, sorority, or social fellowship.

All fraternity and sorority conduct matters that are alleged violations of the Student Code of Conduct or University regulation will be reviewed by the DOS and the Office of Judicial Affairs and may also be addressed by the Office of Greek Life in consultation with the DOS and the Office of Judicial Affairs. Organizations may be subject to further action by the Office of Fraternity & Sorority Life, including but not limited to being referred to the organization's governing entities for appropriate action. The University reserves the right to take actions against individual members as well as the entire membership of the organization (fraternities, sororities, and social fellowships) chapter when administrative action is deemed appropriate (*see Membership Intake below*).

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

Standards Governing Fraternities and Sororities

National Fraternities and Sororities

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

National Pan-Hellenic Council (NPHC)

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

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

Purpose:

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

- A. The purpose of the NPHC on the campus of Bethune-Cookman University is as follows:
maintain a high level of Greek life and inter-fraternal relationships within the University.

- B. Encourage student leadership and personal development.
- C. Cooperate with University officials in the effort to maintain high social and scholastic standards throughout the University.
- D. Serve as a forum for the discussion of questions of Mutual interest and concern to the University, fraternities, and sororities. The NPHC has its adopted by-laws.

Auxiliary Organizations:

Bethune-Cookman University does not authorize, recognize, or approve the existence of any chapter-affiliated Auxiliary organization (sweethearts, diamonds, pearls, doves, angels, little sister/brothers, courts, kittens, etc.). Students are encouraged to report any solicitation of any fraternity or sorority to join an auxiliary organization to the Office of Student Life.

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

Service and Professional Organization Advisory Council (SPOAC)

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

- Gamma Sigma Sigma Service Sorority, Inc.- Epsilon Nu Chapter
- Tau Beta Sigma Music Sorority, Inc.- Theta Rho Chapter
- Sigma Alpha Iota Sorority, Inc.- Theta Chi Chapter
- Gamma Beta Chi Fraternity Inc.- Alpha Chapter (INACTIVE)
- Sigma Alpha Iota Fraternity Inc.- Theta Xi Chapter (INACTIVE)

Purpose:

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

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

Membership Intake Regulations

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

approved by the University and officially begin.

It is required that all new membership intake activities be coordinated through the Office of Greek Life. The annual schedule and procedures for new membership intake are determined by the Office of Greek Life and are provided to the appropriate persons at the designated time or upon request. Only one list of names will be accepted and any organization that processes ineligible persons will be penalized. No organization may proceed with membership intake before written approval on individual candidates' academic and judicial status has been received by the Office of Greek Life. If grade reports appear to be inaccurate, individual candidates should contact the Registrar's Office; **however, candidates must be eligible at the time of clearance (including the resolution removal of ALL holds on a student's account).**

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

Membership Intake Restrictions

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

- A. Completed a total of 12 credit hours during the academic semester prior to the intake semester.
- B. Received a cumulative grade point average of 2.8 during the academic semester prior to the intake semester.
- C. Be currently enrolled in a total of 12 credit hours during the academic semester in which intake is being held.
- D. Be in good judicial standing (meaning clear judicial record defined as not currently on probation, suspended or expelled, with no case pending, opened or closed within one year of intent to participate in membership intake. No history of major violations (i.e. drugs, assault, harassment, or possession/use of a weapon) with the University per the university policies and procedures and student code of conduct.
- E. Must have successfully completed Greek Life Bootcamp.

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

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

New Member Presentations

- A. All new member presentations must be approved by the Office of Greek Life and must take place in the predetermined location and scheduled timeframe established by the Office of Greek Life
- B. All new member presentations must receive written approval from the organization's chapter advisor and be submitted to the Office of Greek Life within the university's official intake schedule.
- C. There will be NO EXCEPTIONS to any other time periods or forms of expression (before, during, or after the intake period).
- D. No on or off-campus pre or post-new membership presentation shows will be authorized. Any organization that intentionally disregards this clause will be placed on Cease and Desist while pending an investigation for the judicial process.
- E. Once initiated, members are allowed to wear their paraphernalia immediately.

Student Government Association

The Student Government Association is the highest-ranking student organization at Bethune-Cookman University and is officially chartered to be the governing agency within the student body of the University and shall assume the responsibility of supporting, coordinating, and expediting programs, projects, and policies necessary and proper for the welfare of the student body of the university as so designated by the Constitution. To qualify for a position in SGA (including Royal Court), it is mandatory to attend and successfully complete the B-CU Leadership Institute and Bootcamp. The SGA at Bethune-Cookman University is the student governing body in matters pertaining to the student body's interest. The purpose of SGA is:

- To foster scholarship in an atmosphere of free and objective inquiry
- To insist upon academic freedom and flexibility within their program of study, responsibility, and excellence
- To assume responsibility for exercising and preserving student rights
- To promote cohesion within the student body
- To maintain a forum for expressing students' diverse views and interests
- To initiate, coordinate, and guide student efforts aimed at improving student life
- To seek and obtain effective communication and relations within the University and external communities
- To insist upon quality education at an affordable cost, thereby providing educational opportunities for persons of all economic strata
- To provide opportunities to develop student leadership qualities
- To facilitate the individual and collective welfare of the undergraduate student body
- To uphold, in highest regard, the Student Government Association
- To provide educated and interactive entertainment for the Bethune-Cookman University students and alumni community
- To give students a voice to shape their extracurricular college experiences
- To expand the cultural and global awareness of Bethune-Cookman University through diverse programming
- To provide events at an affordable cost and/or free to the campus
- To create a more positive campus environment through event programming
- To provide vehicle for organizations to co-sponsor and collaborate on events
- To balance the quantity and quality of events in such a way that enhances the student experience
- To promote vibrant student life for the Bethune-Cookman University students in hopes of increasing the university's retention rates
- To be a programming resource for organizations, faculty, staff, and students through the provisions of programming assistance, guidance, collaboration, co-sponsorship opportunities, and/or advice.

The SGA works to empower students to become better leaders by giving students an opportunity to join and work with the organization. The SGA 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 events for B-CU students. Because the organization is for the

students, the SGA attempts to encompass a wide range of social and academic programming, including, but not limited to, political forums, community and civic engagements, large concerts, small concerts, parties, game nights, movie nights, sporting events, pep rallies, tailgates, health fairs, carnivals, and homecoming.

SGA Framework

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

- Executive Board- serves as the organization's leadership team
- Royal Court: serves as the official student ambassadors for the University and their respective classes
- Class Boards: serves as representatives for their respective classes
- Electoral Commission: responsible for organizing Student Government Association elections
- Judicial Branch: shall provide fair and just treatment relating to cases involving either violation of university regulations or infringements upon students' rights over which it has authority from the university; to recommend appropriate measures for those found guilty.
- Student Activities Board Committee (SAC): serves as the planning committee under SGA to promote academic, social, and political events.
- Student Organizations: Active student-run organizations that are recognized through the Division of Student Affairs/ Student Life.

SGA Eligibility

At the time of elections:

- All candidates must adhere to the General Qualifications for Student Government Officials outlined in (Article V, A-P) of the SGA Constitution and the Elections Act.
- Within the Executive Branch, the Executive Board is made up of the following positions:
- SGA President
- SGA Vice President
- SAC Chair
- Mister B-CU
- Miss B-CU
- Class Presidents
- Chief Justice
- The Chief Justice is appointed by the SGA President. Appointments will be chosen through an interview process.
- The duties and responsibilities of each member of Student Government is outlined in the Student Government Constitution.

Intramural and Recreational Programs

The Office of Recreational Student Services offers a variety of programs and services for faculty, staff and students that promote a healthy and active lifestyle. Participation allows for personal growth and development. Students must have a 2.50 GPA or better in order to participate. GPAs will be verified.

Event Planning and Facility Use

In order to have your events placed on the new Calendar, you must submit your request at least 48 hours (2 days) before the date of the event to the CIT Help Desk at helpdesk@cookman.edu. In addition, all room requests should be submitted through the room scheduling portal, [Ad Astra](#), or university university-designated platform.

1. Name and contact information of the person(s) who would approve your sector's buildings/rooms requests.
2. Name and contact information of the person(s) responsible for submitting requests for events to be placed on the University Web Calendar.

Should you have any questions, please contact Mrs. Kathy Reeves at (386) 481-2899/desmorek@cookman.edu or Mrs. Grace Kouadjo, at (386) 481-231/kouadjog@cookman.edu.

Organization Events

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

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

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

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

Reserving Campus Facilities and Equipment

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

Starting & Maintaining Student Organization Registration

Student Organization Recognition Process

Registration is an annual process. Once an organization is registered, renewals must be completed every year that permits the organization to operate during the two semesters comprising the academic year. Recognition status runs for one academic year. Recognized student organizations are all student organizations that are formed by currently enrolled students sharing a common goal or interest and have properly completed the necessary forms on time and agree to adhere to guidelines established by the University.

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

New Student Organizations can apply for recognition at any time during the school year. Generally, a new organization: a) comprises a group of at least five (5) full-time students b) advances the mission of B-CU, and c) provides an environment that facilitates individual growth and autonomy, while also fostering social responsibility within a larger community and d) contributes to the intellectual, spiritual, social, emotional and physical development of students, and e) serves as a vehicle for service to programs g) enhance the overall quality of student life at Bethune-Cookman University.

Organizations without recognition will not have any privileges including access to the student organization platform, scheduling, and funding.

The entire recognition process will consist of a face-to-face meeting and an online registration via the student organization platform.

Student Organization Transportation to Off-Campus Events

Students organizations, faculty, and staff sponsoring student travel and trips off-campus are required to complete a "travel Authorization/Waiver of Liability" form and file the completed form and roster in the Office of Student Life 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 number for all drivers.

In 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 Campus Safety 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 25 students. In addition, if male and female students are traveling, a chaperone of each sex must accompany the group.

Student Organizations Advisors

Each organization must have two advisors who are chosen by the group and approved by the Office of Student Life. At least one of the advisors to the organization must be a full-time B-CU faculty or staff member. The Advisor must have been removed from being a student of the University for at least five years. Faculty and staff members are not obligated to serve as advisors; it is a voluntary service. Those who willingly give the time necessary to guide the organizations as well as attend meetings and events. **All advisors must attend meetings held by the Office of Student Life.**

If at any time during the year, an advisor finds that she/he cannot continue to serve as an advisor to an organization, the advisor must notify the Office of Student Life immediately with written confirmation. All advisors must agree to the terms of the Campus Safety Clery Act, serving as a reporter if any person reveals to them they have been a victim, witness, and/or perpetrator of any incident that might involve a crime. **Advisors must be present at all times including events, meetings, practice, etc.**

Complaints and Grievances

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

- To ensure students have the opportunity to present grievances to the University regarding an action or inaction by a member of the University community
- To make certain the University has a consistent strategy for resolving grievances in a fair and just manner.

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

Essential Elements of Grievance Procedures

All grievance procedures within the University structure must provide for,

- A. A time limit, not to exceed thirty calendar days from the written submission of a complaint to its hearing, with provisions for extensions for good cause
- B. The opportunity for each side to submit supporting materials and introduce supporting witnesses
- C. The opportunity for each side to be informed of material supporting the action or position of the other side
- D. The exclusion of any party involved in the complaint from the rendering of any decision-making
- E. The creation of a record of the proceeding, including an audio tape recording of the hearing and a written decision of the hearing body.

Filing the Initial Grievance

Prior to escalating grievance procedures described below, the student and the responding party are required to:

1. Present his or her complaint, in writing, with the immediate supervisor of the person alleged to have caused the complaint within 15 business days of the student first becoming aware of the act or condition that is the basis of the complaint.
2. The immediate supervisor must speak with the person alleged to have caused the complaint and provide a written response within five (5) business days. A written response does not supplant a verbal discussion of the complaint.

The required writing does not prohibit verbal discussion.

Grievance Escalation and Review

If a student is not satisfied with the response, he or she and the responding party must:

1. Escalate the complaint, in writing, within business 10 days of the first received response, to the chair, director, or next level supervisor (hereinafter “administrator”) of the department or area where the person is alleged to have caused the complaint is employed.
2. If the complaint is against the administrator chair or director of a department or area, or if the original complaint was responded to by the administrator chair or director of the department or area, the student should address his or her complaint to the appropriate dean or vice president.
3. If the complaint is against anyone other than the administrator, the administrator should conduct an informal investigation as warranted to resolve any factual disputes.
4. Upon the student’s request, the administrator shall appoint an impartial fact-finding panel of no more than three persons to conduct an investigation.
5. When appointing the fact-finding panel, the administrator must state the terms and conditions of the panel’s work investigation in a memorandum appointing the fact-finding panel. The fact-finding panel appointed hereunder shall have no authority to make recommendations or impose final action.
6. The panel’s conclusions shall be limited to determining and presenting facts to the administrator in a written report.
7. Based upon the report of the fact-finding panel, if any, the administrator shall make a determination and submit his or her decision, in writing, to the student and to the person alleged to have caused the complaint within 10 calendar days of receipt of the panel’s report.

The written determination shall include the reasons for the decision, shall indicate the remedial action to be taken, if any, and shall inform the student of the right to seek review by the appropriate vice president (or provost if the administrator is a vice president).

Grievance Final Appeal

Within ten calendar days of receipt of the administrator’s decision, a student who is not satisfied with the response of the administrator may then:

1. Seek further review by submitting a grievance, using the online Student Grievance Form. At the time of filing the grievance online, the student must submit all required written communications information regarding the complaint.
2. If the administrator is a vice president or associate provost, the student’s grievance will be forwarded to the University Provost for further review. The Provost may delegate another administrator to act on his/her behalf.
3. In situations that are non-academic in nature, the Dean of Students or his/her designated representative will undertake a review of the basis for the administrator’s decision. This review is intended to determine the basis and necessity of the decision and does not involve a de novo factual investigation. However, the Dean of Students or their representative may, at their discretion, require additional facts to be gathered or further remedial action to be taken.
4. In the event that the complaint raised by the affected student is deemed to warrant redress, the Dean of Students or their designate shall provide a written decision within 15 calendar days from the date of receipt of the review request. The written disposition shall be addressed to both the aggrieved student and the individual accused of causing the grievance. The communication shall contain an explanation for the decision, along with specific measures to be taken as a reparative action for the affected student.

Absences/Family Emergencies

Students leaving the University temporarily because of illness, emergency, etc., must bring documentation of such to Enrollment Services & Solutions during regular office hours of 8:00 a.m. – 5:00 p.m., call (386) 481-2130 or email bcuacademicadvising@cookman.edu. Reports of personal or family emergencies must be made in person. Depending on the type of issue reported, Enrollment Services & Solutions may coordinate with Student Health Services to support the student fully. Please note, that Enrollment Services & Solutions cannot excuse students from class. However, if proper documentation is provided, verification of the reason for the absence will be emailed to the student's faculty professors. Most faculty require verification of emergencies when students are absent from class, especially when a test has been missed, or an assignment has not been turned in. Ultimately, it is the student's responsibility to make arrangements with instructors for completing assignments, quizzes, exams, etc.

General and Academic Appeals

The purpose of this section is to outline all procedures related to the student appeals process. The following information included in the following procedure are sections on: (1) definitions and explanations and (2) Academic or Non-Academic Appeals.

Definition and Explanation of Student Appeals:

A student appeal is defined as a formal request by an enrolled or former student for reconsideration of a University rule or regulation, including the assignment recording of a final grade.

Academic Appeals

Student Academic Complaint and Grade Appeal Processes

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

Student Complaint Procedure:

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

Student Grade Appeal Procedure:

In line with academic regulations, it is within the purview of students to appeal the grades awarded in their courses. It should be noted that such appeals may encompass a broad spectrum of concerns, including but not limited to grading errors, procedural irregularities, and disputes over the interpretation of course material. To initiate an appeal, students are required to follow the established procedures set forth by the institution and furnish relevant documentation to support their claims. We strongly encourage all students to exercise their rights with respect to this matter, and we pledge to offer guidance and support throughout the appeal process.

Students will have 10 business days from the day that grades are posted or otherwise given before initiating the appeal. The student should submit a written statement to the academic dean within ten days setting forth the complaint. Efforts to resolve it, and supporting evidence or justification for the complaint. The period in which a grade may be contested will end at 5:00 pm on the 10th business day after the grade is posted.

1. The student should discuss the contested grade with the faculty person of the course; the department Chairperson may also be consulted in an effort to receive a resolution.
2. If there is no relief or satisfaction, the student may submit written documentation and the rationale for the contested grade to the Dean of the Unit. The written statement should set forth the complaint, efforts to resolve it, and supporting evidence or justification for the complaint. The academic dean, on receipt of this petition, should provide a copy of the complaint to the faculty.
3. The Dean will convene the committee charged with reviewing matters of concern. The Committee will review the written statement from the student, secure additional information that the student may have, and hear and examine evidence and information that the professor may have in support of her/his decision. Both the student and the faculty shall each receive reasonable notice of the hearing before the faculty committee and be permitted to be present at the hearing. In addition, the parties shall have the right to present evidence and to examine any witnesses who should testify. Students enrolled in online degree programs will be granted the option of attending the hearing via Skype or Zoom. The committee then makes a recommendation to the Dean, along with all of the supporting data, and the dean renders a decision in the case, which is immediately communicated in writing to the student, the faculty concerned, and the committee.
4. The decision or determination will be final and binding within the Dean's unit. However, if the student or the faculty concerned is dissatisfied with the decision of the academic dean, either may appeal to the Office of the Provost. If this is done, the Provost will review all of the information and the Provost may convene a committee to investigate the situation further and recommend action. The Provost will render a decision in the case which is to be communicated to the student, the faculty concerned, the academic dean, and the members of the committee participating in the case. The decision of the Provost is final.

Non-Academic Appeals

FERPA Appeal

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access.
- Students should submit to the Dean of Students written requests that identify the record(s) they wish to inspect. The Dean of Students will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by

the Dean of Students, he/she shall advise the student of the correct official to whom the request should be addressed.

Students have several rights related to their education records.

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

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

- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bethune-Cookman University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

Financial Aid Appeals

Loss of Financial Aid Eligibility

In the event that a student fails to meet the satisfactory academic progress (SAP) requirements, whether, in quantitative or qualitative terms, their aid eligibility may be suspended. However, the affected student has the right to appeal the decision. To do so, the student must demonstrate, through evidence, that there were extenuating circumstances that had a negative impact on their academic performance during the review period. It is important to note that the SAP requirements are a critical component of the eligibility criteria for aid, and as such, students should take them seriously. Nonetheless, in cases where circumstances beyond the student's control have had a negative impact on their academic performance, the option to appeal is available.

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

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

Appeals to Regain Financial Aid Eligibility

There are two types of appeals:

1. GPA and/or Pace of Progression Appeal
2. Maximum Time Frame Appeal (*See “Defining/Calculating Satisfactory Academic Progress” (SAP) for a detailed definition*). The Maximum Time Frame Appeal may only be made only once and only classes required to complete the degree *program will be eligible*.

Students are entitled to a maximum of two consecutive appeals when not meeting financial aid eligibility. Second appeals must be based on a reason different from the first appeal in order to be considered. The appeal, submitted through Wildcat Web, must contain the following documents:

1. A typed statement that has been proofread and is free of grammatical errors, signed and dated, from the student, explaining in detail the reason for not meeting the minimum standards for Satisfactory Academic Progress (SAP), the changes that have occurred, and what specific measures/behaviors/practices are being taken in order to improve academic performance and meet the minimum standards moving forward by the end of the review period.
2. Documentation of the extenuating circumstance(s) that occurred during the review period under review. (Financial Aid/SAP Appeals with no documentation submitted will be considered incomplete and will NOT be reviewed).
3. A revised academic plan submitted with the assistance of your success coach / academic advisor, or your graduate advisor that specifically indicates what courses (and the necessary grade(s)), and interventions the student is required to perform to be considered making progress toward regaining eligibility for financial aid.
4. Appeals that are incomplete, have missing signatures, and/or lack proper documentation will not be considered and will be automatically denied. Students may resubmit by the appeal submission deadline or the next semester’s deadline. Financial Aid awards cannot be paid retroactively for the semester(s) during which eligibility was lost.

Housing and Residence Life Appeals

Housing Appeal Process: Community Damage Billing

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

Housing Appeal Process: Individual Damage Billing

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

Traffic/Parking Appeals

Kindly be advised that all parking citations must be appealed in writing, through electronic mail, within seven (7) business days to the Parking Services Coordinator. In your appeal, you must provide a clear and concise reason for requesting a hearing, outlining the grounds for your appeal. Please note that the following defenses are not admissible at an appeal hearing:

1. Denying responsibility for improperly parking the vehicle.
2. Claiming that you did not receive a copy of the ticket.
3. Stating that you parked for only a brief period.
4. Asserting that there were no other parking spaces available.
5. Arguing that you were late for a class.
6. Maintaining that you were unwell.
7. Alleging that you lacked the financial means to purchase a decal.

Reporting an Incident

We encourage faculty, staff, and students to report matters regarding sexual misconduct, student misconduct, student grievances and complaints as well as concerns about student well-being. concerning student behavior, concerns about a student's well-being, and student grievances and complaints. Please use the appropriate links below to submit a report:

- Student Concern & Incident Form [Student Concern & Incident Form](#)
(Use this form if you suspect or have observed violations of the Student Code of Conduct. The incident report will automatically route to the appropriate office for action.)
- Academic Dishonesty and Misconduct Form [Academic Dishonesty and Misconduct Form](#)
(Use this form if you suspect or have observed violations of the Academic Honor Code. Violations include, but are not limited to: Cheating, Plagiarism, Course Material, Dishonesty, Theft or Damage of Intellectual Property, Alteration of University Documents, and Disturbances in the Classroom.)
- Student Grievance & Complaint Form [Student Grievance & Complaint Form](#)
(Use this form if you believe that you have been subjected to an alleged inequality in violation of the University's Policies and Procedures. We kindly request that you comply with the guidelines set forth herein, to ensure a fair and efficient appeals process/complaint procedure is intended to allow students an opportunity to present an issue that they feel warrants action, including the right to secure educational benefits and services.)
- Title IX Reporting Form [Title IX Reporting Form](#)
(Use this form if you have been unlawfully violated, harassed, discriminated against, retaliated against, or otherwise harmed on the basis of sex. You are encouraged to fill out this form; however, you should also contact the Office of Judicial Affairs (if you are a student) by phone at 386- 481-2451 or email bcuconduct@cookman.edu. If you are not a student, but a member of the Bethune-Cookman University community, you may call Human Resources at 386-481-2049. If you are in danger or feel threatened, please call 386-481-2900. All reports are kept confidential according to FERPA law.)

Title IX

Nondiscrimination Statement

Title IX of the Education Amendments of 1972 and other laws² prohibit discrimination on the basis of sex in employment and education programs and activities. Title IX protects all persons from sex discrimination, including sexual harassment and sexual violence. A school must respond when: (1) the school has actual knowledge of sexual harassment; (2) that occurred within the school's education program or activity; (3) against a person in the United States. Bethune-Cookman University (B-CU) prohibits discrimination based on sex in employment and education programs and activities. This policy applies to all students, employees, and volunteers and to conduct occurring in locations, events, or circumstances over which B-CU exercises substantial control over both (1) the respondent, and (2) the context in which the sexual harassment occurs, including on school grounds, any building owned or controlled by a student organization officially recognized by B-CU; and through technology resources provided by or used at B-CU or impacting a student or employee at a location owned, leased or controlled by B-CU or a recognized student organization.

B-CU will process all sex discrimination complaints it receives, including complaints of sexual harassment and sexual violence, to determine whether the conduct alleged in the complaint, if proven, would constitute sexual harassment as defined in applicable regulations.³ This includes complaints of sexual assault or harassment made by students and employees, and against students, employees, and volunteers. B-CU reserves the right to address potential disciplinary infractions that fall outside of Title IX's scope under its student, employee, and faculty codes of conduct and handbooks.

B-CU will take appropriate action should it receive a formal complaint and has actual knowledge that any contractor, vendor, partner, or other affiliate has engaged in sex-based misconduct, up to and including termination of the business relationship.

A. Title IX Coordinators and Other Roles

Complaints of sexual assault, sexual harassment and other conduct prohibited under this policy and inquiries concerning the application of Title IX and its regulations should be directed to the B-CU Title IX Coordinator or Deputy Coordinators. To obtain the contact information for the Title IX Coordinator or Deputy Coordinators, you may contact Human Resource at 386-481-2049 or visit their website at https://www.cookman.edu/hr/_files/title-ix-policy.pdf.

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

Florida's Safety in Private Spaces Act

Bethune-Cookman University, in compliance with Florida's Safety in Private Spaces Act, provides students, faculty, and staff members designated restrooms (toilet or urinal) and changing facilities (dressing room, fitting room, locker room, changing room, or shower room) for their exclusive use, respective to their biological sex at birth, in order to maintain public safety, decency, decorum, and privacy. This policy applies to students, faculty, staff and third parties while present on University Property. Individuals or groups using University Property must follow all federal, state, and local laws, as well as University policies, procedures, and practices.

DEFINITIONS:

Changing Facility – A room in which two or more persons may be in a state of undress in the presence of others, including, but not limited to, a dressing room, locker room, or shower room.

Female – A person belonging, at birth, to the biological sex which has the specific reproductive role of producing eggs.

Male – A person belonging, at birth, to the biological sex which has the specific reproductive role of producing sperm.

Restroom – A room that includes one or more toilets or urinals and is sex-specific. This term does not include a unisex restroom.

Sex – A the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person’s sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.

Third Party – Any individual that is not a student, faculty or staff member of B-CU.

Unisex Changing Facility – A room intended for a single occupant or a family in which one or more persons may be in a state of undress, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room that is enclosed by floor-to-ceiling walls and accessed by a full door with a secure lock that prevents another individual from entering while the changing facility is in use.

Unisex Restroom – A room that includes one or more water closets and that is intended for a single occupant or a family, is enclosed by floor-to-ceiling walls, and is accessed by a full door with a secure lock that prevents another individual from entering while the room is in use.

University Property – Any B-CU building, including but not limited to athletic and campus facilities.

APPLICABILITY:

This policy applies to all students, faculty, staff and third parties who are present on University Property, as defined above.

- Students, Faculty and Staff: A person who willfully enters a restroom or changing facility designed for the “opposite sex” and refuses to depart when asked to do so by any B-CU administrative personnel, faculty member, Campus Safety or law enforcement personnel will be subject to the University’s disciplinary procedures.
- Third Party: A person who willfully enters a restroom or changing facility designed for the “opposite sex” and refuses to depart when asked to do so will have committed the criminal offense of trespass.
- Individuals may submit a complaint to the Attorney General alleging that a covered entity failed to meet the minimum requirements for restrooms and changing facilities required by law.

RESPONSIBILITIES:

- The Office of Human Resources: Responsible for sanctions regarding staff and faculty violations of this policy.
- Office of Innovation and Leadership Development: Responsible for sanctions regarding student violations of this policy.

- Department of Campus Safety: Responsible for assisting in enforcement of this policy.

EXCEPTIONS:

Under limited and specific instances, there are exceptions policy. A person may only enter a restroom or changing facility designed for the opposite sex:

- for the purpose of assisting or chaperoning a child under the age of 12, an elderly person, or a person with a disability;
- for law enforcement or governmental regulatory purposes;
- to render emergency medical assistance or to intervene in any other emergency situation;
- for custodial, maintenance, or inspection when the restroom or changing facility is not in use; or
- when the appropriate designated restroom or changing facility is out of order or under repair, and the restroom or changing facility is not occupied by a person of the opposite sex.

This Act does not apply to persons born with a medically verifiable genetic disorder of sexual development under treatment by a physician, with specified conditions.

PROCEDURES:

1. Violations of this policy must be reported to _____.
2. Disciplinary Procedures set forth and accessible for students at _____.
3. Workplace Disciplinary policies established and accessible for faculty and staff members at _____.
5. Documentation of compliance submitted to the Florida Department of Education Commission for Independent Education by April 1, 2024.

Student Resource Services Assistance Animal Policy

Bethune-Cookman University ("B-CU", "University") recognizes the importance of Service Animals and Emotional Support Animals ("ESA") to individuals with disabilities and have implemented a policy regarding Service Animals and Emotional Support Animals, collectively Assistance Animals, in order to accommodate individuals with disabilities. The policy ensures that individuals with disabilities who require the use of Service Animals and/or ESA as a reasonable accommodation benefit from the work or tasks conducted by such animals or the therapeutic support they provide. B-CU reserves the right to modify the policy as the need arises.

The University's campuses, vehicles, events, and programs are generally subject to a "no

pets" restriction, with the exceptions outlined in the policy. The University is committed to creating and maintaining a welcoming and inclusive educational, working, and living environment that allows individuals to have animals defined below as "Service Animals," and "Emotional Support Animals," which under the Policy are not considered "Pets," on University Property in accordance with federal and state laws and subject to the conditions and rules set forth in the Policy.

To review the policy, please visit https://www.cookman.edu/studentexperience/_files/housing-residence-life-forms/seaap.pdf.

Policy on Infants and Children

Bethune-Cookman University does not allow enrolled students to bring infants or children into buildings, classrooms, libraries, or residence halls. This policy is in place to prevent any disruption to the learning environment and ensure the safety of all individuals on campus.

Student Dress Standard

The Bethune-Cookman University (B-CU) Student Dress Standard is intended to ensure that students have a basic understanding of socially acceptable appearances for the B-CU educational teaching-learning environment process and to prepare them for professional settings. Additionally, B-CU has an obligation to create a living and learning environment where all members of its community are comfortable and not offended or distracted by inappropriate dress. The B-CU Student Dress Standard is designed to provide a basic guideline for students and is not intended to infringe upon a student's right to self-expression.

While these are general standards for the University, each College, Department, and Office is afforded the discretion to develop and enforce stricter guidelines based on unique academic and career expectations. Classroom instructors, University administrators, and staff have the right to address policy violators and/or deny admission to students dressed in any of the prohibited attire. Students are also expected to adhere to the B-CU Dress Standard at University-sponsored events off-campus. Students who fail to abide by the dress standard, when advised by a University official, shall be considered in violation of the dress standard and will be subject to disciplinary action per the Student Code of Conduct.

General Dress Standard Expectations

The University expects that students exhibit attire that is respectful of themselves and the core values of the institution while present in classrooms and offices. Clothing, grooming, and overall personal appearance should be appropriate for academic and/or professional settings. Examples of suitable attire include but are not limited to, neat, modest, casual, or professional clothing in classrooms, the Student Activity Center, the Chapel, University offices, and the Dining Hall. For formal university-sponsored programs on or off-campus, business or professional attire is expected. Social/extracurricular activities that occur campus-wide require neat, modest, or professional clothing, depending on the occasion. For balls and galas, semi-formal, formal, or professional attire is expected.

Students are expected to dress appropriately for Professional Dress day every Wednesday!

Dress Standard Expectations for Events Requiring Business Casual Attire

- Hats are acceptable for ladies and gentlemen, provided they are not wide-brimmed or are sports caps designed or intended for outside use. Head covering that is illustrative of a religious conviction or preference is welcomed and acceptable. Students are required to seek approval from the Chaplaincy Department for religious-affiliated attire and must take their Student ID wearing such attire.
- Men should remove any hat when entering a building, during prayer, or during the playing/singing of the national anthem or University Alma Mater.
- Business Casual Attire for Females: Casual blouse, pants, capri/cropped pants, jeans, sweaters, jackets or blazers, and dresses and skirts (must be no more than three inches above the knee when standing).
- Business Casual Attire for Males: Collared or polo shirts, sweaters, casual shoes or sneakers, and khaki pants or jeans (with no graphics or writing on them).
- Students in professional programs with standard uniforms (nursing, ROTC, e.g.) are permitted to wear this in lieu of standard professional dress.

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

- Du-rags, stocking caps, hats, sun-visors, bandannas, wrap-caps, and hoods in any University building or any formal University-sponsored event (e.g., Convocation, Honors Day, or Founder's Day, President's Assembly). Head covering that is illustrative of a religious conviction or preference is welcomed and acceptable.
- Clothing with derogatory, offensive, and/or lewd messages either in words or pictures;
- Bare feet, house shoes, or sleepwear in public or common area spaces (including residence halls);
- Sagging pants or sagging shorts;
- Hair rollers, bonnets, or wrap-caps designed for sleep.
- Midriffs, cat-suits (fitted full body suits), low-cut tops, revealing mesh, netted shirts, see-through garments, cut-off t-shirts, undershirts (slang: wife beaters) (male or female);
- Sheer or provocative garment without proper undergarments;

STUDENT CODE OF CONDUCT

Mission and Philosophy

The Bethune-Cookman University community is committed to fostering a campus environment that represents our Christian tradition, is conducive to academic inquiry, productive campus life and thoughtful study and discourse. The student conduct program within the Dean of Students Office is committed to an educational and developmental process that balances the interests and safety of individual students with the interests and safety of the Bethune-Cookman University community.

A community exists on the basis of shared values and principles. At Bethune-Cookman University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility. A Bethune-Cookman University student represents the university at all times. Therefore, the university maintains high standards of behavior on and off campus, during the semester, and in between terms.

Each member of the Bethune-Cookman University community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in a violation of the rules and standards below, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

The student conduct process at Bethune-Cookman University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations and develop an understanding of the impact of their behavior. When a student is unable to conform their behavior to community expectations and/or their behavior is a danger to themselves or others, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fundamental fairness but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures a written notice and a hearing before an objective adjudicating officer or board. No student will be found in violation of Bethune-Cookman University policy without information showing that it is more likely than not that a policy violation occurred (standard of proof). Sanctions will be proportional to the severity of the violation, its impact on the community and its members, and the cumulative conduct history of the student.

I. Values

Bethune-Cookman University is guided by its core values: **F.I.R.S.T.**

The foundation of any organization is reflected by its values. In support of the Core Values of Bethune-Cookman University, the Division of Student Affairs has also adopted the following values statements for the Student Code of Conduct. The Student Code of Conduct exists to ensure that all students have the opportunity to pursue their education in a safe, respectful environment.

Community: Bethune-Cookman University students build and enhance the campus community and the greater Daytona Beach Community.

Social Justice: Bethune-Cookman University students are just and equitable in their treatment of all members of the community and act to discourage unjust and inequitable behaviors.

Responsibility: Bethune-Cookman University students are held to a high level of responsibility to themselves, others, the community, and to the degrees conferred, all of which represent the University.

II. Learning Outcomes

- A. To teach students to hold themselves accountable for reflecting and defining healthy personal core values. To examine their behavior in the light of those values and hold fast to the mission of being the best version of themselves even in the midst of mistakes and related consequences.
- B. To assist students in the learning process of transforming adversity into opportunities for growth by moving through adversity, building new skills to overcome adversity, and establishing higher functioning norms after adversity.
- C. To behave in ways that reflect the interdependence of all members and aspects of a community.

Intellectual Diversity

Bethune-Cookman University respects the views and perspectives of all participants in the learning environment. As such, the University welcomes intellectual diversity and the free exchange of ideas in a non-confrontational environment. If you feel that you have been treated unfairly on the basis of your personal beliefs or affiliations, please contact the Dean of Students.

III. Jurisdiction

The Dean of Students has authority over the administration of the *Student Code of Conduct*. Students at Bethune-Cookman University are provided a copy of the *Student Code of Conduct* annually in the form of a link on the Bethune-Cookman University website. Students are responsible for reading and for abiding by the provisions of the *Student Code of Conduct* [Student Handbook](#).

The *Student Code of Conduct* and the student judicial process apply to the conduct of individual students, both undergraduate and graduate, and all Bethune-Cookman University-recognized student organizations. For the purposes of student conduct, Bethune-Cookman University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student is continuously enrolled. In the event that serious misconduct occurs after a student has been admitted but prior to matriculation, Bethune-Cookman University may invoke these procedures and require documentation regarding the misconduct. Should a pre-matriculated student be found responsible for the misconduct, Bethune-Cookman University may rescind an offer of admission.

Bethune-Cookman University retains conduct jurisdiction over students officially enrolled who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate until the sanctions are satisfied. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, Bethune-Cookman University may invoke these procedures. Should the former student be found responsible, Bethune-Cookman University reserves the right to revoke that student's degree.

The *Student Code of Conduct* applies to behaviors that take place on the campus, at university-sponsored events,

or on university property. The Code may also apply off-campus when the Dean of Students or their designee determines that the off-campus conduct affects a substantial Bethune-Cookman University interest.¹ A substantial Bethune-Cookman University interest includes:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of Bethune-Cookman University.

Campus Safety Officers and authorized staff may search beyond plain view with explicit approval from the Chief of Campus Safety, Dean of Students, or his/her designee. Students who violate this policy may be criminally prosecuted and be subjected to disciplinary actions ranging from residential suspension or probation with educational sanctions **and** university suspension or expulsion.

Bethune-Cookman University is a drug, alcohol, and weapons-free environment. All vehicles entering campus are subject to security search.

The *Student Code of Conduct* may be applied to behavior conducted online, via email, or other electronic mediums. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of misconduct if evidence of policy violations is posted online. Bethune-Cookman University does not regularly search for this information but may take action if and when such information is brought to the attention of Bethune-Cookman University officials. ***Most online speech by students not involving Bethune-Cookman University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:***

- A threat is defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";
- Speech posted online about Bethune-Cookman University or its community members that cause significant disruption on campus or to campus operation.

The *Student Code of Conduct* also applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors and guests of Bethune-Cookman University may seek resolution of violations of the *Student Code of Conduct* committed against them by members of the Bethune-Cookman University community. The Code may also be applied to resident non-students, campers, and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements.

There is a six-week time limit on reporting violations of The Student Code of Conduct however, the longer someone waits to report an offense, the harder it becomes for Bethune-Cookman University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit Bethune-Cookman University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to Campus Safety and or the Judicial Affairs office.

In light of an accusation of misconduct, it is imperative that a procedural framework be in place to govern the process of withdrawal for the concerned student. It is pertinent that any request for

official withdrawal, for any reason, be subject to administrative review and approval. In instances where a complaint of misconduct is pending at the time of the withdrawal request, it is recommended that the request be held in abeyance until the resolution of the said complaint. While it is acknowledged that a student may effectively withdraw by dropping out, it is incumbent upon them to follow the official process for changing their status. This approach is aimed at addressing the challenge of conducting the misconduct process after a student has withdrawn, as a non-student cannot be sanctioned by an institution. In the event that the student is found guilty of misconduct, they must complete the sanctions before becoming eligible to re-enroll, if at all. It is recommended that a hold be placed on the withdrawal process until the completion of the misconduct process.

Withdrawal from Bethune-Cookman University to avoid judicial proceedings for violating the Student Code of Conduct is strictly prohibited. All allegations must be resolved to maintain institutional integrity. Any attempt to evade accountability is not tolerated, and the University reserves the right to take necessary action.

IV. AMNESTY

1. Medical Amnesty for Alcohol or Drug Use: The University encourages students to seek medical assistance, but it recognizes that students may be hesitant to make a call or report when they:
 - i. Need immediate medical assistance due to their own use of alcohol/drugs; or,
 - ii. Witness another Student who needs immediate medical assistance due to alcohol/drugs.
2. Thus, students involved in an incident involving alcohol/drugs will not be charged under the Student Code of Conduct with consumption if:
 - i. they render or call for immediate medical assistance for themselves and/or others who have participated in or witnessed the incident;
 - ii. the Student calling for immediate medical assistance remains at the scene with the person in need of immediate medical assistance until such assistance arrives and then cooperates with such personnel on the scene; and,
 - iii. the student timely completes the appropriate educational intervention for the incident as determined by the Office of Judicial Affairs and Community Standards (JACS). Other charges related to the incident (e.g., alcohol distribution, drug distribution, or other non-alcohol/drug charges) may be determined at the discretion of the JACS Director. **While student organizations are not eligible for amnesty, calling for medical assistance will be a mitigating factor** while failing to call or remove a person in need of medical assistance will be an aggravating factor at any sanctioning stage.
3. Reporting Amnesty: The University encourages Students to report allegations of the Student Code of Conduct, including allegations of B-CU drug/alcohol policy but recognizes that students may be hesitant to make a report when they were using drugs/alcohol. Thus, students involved in an incident involving drugs/ alcohol will not be charged under the Student Code of Conduct with consumption if they are reporting a violation of the Student Code of Conduct or B-CU handbook policy. Any other charge(s) related to the incident may be determined at the discretion of the JACS Director, but the reporting will be a mitigating factor at any sanctioning stage. While student organizations are not eligible for reporting amnesty, reporting and self-reporting will be a mitigating factor, while failing to report will be an aggravating factor at any sanctioning stage.
4. Investigatory Amnesty: As part of an investigatory process, and conditioned on being truthful and providing complete information, a witness or party may be asked to provide information which would self-disclose a Student Code of Conduct violation. Without abridging the right of any member of the University community of rights granted under the United States or Florida Constitution and/or any other applicable law including, but not limited to the Fifth Amendment, disclosing a Student Code of Conduct violation such as drugs/alcohol use related to an incident being investigated and outlined in the investigation will not be charged under the Student Code of Conduct. All other charges related to the incident may be determined at the discretion of the JACS

Director, but additional amnesty may be provided under this provision.

5. Hazing Amnesty: A Student may not be charged under the Student Code of Conduct if the Student establishes that, before medical assistance or law enforcement arrived on the scene of a hazing event, the Student rendered aid to the hazing victim and establishes all of the following:
 - i. The Student was present at an event where, as a result of hazing, a person appeared to be in need of immediate medical assistance; and
 - ii. The Student was the first person to call 911 or B-CU Campus Safety to report the need for immediate medical assistance; and
 - iii. The Student provided their own name, the address where immediate medical assistance was needed, and a description of the medical issue to the 911 operator or B-CU Campus Safety at the time of the call; and,
 - iv. The Student remained at the scene with the person in need of immediate medical assistance until such medical assistance or law enforcement arrived and the Student cooperated with such personnel on the scene.
6. Recording Amnesty in compliance with section 1004.097 and 1001.03, Florida Statutes: A student may video or audio record a class lecture for their own personal educational use, in connection with a complaint to the University, or as evidence in, or in preparation for a criminal or civil proceeding. A recorded lecture may not be recorded or published without the consent of the lecturer or according to the lecturer's syllabus.
7. Amnesty at the JACS Director's Discretion: The JACS Director may grant amnesty from proceedings within the conduct system, contingent on a student providing complete and accurate information during an investigation or conduct proceeding.

V. Communication

Bethune-Cookman University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their Bethune-Cookman University email address. Students should check their Bethune-Cookman University email address daily. Notices of an investigations, meetings, and hearings are sent to university email addresses.

Media Contact

Students are prohibited from speaking on behalf of Bethune-Cookman University with any media organization or publication, or from inviting the media to any B-CU property or campus event without the permission of the President of the University or Department of Communications. Violation of the policy may lead to dismissal.

Website/Internet/Email Usage

Bethune-Cookman University reserves the right to review any information, pictures, or advertisements, on any public website such as Facebook, Myspace, Instagram, Snapchat, X (formerly known as Twitter), Vine, or any social media, 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.

Social Media Policies & Guidelines

The below policies and guidelines apply to all staff, faculty, students and vendors who manage social media accounts on behalf of Bethune-Cookman University. The University will monitor and conduct a periodic review of official social media accounts to ensure compliance with these policies and guidelines and to facilitate the ongoing success of social media marketing activities.

VI. Account Management

Creating and Maintaining Official University Accounts

A University group (e.g., a college, school, department, program, student club, or other organization) that wants to either start a new social media account or have an existing one recognized as an official account by the University (i.e., start or maintain an officially recognized B-CU account) must complete a Bethune-Cookman University Social Media Account Registration Form. Official University social media accounts must implement appropriate levels of password and other security measures to protect the integrity and security of such accounts. Official accounts are also encouraged to complete the process for Facebook and X (formerly known as Twitter) account verification.

Any social media account that will not be an official University account must be clearly identified as an “unofficial” or “fan” account consistent with applicable laws and the guidelines and best practices for the particular social media platform.

Unless otherwise approved in advance in writing by University Communication & Marketing, any social media accounts that will be created or maintained by a vendor on behalf of the University or any University group must be owned by the University, and at least one University employee must have the highest level of administrative access to such accounts at all times.

Violations of this policy will result in disciplinary action by the University.

VII. Brand & Logo

Adhering to B-CU Brand/Logo Guidelines

Official social media accounts must adhere to the Bethune-Cookman University Brand/Logo Guidelines to maintain official status. Unofficial accounts, on the other hand, will not be allowed to use Bethune-Cookman University’s intellectual property (logos, wordmarks, badges, symbols, and the like that are protected by trademark or copyright) in a manner that identifies them, or hold themselves out, or is reasonably likely to be confused, as accounts officially recognized and supported by the University. Unofficial accounts reasonably believed to be violating this policy or guidelines may be notified of the violation, asked or directed to cease the violation or appropriately modify the account and/or reported to the applicable social media platform or other parties (which potentially could result in a suspension or deletion of the account).

For brand or logo-related inquiries or requests, please contact the University Communications Department.

The University expects that all social media account use and administration will be conducted in compliance with all applicable laws, rules and regulations, and University policies.

Implications of Posting Material on Social Media

When you post content to social media sites such as Facebook, Instagram, X (formerly known as Twitter), LinkedIn, Snapchat, Thread or YouTube, under the terms of their respective service agreements, you are automatically granting them a license—commonly known as an intellectual property (or IP) license—to use this content. Social media platforms also facilitate the sharing by other social media users of content posted by you to audiences far beyond those of the original social media account. Your digital footprint is the record of all your online interactions. In essence, once you share on social media, it can be there permanently.

VIII. Student Rights and Responsibilities

A. Rights

1. Free inquiry, expression, and assembly are guaranteed to all students. This includes the right of the student press to be free of censorship.
2. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the University.
3. The right of students to be free from harassment or discrimination based on race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information.
4. The right of students to privacy and to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures is guaranteed. This right is extended to electronic communications. See B-CU Appropriate Use and Information Security/Confidentiality Policy (page #62).
5. Students will be exempt from disciplinary action that affects their status as students except for academic failure, violation of a published University rule or regulation, and incidents posing a threat or harm to life or University property. Rules and regulations shall be fully and clearly disclosed in advance of the alleged violations.
6. No disciplinary sanctions (with the exception of incidents posing a threat or harm to life or University property) resulting from a violation of rules and regulations may be imposed upon any student without prior written notice of the nature and cause of the charges.
7. A student or student organization charged with violating University regulations is entitled to a hearing.

B. Responsibilities

1. To complete all of the university-established requirements to earn a degree
2. To exercise sound judgment in their choices and assume the consequences of their own actions at all times
3. To respect the rights and property of others
4. To learn and seek an understanding of their rights
5. To conduct their academic affairs in a forthright and honest manner
6. To carry their University ID card at all times
7. To know, understand, and comply with all University regulations and policies, as well as federal, state, and local laws
8. To maintain high academic, social, moral, and civic character
9. To protect and guard the resources, facilities, and brand of the University at all times.

IX. Student Club and Organization Rights and Responsibilities

A. Rights

1. Use of the University name in association with the student organization in the manner designated by the institution
2. Use of University facilities at no charge or at reduced charge
3. Ability to solicit membership on campus
4. Opportunity to sponsor events, programs, fundraising, and guest speakers in accordance with the University guidelines
5. Eligibility for the right to request student activity funding through the Student Government

Association appropriations process

6. Access to campus services, leadership programs, expertise of a faculty/staff advisor, representation by student government, and advice and counsel from appropriate administrative offices
7. Opportunity to participate in annual leadership training
8. Opportunity to apply for and be nominated for various student organization recognition awards
9. Access to student organization management tools provided by Student Activities and Involvement
10. Use of campus bulletin boards and other designated posting areas as well as additional communication resources on campus.

B. Responsibilities

1. The student organization shall agree to institutional policies and procedures appropriate to the organization's activities and conduct both on and off campus.
2. The student organization shall ensure that all leaders and officers meet the "Eligibility Policy for Participation in Student Activities.
3. The student organization shall agree that the exercise of freedom of expression will be peaceful and non-disruptive, with appropriate consideration of and respect for differing points of view.
4. The student organization shall seek the advice and counsel of its advisor.
5. The student organization shall ensure that activities and programming are consistent with the organization's constitution and bylaws or similar documents as well as adhere to the Student Honor Code, University policies, and local, state, and federal laws.
6. Student organizations recognized by the University have a responsibility to conduct their activities and programs in a manner that is consistent with the goals, purposes, and values of Bethune-Cookman University and abide by University policies and procedures.
7. The life of an organization is reflected in its membership, acting collectively and/or individually in fostering the goals, purposes, activities, and identity of the group. Members have responsibilities to their organization to conduct their personal behavior in a manner that does not negatively reflect on the organization, particularly in matters that can be related to the functions and activities of the organization.
8. The organization is expected to educate its members on the appropriate and legitimate ways in which the individual member is to foster the organization's existence at the university and to take organizational action when the individual fails to adhere to the standards of the organization or the university.
9. Consequently, an organization may be held responsible for a member's behavior when that member's behavior is demonstrably related to the organization's life and draws attention to the organization rather than to the member as an individual student.
10. Such behavior includes, but is not limited to, actions of the organization's officers, discussions, and announcements at organization meetings or via organization social media/email list serves, or when it has been alleged or determined the member was engaged in the active promotion.
11. In such instances, alleged violations may be brought against the organization as a whole and the student organization President, or the equivalent thereof shall serve as the organization's representative in a hearing.

C. Student Due Process Rights

A student and/or organization who has been charged with a violation and thus alleged to be involved in misconduct or inappropriate behavior will be granted the following in order to ensure fundamental fairness in the university student conduct process:

- A. **Notice of Charges-** to be informed in writing of the specific violation and inappropriate behavior in which the student or organization is suspected of involvement.
- B. **Procedures-** To be informed in writing of the student conduct process.
- C. **Hearing-** To have an opportunity to be heard in person before a decision is made.
- D. **Evidence-** To know the nature of the evidence and to be able to question witnesses except in extenuating circumstances.
- E. **Witness-** To be able to offer a defense by having a material and/or character witness speak on his/her behalf.
- F. **Advisor-** To have a Bethune-Cookman University faculty, staff, or student attend the hearing in the role of a friend, advisor, or counselor. If an accused student desires to have an advisor/attorney of their choice present at the hearing, that advisor may not speak or represent the student. They are present for **consultation purposes only**. In addition, students who would like to have an advisor/attorney present will need to notify the Judicial Affairs' office of the person's name and contact information at least two business days after receipt of the notice. This prior notification will provide an opportunity for the Judicial Affairs' office to request the University Counsel's presence at the hearing.
- G. **Written Decision-** To have a written response reporting the results of the hearing.
- H. **Appeal-** To appeal a decision of a hearing officer or Judicial Board except when admitting guilt and minimum sanction is given.

The Dean of Students has the right to overturn a decision of the Director of Judicial Affairs, the University Disciplinary Committee, the Housing Review Board, and/or the Sexual Misconduct Committee if he/she determines that a decision undermined the integrity of the student conduct process. The Provost reserves the right to overturn any decision rendered by the Academic Review Panel if he/she determines that a decision undermined the integrity of the student conduct process. All appeals end with the Dean of Students or the Provost.

D. Parental/Guardian Notification Policy

Student conduct records are considered confidential under the Family Educational Rights and Privacy Act of 1974 (FERPA). This legislation, better known as the Buckley Amendment, protects student records, which include conduct files. All rights regarding a student file pass from the parent to the student when the student turns 18, or when the student attends an institution of higher education. At the University level, college officials must have a "need to know" compelling the release of a student record. Since the enactment of FERPA, Congress has made several amendments to the law. One of which allows an institution of higher education to notify parents of alcohol and other drug violations if the student is less than 21 years of age at the time of notification.

The Office of the Dean of Students or his/her Designee reserves the right to notify the parents of students under the age of 21 who violate alcohol and other drug provisions of the Student Code of Conduct, or who in our professional judgment are considered to be a danger to themselves or others.

Upon receipt of an alcohol or other drug violation by a student under the age of 21, the Dean of Students or their designee will staff the case and make a decision regarding parental notification based on the particular

circumstances of the offense and the student's history. Parents will be notified by letter or phone, depending on the circumstances of the case.

In all other cases, B-CU will not release information regarding a student's conduct case or even that a conduct case exists, without a signed release of information from the student unless we are complying with a court order or following VPSSA policies regarding notification. When the student's actions put his/her health and/or academic future in imminent jeopardy, then we believe that by bringing parents/guardians into the loop we will be able to assist the student in getting back on track.

E. Appropriate Use and Information Security/Confidentiality Policy

To provide Bethune-Cookman University (B-CU) faculty, staff, and students with accessible and professional computing facilities and establish appropriate terms, conditions, and restrictions on the use of said facilities. This appropriate use policy covers all computing assets of Bethune-Cookman University. "Computing assets" include but are not limited to all networks, desktop computers, servers, printers, email services, web services, and any computer access. By using any University computing facility or service or any other University computing asset, the user agrees to all the following policies outlined in this policy.

To protect the integrity, security, and confidentiality of data and/or information stored on Bethune-Cookman University computing systems.

Appropriate use of information technology resources at Bethune-Cookman University includes instruction, independent study, research, and official work of the offices, sectors, recognized student and campus organizations, and agencies of the University.

Although not exhaustive, the following list emphasizes activities that are NOT allowed on Bethune-Cookman University, networks or computer systems. No University computing facility or service or any other University computing asset will be used in any illegal activity, including but not limited to:

1. conduct or behavior that is prohibited by University policies including harassment or hate crimes as defined in these policies and state and federal laws and regulations;
2. commercial activity not authorized in writing by an Officer of the University;
3. accessing or distributing any type of illegal pornography;
4. the "hacking" of any computer system;
5. distributing or making unauthorized use of any data, or information stored in the computing systems;
6. knowingly recording any inaccurate or false data in University records;
7. using or having others use University technology for personal business;
8. giving their passwords or access to any other person (University or outside personnel);
9. making, distributing, or using unauthorized or illegal copies of licensed and/or copyrighted software, media, or material;
10. obstructing others' work or access by consuming large amounts of system resources such as disk space, CPU time, and network bandwidth;
11. knowingly introducing destructive software such as programming loops or "viruses" into the system, or running Internet file-sharing applications (such as Napster, Lime Wire, KaZaA, etc.) that provide "stealth" sharing services;
12. attempting to circumvent or subvert any system's security measures or resource allocations;
13. disrupting service, detrimentally impacting bandwidth, or intentionally damaging files, hardware, or software belonging to Bethune-Cookman University;
14. installing a router, wireless router, or wireless access point on any University network (including the Residence Halls) without written approval from CIT; and

15. creating a hostile or intimidating work or academic environment through the personal viewing of sexually explicit or offensive materials in the workplace or computer labs.

In cases of doubt, it is the user's responsibility to inquire with the Chief Information Officer in the Center for Information Technology concerning the permissibility of technology use.

With reference to discovery or access by the University, there shall be no user confidentiality as to any information contained or transmitted by any University computing facility or service or any other University computing asset.

Proprietary information is stored on or transmitted using any University computing asset at the risk of the user; the University cannot assure that such proprietary information will remain private or confidential.

See full policy at [Appropriate Use and Information Security/Confidentiality Policy](#)

F. Smoking and Use of Tobacco Policy

Bethune-Cookman University is a smoke and tobacco-free campus and strives to maintain a healthy workplace and campus environment for all staff, students, faculty, and visitors. For that reason, smoking and the use of tobacco is prohibited on all grounds and facilities of, or under the jurisdiction of, Bethune-Cookman University, regardless of campus or location, including indoor and outdoor locations, including playing fields, parking lots, entrances, and exits and to all persons, including but not limited to faculty, staff, contract personnel, vendors, students and visitors of B-CU.

In concurrence with this policy, the following is also prohibited by this policy:

- the sale and use of all tobacco products including but not limited to cigarettes, cigars, pipes, water pipes, hookahs, smokeless tobacco, snuff, chewing tobacco, smokeless pouches and any other form of loose-leaf tobacco, electronic cigarettes, as well as any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation, on all grounds, facilities, and vehicles under B-CU jurisdiction,
- smoking or the use of smoking devices, as outlined in this policy, including indoor and outdoor locations such as playing fields, entrances, and exits to buildings, parking lots, and vehicles;
- tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and tobacco industry sponsorship of athletic events and athletes.

G. Violations of the Law

Violations of federal, state, or local laws are violations of the *Student Code of Conduct*. Alleged violations of federal, state, and local laws may be investigated and addressed under the *Student Code of Conduct*. When an offense occurs over which Bethune-Cookman University has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident. The criminal process and the *Student Code of Conduct* process are two independent processes.

Bethune-Cookman University reserves the right to exercise its authority of interim suspension upon notification that a student has been arrested, or is facing a criminal investigation and/or complaint. Interim suspensions are temporary suspensions imposed until a hearing can be held, typically within two weeks. Students who are placed on a vehicle suspension may not be on university property, attend events, or attend classes. Within that time, the suspended student may request an immediate hearing

from the Dean of Students or their Designee to show cause of why the interim suspension should be lifted. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued.

The interim suspension may be continued if the student is considered a danger to the community and/or if Bethune-Cookman University may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, Bethune-Cookman University will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining party to allow the criminal investigation to proceed before the University process. Students accused of crimes may request to take a leave from Bethune-Cookman University until the criminal charges are resolved, or within a reasonable timeframe as determined by the Office of Judicial Affairs. In such situations, the Bethune-Cookman University procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial, and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

H. Standards of Conduct

Bethune-Cookman University considers the behavior described in the following subsections as inappropriate for the Bethune-Cookman University community and in opposition to the core values of the university and the core values set forth in this document. These expectations and Standards of Conduct apply to all students and student organizations, whether undergraduate, graduate, or professional.

Bethune-Cookman University encourages community members to report to Bethune-Cookman University officials all incidents that involve the following actions. Any student or organization found to have committed or to have attempted to commit any of the following misconduct is subject to the sanctions outlined in this manual.

A. Offenses against Persons

An offense against a person is committed when a student:

1. Threatens the physical health, welfare, or safety of another person, places another person in serious bodily harm, or uses physical force in a manner that endangers the health, welfare or safety of another person; or repeatedly follows or attempts to make unwanted contact, including but not limited to physical or electronic contact, with another person.
2. Engages in sexual misconduct that includes sexual harassment and sexual violence.
3. Engages in retaliation as defined as any behavior, direct or indirect, taken to or attempt to harass, intimidate, or improperly influence any individual associated with the student conduct process.

4. Engages in discrimination.
5. Engages in intimidation is defined as implied threats or acts that cause a reasonable person fear of harming another.
6. Engages in bullying and cyberbullying are defined as repeated and/or severe aggressive behaviors that intimidate harm or control another person physically or emotionally, and are not protected by freedom of expression.
7. Engages in stalking defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
8. Engages in Intimate Partner/Relationship Violence: violence or abuse by a person in an intimate relationship with another. The term "intimate partner violence" is defined to mean any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual. It would include stalking, dating violence, sexual violence, or domestic violence.
9. Engages in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University. Hazing includes but is not limited to, any action, activity, or situation which recklessly, negligently, or intentionally endangers the mental or physical health, welfare, or safety of a person, creates excessive fatigue, sleep deprivation, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, destroys or removes public or private property, or implicitly or explicitly interferes with the academic requirements or responsibilities of a student. It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity. Apathy acquiescence in the presence of hazing is not neutral; both are violations of this rule.
10. Demonstrates or indicates to another individual his or her possession or immediate control over a firearm, explosive, or weapon; or proclaims to another individual his or her possession or control over a firearm, explosive, or weapon as a method of intimidation, coercion, threat, distress, or extortion.
11. Uses electronic or other devices to make an audio or video record of any person while on university premises where there is a reasonable expectation of privacy without the person's prior knowledge or express consent when such a recording is likely to cause injury, distress, or damage to reputation. Such University premises include, but are not limited to showers, locker rooms, or restrooms.
12. Falsely reports a bomb, fire, or other emergency.

B. Offenses against Property

An offense against property is committed when a student:

1. Knowingly and without proper consent or authorization has in his or her possession the property of another person or the University.
2. Knowingly and without proper consent or authorization removes, uses, misappropriates, or sells the property of another person or the University.
3. Willfully or maliciously damages or destroys property owned or in the possession of another person or the University.
4. Obtains the property of another person by misrepresentation or fraudulent means.
5. Misuses, damages, and tampering with life safety equipment and devices.
6. Enters the facilities or uses the property of another person or the University without proper consent or authorization.
7. Knowingly, and without proper payment, utilizes the services of the University which require payment.

8. Commits a theft of electronic information, or gains or attempts to gain unauthorized access to computer and other electronic resources.

C. Offenses against the Orderly Process of the University

An offense against the orderly process of the University is committed when:

1. A student intentionally causes or attempts to cause disruption or obstruction of teaching, research, administration, disciplinary proceedings, University activities, or other authorized, permitted, or constitutionally protected activities on University premises, including employment, recruitment, and public service functions.
2. A student or applicant knowingly furnishes false or misleading information to the University.
3. A student, applicant, or former student forges, alters, misrepresents, or misuses documents, records, or instruments of identification.
4. A student interferes with, attempts to, or improperly influences the established student discipline procedures of the University.
5. A student has possession or immediate control over a firearm, explosive, or weapon, in violation of the University's weapons policy.

D. Offenses by a Student Organization or Campus Organization

Organizations through their officers, and/or individual members may be held responsible for the conduct in accordance with guidelines established for individual students regardless of location (on or off University premises), University supervision or sponsorship, officer knowledge, or official membership approval. Organizations, their officers, and/or individual members may be sanctioned in a manner suitable to circumstances similar to those outlined for individual students.

All members of any B-CU-associated organization are responsible for reading and understanding the Student Organization Handbook, as well as the Student Code of Conduct.

I. Zero Tolerance Policy

A zero tolerance policy is one which requires a severe penalty to be imposed which is unbending in its imposition and often does not give allowance for extenuating circumstances. B-CU will also take disciplinary action for many of the violations reported off campus, provided these violations have a connection to the campus. This would include violations that endanger students or may cause harm to the campus community. The Zero Tolerance Policy includes the following policies:

1. Illegal Drugs
2. Sexual Misconduct
3. Alcohol
4. Weapons
5. Fighting
6. Gang Activity/Affiliation
7. Tampering with Life Safety Equipment
8. Bullying/Cyberbullying
9. Hazing
10. Threats.

A. Illegal Drugs

Bethune-Cookman University prohibits the unlawful possession, use, or distribution on its campus by students, employees, and visitors of prohibited products which include but are not limited to illicit drugs or drug paraphernalia, marijuana (even for medicinal purposes), edibles, use prescription drugs without a prescription, and electronic delivery devices such as vape pens. Further, any possession or consumption of prohibited products of any kind in plain view shall be considered in violation of campus policy. The privacy rights of students in their residential space will be respected, but any public nuisance coming from private space related to the consumption of prohibited products shall bring the full force of this policy and applicable state and federal law into play. The concealment of prohibited products and their consumption from plain view does not preclude the enforcement of state laws or this policy for other just causes. Campus Safety Officers and authorized staff may search beyond plain view with explicit approval from the Chief of Campus Safety, Dean of Students, or his/her designee. Students who violate this policy may be criminally prosecuted and be subjected to disciplinary actions ranging from residential suspension or probation with educational sanctions **and** university suspension or expulsion. Students accused of violating these policies are afforded full due process under the university Student Code of Conduct. The university may also refer cases for criminal prosecution. Other sanctions may include

1. Prohibited participation in campus activities, student government, and the representation of the university or its organizations in any capacity.
2. The student may be suspended/expelled or required to seek mandatory counseling services that may or may not duplicate those required for earlier violations. The student may also be required to register for the drug education program. Parental involvement in the form of a parent-student meeting with the Judicial Affairs office may also be required.

B. Sexual Misconduct

Bethune-Cookman University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities.

The University prohibits sexual assault, sexual and gender-based harassment, intimate partner violence, stalking, retaliation, and violation of interim measures. Zero Tolerance conduct is expressly forbidden and will not be tolerated at Bethune-Cookman University. It may also violate federal and state law.

The University adopts the Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking Policy and Procedures with a commitment to (1) eliminating, preventing, and addressing the effects of sexual misconduct; (2) fostering an environment where all individuals are well-informed and supported in reporting sexual misconduct; (3) providing a fair and impartial process for all parties; and (4) identifying the standards by which violations of this Policy will be evaluated and disciplinary action may be imposed. University students who violate this Policy may face disciplinary actions up to expulsion.

The Policy and Procedures set forth how the University will proceed once it is made aware of possible Prohibited Conduct in keeping with our institutional values and to meet our legal obligations under Title IX of the Education Amendments of 1972 (Title IX); the Jeanne Clery

Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA); and other applicable law.

See the full policy by visiting: [Title IX Policy](#).

REMEMBER:

1. “It is a violation of university policy and state law to force sexual activity on another person. This includes anything from forced kissing or touching to forced intercourse. Force includes more than the use of weapons. It also includes physical force and physical or mental intimidation or pressure.
2. Consent means that your partner has freely agreed to sexual activity. The best way to know if your partner consents is to **ASK** and be sure your partner gives a clearly expressed **YES**.
3. Intoxication does not excuse poor conduct. It is a violation of university policy and state law to have any sexual activity with someone who is unable to give consent because of alcohol drugs or other impairments. If your partner is very intoxicated, you may be guilty of sexual misconduct **EVEN IF YOUR PARTNER SAID YES**.
4. Denying someone access, benefits, or opportunities based on willingness to engage in verbal or physical sexual interaction is sexual harassment. Do not use sex as a bargaining tool. It is illegal.
5. When someone makes it clear to you that they do not want sex, that they want to stop or that they do not want to go past a certain point of sexual interaction, **STOP!** Pressure for sexual activity is called coercion.
6. If you intentionally make contact with another person’s breasts, buttocks, groin or genitals with any part of your body without explicit and clear-minded consent, even when hugging, you have violated that person’s rights.
7. The unwanted pursuit of another person is stalking. Stalking may also involve the use of electronic media, social networks, blogs, text messaging, voice mail messages, letters or notes, etc.

C. Alcohol Policy

As a “dry” campus, B-CU prohibits the unlawful possession, use or distribution of alcoholic beverages by students and employees on its campus. Further, any possession or consumption of alcoholic beverages (including alcoholic beverage containers, i.e. bottles, flasks, etc.) of any kind in plain view shall be considered in violation of campus policy. The privacy rights of students in their residential space will be respected, but any public nuisance coming from private space related to the consumption of alcohol shall bring the full force of this policy and applicable state law into play. Alcohol (including paraphernalia) found during health and safety inspections may result in suspension from residential living.

Students who choose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication does not excuse or justify a violation of the state law, campus policy, or the rights of others.

1. It is illegal for anyone to have alcohol on campus;
2. It is illegal for anyone under the age of 21 to drink;
3. It is illegal for anyone to buy or provide alcohol to someone under 21;
4. It is illegal for anyone to be intoxicated in public or to drive while intoxicated, on- or off-campus;
5. It is illegal for anyone to sell alcoholic beverages without a license. By law, the sale of alcoholic beverages including any situation in which there is a charge for entertainment or

- service and alcohol is freely available (including through common source or selling a cup);
6. It is a violation of university policy for a student, or faculty/staff member, to hurt or endanger another student through drinking.
 7. Violating any other University Policy while under the influence of alcohol.

Students found with an empty alcohol bottle, where there is reasonable evidence of alcohol consumption within a relative time period, can be accused of possession.

D. Weapons

Bethune-Cookman University seeks to maintain a welcoming and safe educational environment for students, employees, and visitors and adopts this policy for the possession of dangerous weapons and firearms on campus and at events.

Except as otherwise allowed by law, the University prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. University students may not possess firearms at any time on campus and may be confiscated.

Such action will not be condoned by the university and may be addressed in accordance with the Student Code of Conduct and will be subject to immediate suspension or dismissal of the individual(s) or the groups involved.

REMEMBER:

A weapon is:

1. any object or device which will, is designed to, or may be readily be converted to conduct harm upon oneself or another person;
2. possession of a concealed weapon or firearm on University Premises or On-Campus Housing even if the Student possesses a concealed weapon license;
3. a Taser and Stun Gun is a weapon and possession of a Taser or Stun Gun is considered a violation of the Student Code of Conduct;
4. any object or device which will expel shocks, bullets, shot, or shell by the action of an explosive or another propellant;
5. any handgun, pistol, revolver, rifle, shotgun or another firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
6. any BB gun, pellet gun, air/C'O2 gun, stun gun or blow gun;
7. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge;
8. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or detonating device;
9. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy provided that the containers holds no more than two ounces of chemical;
10. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
11. any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto, an ordinary pocket knife or culinary knife;

12. any martial arts weapon such as nun chucks or throwing stars; or
13. any longbow, crossbow arrow, or other projectile that could cause serious harm to any person.

B-CU also prohibits weapons at all off-campus University sponsored or supervised activities. Persons with knowledge or information of conduct that may constitute a violation of this policy are urged to contact the B-CU Campus Safety.

E. Fighting

Fighting can lead to death, significant injury, and possible criminal charges. Initiating a fight is one of the fastest ways to criminal prosecution or civil action. Such action will not be condoned by the university and will be subject to immediate suspension or dismissal of the individual(s) or the groups involved.

Any fight that involves individual students or multiple students from an organization, on or off campus, will be considered a violation of the B-CU Student Code of Conduct. All individuals may be subject to the Student Code of Conduct hearings.

REMEMBER:

1. Fighting can easily lead to injury or death;
2. Fighting can often be avoided by walking away and reporting your incident to a proper authority;
3. Anger is an emotion that can be controlled;
4. You can control the impulse to fight by taking a deep breath, convincing yourself to stay calm, and walking away;
5. It takes more strength to avoid a fight than to engage in one;
6. If someone is attempting to invoke a fight, a great tactic is to change your focus to ease your tension;

When you are mature and confident it becomes easier to handle conflict in a mature manner. Think about how you would handle a possible fight before you are confronted with one: this will help.

F. Gang Activity/Affiliation

A “gang” is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well-being of persons or property on university grounds, or at university-sponsored functions or activities, on or off campus, or activities that are harmful to the education process. Prohibited “gang activity” includes, but is not limited to:

1. Soliciting students to become gang members;
2. participating in gang initiation or other gang ceremonies;
3. deliberately wearing, displaying, or possessing prohibited gang symbols;
4. engaging in gang-related violence or threats of violence;
5. threatening others, including threats by brandishing a weapon or a replica of a weapon on school campuses, or at supervised school functions; or
6. engaging in any behavior undertaken in such a manner as to be reasonably likely to incite violence or endanger persons or property.

Prohibited "gang symbols" may include any type of clothing decoration, jewelry, patches, bandanas, gang names, the depiction of gang signs or symbols, and/or body signal/movement that is recognized as denoting a gang or is a sign, signal or movement utilized in connection with gang communications.

Student violations may be addressed in accordance with the Student Code of Conduct as well as other applicable policies and may include sanctions, up to and including expulsion.

G. Tampering with Life Safety Equipment

Life safety equipment and devices, such as smoke detectors, fire extinguishers, exit signs, sprinkler heads, and fire alarm pull stations are placed throughout campus facilities for safety. Students should use fire alarms, fire extinguishers, fire exits, fire sprinklers, and related equipment only for their intended purposes. Do not obstruct or tamper with fire detection and suppression equipment. Maintain storage at least 18" below the plane of sprinkler head installations and never hang items from sprinkler heads or throw items at or near sprinkler heads and smoke detectors. Any misuse, tampering, or destruction of building safety equipment jeopardizes student safety and should be reported immediately to Campus Safety.

- Students caught tampering with fire safety equipment or life safety systems will immediately be placed on interim suspension from university housing and/or the university depending on the severity of the incident.
- Any student found responsible for tampering with such equipment in any way will be subject to a minimum \$100.00 fine in addition to paying restitution for the cost of any necessary repairs or replacement of equipment and payment of damages or loss of property not covered by insurance as a result of tampering with the equipment.
- Any student causing damage to fire and life safety equipment that results in damage to university or personal property and/or which results in personal injury to a member of the community, as a result of violating university policies or procedures will be immediately placed on interim suspension from university housing and/or the university depending on the severity of the incident.
- Students found responsible for violating university or housing policies that result in damage to personal or university property will pay restitution for damages not recovered by insurance, will be permanently dismissed from university housing without refund of housing fees, will be trespassed from all university housing properties and programs, and will be subject to additional sanctions up to and including dismissal from the university.

There are many states and laws and regulations regarding fire safety and life safety equipment in University facilities. The university will cooperate with law enforcement agencies and will pursue prosecution of any persons who maliciously tamper with fire safety equipment and suppression systems which result in loss of person or property or personal injury.

REMEMBER:

1. Hanging items on sprinkler heads is a violation and a risk to the safety of yourself and others;
2. Removing smoke detectors for any reason is a violation and a risk to the safety of yourself and others;
3. Using an extinguisher for anything other than a fire is a violation and a risk to the safety of yourself and others;
4. Horse-playing often leads to damage to life safety systems and bodily harm;
5. Propping doors can be considered tampering with life safety systems. Locked doors are intended to protect residents;

6. Covering smoke detectors and ventilation systems is a violation and a risk to the safety of yourself and others;
7. Knocking down exit signs is a violation and a risk to the safety of yourself and others;
8. Moving or covering cameras is a violation and a risk to the safety of yourself and others;
9. There are no reasons why you should come into contact with life safety systems unless for a true and relevant emergency in which the system is intended to assist in the emergency's resolve

H. Hazing

Bethune-Cookman University has a strict policy against any form of hazing. This applies to individual students, groups of students, or any student organization affiliated with or associated with the university. Hazing activities are not allowed in any form. In the context of this policy, hazing is defined as any conduct that involves pressurizing or coercing a student to violate federal, state, and/or local laws or the University's Student Code of Conduct. It is the act of intentionally or recklessly endangering an individual, both physically and mentally, through any method of initiation into or affiliation with a University, a student organization, a sports team, an academic association, or another group. This act may occur in various settings, including initiation rites into student organizations or groups. The intentional, negligent, or reckless activity or situation that causes another person pain, embarrassment, harassment, ridicule, or physical, mental, or emotional strain is considered hazing. Hazing is any activity that could potentially put an individual's physical, moral, or academic well-being in danger, even if the person is a willing participant.

It is important to note that any form of physical brutality is strictly prohibited. This includes paddling, whipping, beating, pushing, shoving, tackling, branding, and prolonged exposure to the elements. It also includes forced calisthenics or the consumption of any substance, whether it is legal or illegal, that may negatively impact an individual's physical or mental well-being. Any other forced physical activity that may have adverse effects on health is also not allowed. The following statement is regarding unacceptable behavior towards students: Any action that could potentially harm a student's mental well-being or dignity is strictly prohibited. Examples of such behavior include but are not limited to, depriving students of sleep, isolating them from social interactions, forcing them into servitude, and any conduct that is demeaning, degrading, or causes extreme embarrassment.

It is strictly prohibited to engage in such activities, and the willingness of a Bethune-Cookman University student to participate in them will not exempt them from the consequences of violating the hazing policy. This policy will be enforced with zero tolerance, and any individual or group found guilty of violating it will be held accountable to the fullest extent of the law.

Bethune-Cookman University will not tolerate any individual or student organization found in violation of this policy due to on-campus or off-campus conduct. Such individuals or organizations will be subject to strict sanctions imposed by the university. Moreover, Bethune-Cookman University will hold any student organization accountable for any activity or conduct that violates this policy by any individual or group associated with such organizations. Every Bethune-Cookman University student organization is required to include in its bylaws an anti-hazing section fully incorporating this policy. A copy of such bylaws will be submitted to the Department of Student Life at the beginning of each academic year. Every Bethune-Cookman University Student Organization shall have its members sign an acknowledgment of this Policy at the beginning of each fall and spring semester. All membership intake participants shall be required to sign an acknowledgment of this Policy prior to the commencement of each membership intake period. Every Bethune-Cookman University Student Organization will also

submit a Hazing Compliance Agreement to the Department of Student Life within thirty days of the election of any new organizational serving officers certifying their personal acknowledgment of this Policy. Any person, including Bethune-Cookman University trustees, administrators, faculty, staff, and students, having knowledge of or receiving information regarding any activity that may constitute hazing, must report to the Dean of Students.

REMEMBER:

Hazing includes:

1. Any physical activity, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquid, drugs, or other substances, or any other brutal treatment or other forced physical activity that is likely to adversely affect the physical health of the person.
2. Any mentally embarrassing, harassing, or ridiculing behaviors that create psychological shocks, including but not limited to such activities as engaging in public stunts, buffoonery, moral degradation, and/or humiliating games and activities.
3. Any situation that subjects the individual to extreme stress, such as sleep deprivation, forced exclusion from social contact, required participation in public stunts, or forced conduct that produces pain, physical discomfort, or adversely affects the mental health or dignity of an individual.
4. Any expectations or commands that force individuals to engage in an illegal act and/or willful destruction or removal of public or private property.

Some examples of hazing include, but are not limited to:

- Abuse because of one's race, sex, religion, nationality, or mental/physical condition;
- Encouraging or requiring someone to drink excessively (i.e. alcohol, concoctions, water, other beverages);
- Striking, shoving, pushing, kicking, slapping, or otherwise forcefully touching a person or engaging in reckless behavior that causes physical injury to another;
- Submitting to physical acts;
- Going without sleep;
- Engaging in unreasonable activities

The following shall not constitute a defense to Hazing:

1. The consent of the victim was obtained;
2. The conduct or activities that resulted in death or injury to the victim was not part of any official organizational event or otherwise sanctioned or approved by a Student Organization or group; or
3. The conduct of an activity that resulted in death or injury to the victim was not done as a condition of membership into a Student Organization or group.

I. Threats/ Threatening Behavior

Bethune-Cookman University is committed to a safe and health-conscious campus for faculty, students, staff, and visitors. B-CU is also committed to creating and maintaining a working, learning, and social environment that is free from violence. As a result, the university has a "zero tolerance policy" with respect to threatening statements and behavior or acts of violence against members of the campus community. The university prohibits and will take decisive action to eliminate:

- verbal or written harassment
- acts which can be interpreted as physical assault
- hazing
- threats to harm someone or endanger the safety of others
- behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression
- threats to destroy or the actual destruction of property
- possession of a firearm, knife or any dangerous weapon

As a community, it is our collective responsibility to report all threatening statements and actions immediately. To fulfill this policy, the university will work to prevent violence from occurring and will ensure that federal and state laws, as well as university regulations prohibiting violence, are enforced. All threatening comments and behavior will be taken seriously and investigated. All threats must be reported to the appropriate authority. Failure to report any threat is subject to disciplinary action. A team of campus professionals will assist in determining the proper University response for each incident. Therefore, if you experience a threatening situation or know of any instance involving threats of physical violence toward any B-CU student or employee from inside or outside the University community, please report it immediately to:

- B-CU Campus Safety Department (386)-481-2900 or
- Director of Judicial Affairs (386)-481-2451

Violence, whether actual or threatened, undermines our personal well-being and naturally affects our ability to conduct our responsibilities. Please assist us in ensuring that the B-CU campus is a safe environment for all faculty, staff, students, and visitors of the University community. Counseling and Treatment Services Therapy is a collaborative process that involves the development of a unique helping relationship. As therapists, the staff serves as facilitators in assisting the client in clarifying their sense of direction, setting realistic goals, and better understanding their personal concerns. Individuals, groups, and couples are given assistance in understanding their feelings and behaviors, their relationships with others, their particular situation, choices, and decisions. Discussion of whatever is important and relevant enables individuals to grow towards greater freedom in making mature choices and taking responsible action with themselves, relationships, family, and studies.

Students may obtain professional counseling services on a confidential basis by either calling Counseling Services at 386-481-2157 or by arranging an appointment with one of the professional counselors. The following services are available: Assessment, Referral, Individual therapy, Group therapy, Support groups, and Psycho-Educational Group Counseling.

ALL SERVICES ARE FREE AND STRICTLY CONFIDENTIAL.

J. Bullying/Cyberbullying

Students have the right to attend College in an environment that is safe and secure. Bullying is detrimental to the university's environment and promotion of higher education and learning. Bullying interferes with the university's ability to educate its students and disrupts operations. It is not the university's intent to inhibit students from expressing their ideas or engaging in lawful, civil debate. However, the university does not condone and will take action in response to conduct that inhibits a student's opportunity to learn or the operation of the university.

Prohibited behavior includes, but is not limited to the following:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment;
4. Retaliation against those reporting these prohibited behaviors; and
5. Knowing and false accusations of bullying.

Any student that engages in any of the above-noted prohibited behaviors that constitute bullying/cyberbullying shall be subject to discipline including, but not limited to suspension or expulsion. To assist in better understanding the constraints of the bullying and harassment policy, the following definitions are accepted by the University in the implementation of sanctions:

“Bullying” includes, but is not limited to written, verbal, or electronic expression by physical act or gesture, or any combination thereof directed at a student or students that:

1. Has, or a reasonable person would expect it to have, the effect of:
 - a. Physically harming a student or damaging a student’s property; or
 - b. Placing a student in reasonable fear of physical harm or damage to the student’s property;
2. Interferes with the rights of a student by
 - a. Creating an intimidating or hostile educational environment for the student; or
 - b. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities, or privileges provided by the University; or
3. Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical mental disability, gender, sexual orientation, or any other distinguishing characteristic or a Protected Class, or is based on a student’s association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as otherwise set forth in this Student Code of Conduct).

REMEMBER

Bullying includes:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as the use of aggressive, menacing, disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to College property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

“Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device,

including, but not limited to, a computer, telephone, cellular telephone, text messaging device, and personal digital assistant.

REMEMBER

Cyberbullying includes:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through the use of that other student's electronic device or account to send email, text messages, instant messages (IM), or phone calls;
4. Sending email, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target's email account, IM account, or cellphone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

"Retaliation" means an act against a student for reporting or alleging an act of bullying has occurred. Retaliation also includes reporting or alleging an act of bullying when it is made knowing the allegation or report is false or making a report or allegation of bullying not in good faith.

The university Bullying and Cyberbullying Policy applies to any university student, employee, faculty, staff member, contractor, visitor, or volunteer who engages in conduct that constitutes bullying and retaliation. All of the foregoing are expected to abide by the university's Bullying and Cyberbullying Policy. This Bullying and Cyberbullying Policy applies to bullying that:

1. Takes place at the College or on College grounds, meaning: a College building; property on which a College building or facility is located; and property that is owned, leased, or used by College for a College-sponsored activity, function, program, instruction, or training. "College grounds" also includes college-related transportation vehicles;
2. Takes place while students are being transported to or from College grounds or College-sponsored events;
3. Takes place at any College-sponsored event, activity, function, program, instruction, or training; or
4. Takes place elsewhere or through the use of technology, including the use of College IT Systems.

Incidents of bullying shall be reported to the Department of Campus Safety, who shall be responsible for promptly investigating any complaints of bullying. Bullying reports may be made verbally or in writing and may be anonymous. Complaints of bullying should include a description of the incident, the date and time of the incident, person(s) involved, and witnesses. Any student who violates this policy will be disciplined up to and including suspension or expulsion.

Charges

CATEGORY 1

Immediate Disciplinary Action

VIOLATIONS	RECOMMENDED SANCTIONS
Arrest of Felonious Nature	Interim suspension until cleared by civil authorities or discretion of the University, Suspension / Expulsion
Intrusive Contact: Assault, Battery, Sexual Assault Rape or attempted Rape) or Stalking (includes Cyberstalking)	Interim suspension until cleared by civil authorities or at the discretion of the University, Suspension / Expulsion
Weapons (Possession of Use)	Interim Suspension until cleared by civil authorities or at the discretion of the University, Suspension / Expulsion
Felony Probation	Interim Suspension until cleared by civil authorities or at the discretion of the University, Suspension / Expulsion
Robbery	Interim Suspension until cleared by civil authorities or at the discretion of the University, Suspension / Expulsion
Sexual Misconduct	Interim suspension until cleared by civil authorities or discretion of the University, Suspension/ Expulsion
Hazing	Interim suspension until cleared by civil authorities or discretion of the University, Suspension/ Expulsion

CATEGORY 2

Routine- Disciplinary Action

VIOLATIONS	RECOMMENDED SANCTIONS
Illegal Drugs/Controlled Substances	Zero Tolerance Policy (Pending Investigation) Manufacturing of sales: Suspension/Expulsion \$500-\$1000 fine and/or up-to Suspension/Expulsion, Residential Suspension
Drug Paraphernalia	1st offense: \$500-\$1000 fine and or Residential suspension 2nd offense: Suspension for at least one semester
Alcohol	Zero Tolerance Policy (Pending Investigation) \$500-\$1000 fine and/or up-to Suspension/Expulsion, Residential Suspension

Fighting	Zero Tolerance Policy (Pending Investigation) \$500-\$1000 fine and/or up-to Suspension/Expulsion, Residential Suspension
Gang Activity/Affiliation	Zero Tolerance Policy (Pending Investigation) \$500-\$1000 fine and/or up-to Suspension/Expulsion, Residential Suspension

Tampering of Safety Controls, Devices, Processes, and Equipment	Zero Tolerance Policy (Pending Investigation: Fine, Suspension or Expulsion) Minimum of \$1000 fine, and/or up to suspension/ Expulsion.
Bullying/cyberbullying	Zero Tolerance Policy (Pending Investigation: Fine, Suspension or Expulsion) Minimum of \$1000 fine, and/or up to suspension/ Expulsion.
Academic Dishonesty	Reduction of grades, loss of grades, removal from class or suspension
Campus Theft	1st Offense: \$500 fine. 2nd Offense: \$1,000 fine. 3rd Offense: Suspension for one-two semesters.
Disorderly/Disruptive Conduct, failure to cooperate or interface with University investigation	1st offense: \$250 fine. 2nd offense \$500 fine. 3rd offense: Suspension for one – two semesters.
Failure to Comply	1st Offense: \$250 fine. 2nd Offense: \$500 fine. 3rd Offense: Suspension
Passive Participation	Fine/Suspension
Illegal Unauthorized Entry	Fine, Suspension or Expulsion
Threats	Zero Tolerance” Policy (Pending Investigation) \$500-\$1000 fine and/or up-to suspension/expulsion, Residential Suspension

Property Damage	Restitution, suspension or expulsion where appropriate
Shoplifting	Restitution, suspension or expulsion where appropriate
Vandalism/Criminal Mischief	Restitution, suspension or expulsion where appropriate
Aiding and/or Inciting	Fine/Suspension
Harboring	Suspension or expulsion
Perjury	Fine or Suspension for at least one semester
Smoking	1st offense: \$500-\$1000 fine, Residential Suspension 2nd offense: Suspension
Public Intoxication	Fine \$250-\$500

***Please refer to Appendix A for other violations and Definition**

L. Academic Dishonesty and Misconduct

Academic dishonesty or misconduct is any action or an attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping a fellow student gain an unfair academic advantage. In the absence of clarity, students are responsible for seeking out information when unsure of what is expected. Below are some basic definitions and examples of academic dishonesty and misconduct. Please note that this list is not exhaustive.

a. Cheating

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question, such as

- Copying or attempting to copy from others during an exam or on an assignment.
- Communicating answers by any means with another person during an exam.
- Preprogramming a calculator to contain answers or other unauthorized information for exams.
- Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
- Allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term paper service.
- Submission of the same assignment for more than one course without prior approval of all the instructors involved.
- Collaborating on an exam or assignment with any other person without prior approval from the instructor.
- Taking an exam for another person or having someone take an exam for you.

b. Plagiarism

Plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source, for example:

- Wholesale copying of passages from works of others into your homework, essay, term paper, or thesis, or any other assignment without acknowledgment.
- Use of the views, opinions, or insights of another without acknowledgment.
- Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary devices without acknowledgment.

c. Course Material Tampering

- Removing, defacing, or deliberately keeping from other students library materials that are on

- reserve for specific courses.
- Contaminating laboratory samples or altering indicators during a practical exam, such as moving a pin in a dissection specimen for an anatomy course.
- Selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.

d. False Information and Representation, Fabrication or Alteration of Information

- Furnishing false information in the context of an academic assignment.
- Failing to identify yourself honestly in the context of an academic obligation.
- Fabricating or altering information or data and presenting it as legitimate.
- Providing false or misleading information to an instructor or any other University official.

e. Theft or Damage of Intellectual Property

- Sabotaging or stealing another person's assignment, book, paper, notes, experiment, project, electronic hardware, or software.
- Improper access to, or electronically interfering with, the property of another person or the University via computer or other means.
- Obtaining a copy of an exam or assignment prior to its approved release by the instructor.

f. Alteration of University Documents

- Forgery of an instructor's signature on a letter of recommendation or any Bethune-Cookman University Acceptable Use and Computing Policy, or any other official university document.
- Submitting an altered transcript of grades to or from another institution or employer.
- Putting your name on another person's exam or assignment or otherwise misrepresenting yourself on any assignment.
- Altering a previously graded exam or assignment for purposes of a grade appeal to gain points in a regrading process, and/or any deceptive means with the intent to gain academic advantage.

g. Disturbances in the Classroom

Disturbances in the classroom can also serve to create an unfair academic advantage for oneself or a disadvantage for another member of the academic community. Below are some examples of events that may violate the Student Code of Conduct. Note that this list is not exhaustive. If a disturbance arises to the instructor asking the student to leave class (for the day), the instructor and student are expected to remedy the situation in a follow-up meeting (before the next class session). The Department Chairperson may also become involved to mediate and develop a plan for both parties moving forward, which may include a contract outlining the expectations for future success in the classroom.

Sanctions

A sanction is an opportunity to educate students on the effects of their behavior and to attempt to effect change in that student's behavior in the future. Any student found responsible for violating any of the Codes of Conduct or University regulations or policies may be subject to one or more sanctions. Failure to complete the conditions outlined in any sanction will result in a **HOLD** being placed on the student's records and registration. A **HOLD** on student records and registration will, for example, prevent the student from registering and from obtaining transcripts, verifications, or a diploma from the University until the student satisfies the conditions of the sanction.

Criteria for assigning sanctions are determined by several factors: the severity of the misconduct, the nature of the incident, and the student's prior conduct record.

Listed below are some of the more common sanctions used at Bethune-Cookman University, but if circumstances require it, alternative or additional sanctions may be put into place. The Dean of Students office has no authority over citations given to students by Campus Safety officers.

h. Formal Warning

In cases of minor violations, students will be placed on a formal warning status for up to one (1) calendar year.

i. Residential Probation

A residential probation is a warning similar to, but more serious than, a formal warning. A student may be placed on residential probation for a specified period not to exceed a student's graduation.

j. Disciplinary Probation

A period of time during which any further violation of the student Code of Conduct puts the student's status with the University at risk. Probation shall be for at least three months or could continue throughout the student's enrollment at Bethune-Cookman University. This sanction may prohibit the individual from representing the college in any official capacity. Further violations of college policies, including probationary terms, will probably result in removal from the institution.

k. Suspension

Suspension involves the withdrawal of enrollment privileges for a specified period of time and ordinarily carries with it conditions, which must be met for re-enrollment. During the period of suspension, the student may not come onto campus, except when specifically authorized in writing by the Dean of Students or designee. Failure to abide by this condition may result in arrest for trespassing and/or further disciplinary sanctions. Suspended students are not permitted to live or board in University facilities. Re-enrollment after a suspension requires that the student applies to the Dean of Students or designee at the close of the imposed period for a determination of whether they have met the conditions of conduct-related sanctions. Students suspended may not receive credit for college work completed by correspondence or enrollment at another university without prior permission from the Provost or designee. Records of

suspension are maintained indefinitely.

l. Expulsion

Expulsion is a permanent dismissal from the University. These records are maintained indefinitely.

m. Educational Sanctions

All consequences of conduct hearings are intended to be educational. Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may, for example, require the respondent to prepare letters of apology, research an issue related to the offense, attend a workshop, lecture, or meeting, perform community service, or attend counseling.

n. Behavioral Contract

A contract is written by an administrator and student(s) for the purpose of improving behavior/ attitude. The behavioral contract includes specific obligations or behaviors that the student(s) must meet within a specified time period. The contract serves as the working agreement between the student(s) and the administrator.

o. Community Service

For incidents where the student has engaged in behavior that has an impact on all or a portion of the university community, students are required to give back to the community. Students required to complete community service hours are given a form (Community Service Agreement) to be completed under the direction of the Judicial Panel.

p. Restitution

Restitution is compensation required of students who engage in theft, misuse, damage, or destruction of institutional, group, or private property. The amount of restitution is dependent upon the extent of damage as well as what is determined to be the most appropriate way for a student to make amends for the damage caused. The amount, form, and method of payment of restitution are determined by the hearing administrator or the Judicial Panel.

q. Fines

For some violations, fines may be imposed. At the discretion of the hearing officer, fines and/or work assignments may be imposed.

r. Removal from a Living Unit

In imposing this sanction, the hearing officer may require a student to vacate a particular residence hall either temporarily or permanently. Circumstances in the environment, such as conflicts with supervising personnel, violation of the zero tolerance policy, peer pressure, or an unwillingness to recognize and respect the rights of others may indicate a need for the use of this sanction.

s. Revocation of Admission and/or Degree

Admission to a degree program or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

t. Withholding Degree

The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed.

u. Interim Suspension

The Dean of Students or designee may restrict access to University property/event or suspend a student for an interim period prior to a resolution of a disciplinary proceeding. An interim suspension is likely if reliable information that the student has engaged in misconduct is present and it is determined that the continued presence of the student on the University campus or at University events poses an immediate threat of harm to the student or other individuals, loss of property, or may cause substantial disruption to the educational mission of the University.

NOTE: Students will normally forfeit tuition, Housing rent and fees, and other University fees if found responsible for a Student Code of Conduct violation resulting in suspension or expulsion. A student may also forfeit academic credit.

M. University Judicial Board

In establishing a responsible community, it is imperative that students, faculty, and staff assist in the enforcement of university regulations. Bethune-Cookman University community members are accountable to both civil authorities and to the University for acts, which constitute violations of law and of the community. The University will refer matters to federal and/or state authorities for prosecution when appropriate. Students accused of violating the value standards of conduct of this code or the zero-tolerance policy shall be given prompt written notice of the allegations and shall be entitled to an informal hearing before a student judicial body or person. There are three hearing panels that make up the University Judicial Board:

A. University Judicial Panel

The UJP is charged with hearing alleged violations of the Student Code of Conduct referred to The Office of Judicial Affairs. The University Judicial Panel shall consist of members of the faculty and/or staff appointed by the Dean of Students, or designee and regularly enrolled students who serve on the Student Government Judicial Branch. Only five (5) UJP members will be needed per hearing. The University Judicial Panel shall hear cases involving alleged violations of the Student Code of Conduct.

B. Academic Review Panel

Charged with hearing alleged violations of the Academic Dishonesty and Misconduct Policy, including but not limited to plagiarism, cheating, misrepresentation, and/or fabrication of one's work and all other forms of academic dishonesty shall be referred to the Academic Review

Panel by the University Provost, or designee. Cases involving academic dishonesty may initially be heard by bodies established by the university or the faculty member who may offer the student a grade sanction. The Academic Review Panel shall consist of members of the faculty appointed by the Provost of the University or his/her designee and regularly enrolled students who serve on the Student Government Judicial Branch.

C. Housing Review Panel

The Housing Review Panel is charged with hearing alleged violations specific to the Residence Hall policies, rules, and regulations, by residents and/or their guests. Incident reports are submitted to the Director of Housing and Residence Life for review. The Housing Review Panel of the University shall consist of members of the Residence Life staff or and regularly enrolled students from the Residential Assistants. The Director of Housing and Residential Life shall appoint a member of the Housing and Residence Life staff to act as Chairperson of the Housing Review Panel. If a violation of the code is established, a punishment imposed by the Panel may include but is not limited to, relocation, restitution, fines, residence hall probation, suspension, or dismissal from the Residence Hall

N. Disciplinary Process

Please note: The disciplinary process pertains to both students and student organizations alike. There is no distinction.

A. Filing a Report

1. Any person enrolled at the University, attending University programs, using University facilities, working at or for the University, or participating in University-sponsored events or activities may file a complaint involving a student. The complaint should be filed using the online Student Incident or Concern Form found on the University webpage, under Current Students.
2. Timeline for Complaints: Complaints of student non-academic conduct should be made as soon as possible or at maximum within six weeks of the incident or event that is the subject of the report. In exceptional circumstances, the Judicial Affairs office may grant an extension to this time limit.
3. Dual Reporting: Non-academic conduct may be a violation of University policy and law, and as such, the University encourages complainants to make reports to both local law enforcement agencies and the University. Because the standard of proof required in criminal law is different from the standard of proof required in University policy, the result of criminal investigations is not conclusive of whether a violation of University policy has occurred. In addition, the criminal investigation will not take the place of a University investigation, although such a criminal investigation may supplement a University investigation. The University will not wait for the conclusion of a criminal investigation to begin conducting its own independent investigation, or to take interim measures to protect the University or any member of the University community, or when necessary, to initiate hearing procedures as outlined below.
4. Information requested: When filing a complaint, you should provide as much detail as possible regarding the nature of the complaint and any witnesses. The more information that you can provide, the better equipped the University will be to address

the complaint. The University suggests you provide the following information to the extent possible:

- Name and contact information (address, telephone, email) for the complainant
- Name of person(s) directly responsible for the alleged violations of policy
- Date(s), time(s), and place(s) of the alleged violation(s)
- Detailed description of the specific conduct that is the basis of the alleged violation(s)
- Copies of any documents or other tangible items pertaining to the alleged violation(s)
- Names and contact information for any witnesses to the alleged violation(s)
- Any other relevant information

All information is requested within the Student Concern and Incident Report.

B. Charges

1. Intake and Review: All concerns and complaints about a student's or students' conduct shall be referred to the Office of Judicial Affairs via the online incident and concern form. The Judicial Affairs office will review the allegations and select the appropriate charges to be considered, if any.
 - a. When appropriate, the Director of Judicial Affairs will meet with the complainant in order to provide the complainant with a general understanding of these procedures and to identify forms of support or interim measures available to the complainant.
 - b. If the complainant does not wish to pursue a resolution and/or requests that his or her complaint remain anonymous, the University may still need to investigate and take reasonable action in light of the complainant's request.
 - c. The complainant's request will be balanced against the University's need to provide a learning and working environment for all members of the University community that is reasonably safe and non-discriminatory.
 - d. Factors that will influence the University's action include: the seriousness of the allegation; whether there are additional complaints involving the same alleged student; and the University's ability to bring the complaint forward absent the involvement of the complainant.
2. Interim Measures: To ensure the health, welfare, and safety of the complainant, respondent, third parties or the University community, or to uphold the integrity of the process, the University may take interim action at any time and is not required to wait to take such action until after the Intake and Review or a hearing. Depending on the specific nature of the allegation, interim action may include but is not limited to the following:
 - Imposition of a No-contact order (a directive that the complainant and accused student refrain from having contact with one another, their families, and/or their personal possessions, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing);

- Provision of counseling services
- Provision of medical services
- Provision of academic support services, like tutoring
- Provision of alterations to the student's class schedule to ensure the complainant and alleged student do not attend the same classes
- Moving the complainant or alleged student to a different student housing facility
- Removing a student from residential facilities (See Residential Suspension)
- Provision of an escort to ensure the student can move safely between classes and University activities.

3. Standard of Proof: Preponderance of the Evidence: When the information that is presented supports a finding that it is more likely than not that a violation occurred based on all of the information presented during the investigation and hearing process.

C. Notice of Charges

All reports of alleged violations by a student shall be made in writing to The Office of Judicial Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and any witnesses to the alleged act. The Office of the Dean of Students shall make preliminary investigations of charges against a student and send a notice of charges to the student.

- a. The Office of Judicial Affairs shall issue a notice of charges to the accused student. The notice of charges shall contain at a minimum, the date of the alleged violation, evidence to be used in support of the alleged violation, and the date and time of the pre-hearing conference.
- b. The student shall be notified of the date and time of the formal hearing or pre-hearing conference via email at least three business days prior to the formal hearing or pre-hearing date unless it is an emergency hearing. It is the student's responsibility to ensure that he or she has a working email. In addition, it is the student's responsibility to make sure that his or her local and home addresses are updated in Jenzabar. (Failure of the student to have a valid email or mailing address on file with the University shall not invalidate the notice).

D. Pre-hearing Conferences

Pre-hearing conferences are at the sole discretion of the Director of Judicial Affairs. The Office of Judicial Affairs, or designee, holds pre-hearing conferences with the accused student or refers cases to the appropriate disciplinary panel. The Office of Judicial Affairs or designee shall set the time and place for a pre-hearing conference and shall notify other committee members, the accused student, and any witnesses deemed necessary by the University to testify at the hearing.

- a. At the pre-hearing conference, the student will be given the opportunity to accept responsibility for the violation, waive their rights to all hearings and appeals, and accept a disciplinary sanction or request formal hearing procedures.
- b. Students who fail to attend the pre-hearing conference will be found in violation and have sanctions imposed. Students sanctioned in their absence will be notified in writing and given five business days to request a formal hearing before the sanction is imposed and the case considered closed.

E. Formal Hearing

The Office of Judicial Affairs, or designee, shall at least three business days in advance of the hearing, notify the student in writing. The notice shall be delivered by B-CU student email, by hand if reasonably possible or otherwise by certified mail to the last local address of the student registered with the University in Jenzabar. (Failure of the student to have a valid mailing address on file with the University shall not invalidate the notice). The Office of Judicial Affairs or designee may call an emergency hearing if deemed necessary.

The notice of charges shall contain at a minimum:

- The date, time, and place of the hearing.
- A statement of the specific charges, and
- Copies of all evidence and the names of witnesses that the University may call to testify at the hearing.

If a student fails to appear at the hearing and the student has been properly notified, the disciplinary committee may hold the hearing in the student's absence. After a review of the testimony and evidence the committee may dismiss the charges; find the student responsible and impose a disciplinary penalty.

It is the student's right not to be present for the hearing. The hearing may go forward without the student and a decision may be made on the basis of the information available at the time of the hearing. If a student fails to resolve his/her case, the Office of Judicial Affairs may place a hold on a student's enrollment and/or transcripts.

If the student's schedule should change and he or she is unable to attend the hearing, requests for continuance must be made by the student via email to bcuconduct@cookman.edu at least three days prior to the scheduled hearing. The Office of Judicial Affairs may reschedule the hearing if the request is timely and for good cause.

Note that approval for rescheduling hearing proceedings is at the discretion of the University. Documentation will need to be presented to and verified by the Office of Judicial Affairs before the continuance is granted (i.e. incarceration, death in the family, hospitalization, deployment, etc.).

The Office of Judicial Affairs will be responsible for notifying all witnesses of the hearing and for the creation of the Judicial Panel Hearing file.

Copies of the Judicial Panel Hearing file will be made available to the parties and Panel at least three (3) working days prior to the hearing and will contain, at a minimum, a statement of complaint, witness lists submitted by each party, and any related information collected through the investigative process by the Hearing Officer.

Any member of the Judicial Panel shall disqualify himself or herself if their personal involvement in the case does not allow them to be objective or is of such a nature as to be detrimental to the interest of the accused or of the institution.

Deliberations are conducted in an executive session with a hearing panel only. The panel is comprised of four (4) members. The decision reached after deliberations shall be made by majority vote. A quorum shall be met at 60% of the membership. The Hearing Officer shall have the deciding vote in case of a tie. A written summary, recommendations, and audio tape shall be forwarded to The Office of Judicial Affairs, as deemed appropriate, who shall communicate the

findings in writing to the student. The Hearing Decision Letter will notify the student of their right to appeal. While an appeal is pending, any action assessed by the hearing body shall be suspended, pending the outcome of the appeal. The Dean of Students decision is final.

Due process shall be afforded the accused student at formal hearings and the student shall be entitled:

- To be present at the hearing and hear all testimony presented.
- To examine prior to the hearing, evidence to be presented.
- To have an advisor of his/her choice.
- To question witnesses in accordance with the rules.
- To present evidence and/or witnesses in accordance with the rules.
- To remain silent and have no inference of guilt drawn from such silence.
- To appeal if the panel imposes suspension or expulsion.
- To attend classes and required college functions until a hearing is held and a decision is rendered.

**** (See exceptions below)**

******Exceptions to this would be made when the student's presence would create a clear and present danger to others, self, or of material interference with the normal operation and processes or the requirements of appropriate discipline at the University. In such cases, the Office of the Dean of Students may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. It is understood that such temporary protective measures if applied, will be without avoidable prejudice to the student. (Clear and present danger is anything that interrupts the normal operations of the university community. This can include but is not limited to drugs, alcohol, weapons, sexual misconduct, hazing, and related activity, damages in excess of \$500.00, and tampering or destroying of safety devices.

Formal Hearing Procedure:

- i. In cases involving more than one student, the Office of Judicial Affairs may consolidate the cases for hearing but shall make separate findings for each accused student.
- ii. If the student chooses to have an advisor/attorney present during the hearing, the advisor/attorney shall be present for consultation purposes only and shall not be permitted to speak on the student's behalf. In addition, students who would like to have an advisor/attorney present will need to notify the Office of Judicial Affairs of the person's name and contact information at least two days after receiving the hearing notification. This prior notification will provide the opportunity for the Office of Judicial Affairs to request the presence of the university counsel.
- iii. Rules of common courtesy and decency shall be observed. Willful disrespect, including, but not limited to the use of profanity, threatening behavior, derogatory remarks, and or/gestures will not be tolerated.
- iv. Any person may be dismissed from the hearing who interferes with or obstructs the hearing or who fails to abide by the rules.
- v. The questioning of any person appearing before the hearing panel shall not be in a badgering, unduly repetitious, or irrelevant manner. It shall be at the discretion of the Hearing Officer to curtail a participant's further opportunity for questioning if such behavior occurs.
- vi. The Hearing Officer shall have the right to call additional witnesses, require the

presentation of additional evidence, and/or require additional investigation.

- vii. The Judicial Panel will determine the order of witnesses, and the Hearing Officer will resolve any questions of procedure during the hearing. Each party will be allowed to make a presentation, have witnesses called on his/her behalf, challenge any information presented, and make a closing statement. Only the Hearing Officer and Panel members are given absolute authority to directly question parties and witnesses. At the discretion of the Hearing Officer, parties may directly question witnesses and each other, but the Hearing Officer is empowered to have questions directed to the Hearing Officer, disallow or reframe any questions.
- viii. A recording of the hearing shall be maintained and filed with the Office of Judicial Affairs. The record of the hearing shall be retained for seven years. In cases of expulsion, the record should be retained permanently.
- ix. All hearings will be closed to others not directly involved in the proceedings including but not limited to parents, legal guardians, and non-students.

Additional Rules for Sexual Assault Cases

- a. The accused shall not initiate any contact, directly or indirectly, with the complainant or any witness.
- b. During the hearing, no evidence may be presented which pertains to the past sexual history of the complainant or of any witness.
- c. During the hearing, the unrelated past sexual history of the accused may not be entered as evidence or discussed in the hearing.
- d. The accused and the accuser will be notified in writing of the outcome of the hearing, any sanction imposed, and of the final action taken by the Judicial Panel.
- e. The accuser shall have the right to have an advisor accompany them at the hearing.
- f. The accuser shall be informed of all witnesses to be called, to the extent known, during a hearing.
- g. All proceedings in cases involving sexual assault will be treated confidentially, to the extent provided by law and the identities of any involved party will not be disclosed to anyone not directly involved with the University's disciplinary process.

Campus Organizations and Clubs Adjudication

- a. A student organization may be accused of a violation of the Student Code of Conduct regardless of whether a member of the organization is individually accused of a violation arising from the same incident(s).
- b. A student organization and its officers, leaders, or any identifiable spokespersons may be held collectively or individually responsible when conduct by those associated with the organization has been found in violation of the Student Code of Conduct.
- c. The officers, leaders, or any identifiable spokespersons for a student organization may be directed by the Dean of Students, Judicial Affairs staff, Student Life staff, Title IX staff, Campus Safety Officers, or other designated security or law enforcement agents to take appropriate action designed to prevent or end prohibited conduct by the organization or by any persons associated with the organization. Failure to make reasonable efforts to comply with the directive shall be considered a violation of the Student Code of Conduct.
- d. A student organization may be held accountable if any of the following situations

regarding an alleged violation(s) of the Student Code of Conduct apply:

1. It was committed by one or more members of the organization;
 2. It was committed by one or more members of the organization and organization funds were used to finance the function;
 3. It occurred in the context of an organization-sponsored function or activity.
- e. The president or equivalent officer of a student organization shall represent the organization unless he/she petitions the Dean of Students or designee to substitute another student to represent the organization.
 - f. The president and advisor will be further advised of the action of Judicial Affairs is taking against the organization. The Office of Judicial Affairs may impose disciplinary measures on the organization or may refer the charges to the appropriate body.
 - g. In any hearing resulting from a violation by a student organization in which it is determined that the violation was caused by the action of individuals rather than the official action of the organization, the Judicial Panel hearing the matter reserves the right to refer those individuals to the Office of Judicial Affairs. Officers of the organization are not exempt.
 - h. The Bethune-Cookman University organization-issued email along with the advisor's email address is the University's primary means of communication with student organizations. Student organizations are responsible for all communication delivered to their Bethune-Cookman University email address. Student organization leadership should check their Bethune-Cookman University email address daily. Notices of an investigations, meetings, and hearings are sent to university email addresses.
 - i. Any of the following disciplinary sanctions, or a combination thereof, may be placed upon an organization found in violation of the Student Code of Conduct, student organization handbook, or any other relevant university policy. The examples used below do not represent the exhaustive list of possible sanctions.

Warning – A written, formal warning will be sent to the student organization leadership and saved in the organization's electronic file. Further violations may result in additional sanctions.

Probation Status – Any organization placed on probation will forfeit the right to participate in formal or informal campus activities until the status has been officially lifted.

Loss of Privileges – A student organization may face a loss of privileges on campus. Privileges may include, but not be limited to funding support, the ability to recruit new members, eligibility for the Organizational Fair, use of the on-campus facilities, prohibition from participating in University sponsored activity/events, suspension of banking and/or financial advisement support, and/or public listing with Woke Wildcat portal.

Restitution – A student organization may be required to repay all monetary costs associated with damages that occurred at an event hosted or attended by said organization. Additionally, restitution may take the form of work/service required to repair, replace, improve, or otherwise restore or enhance property or persons impacted by the organization's behavior. A student

organization is responsible for paying/performing any restitution in a timely manner. Failure to do so will result in additional sanctions.

Educational Initiatives – Student organization leaders and its members may be required to participate in educational initiatives that may include but not be limited to workshops/seminars, community service projects, etc.

Suspension/Loss of Registration – A student organization may be subject to suspension/loss of registration for a defined period. Suspended organizations are disallowed from any affiliation with Bethune-Cookman University, direct or indirect, and are not allowed to re-activate as an organization without prior written permission from the Office of Judicial Affairs. A suspended organization must apply for reinstatement following the term of the suspension by submitting a letter to the Office of Judicial Affairs.

The responsibility for interpretation and enforcement of university regulations rests with the president and advisor of the organization sponsoring the event. Organizations' officers assume full responsibility for the conduct of their members, guests, and entertainers.

The Office of Judicial Affairs in conjunction with the Department of Campus Safety, responsible for the overall safety of the university community, may exercise the authority to cancel an event when conditions arise that may not be in the best interest of the university. Cancellation notification will be through the Office of Student Life. The sponsoring organization and offices involved in the event planning of the event shall be notified immediately upon the decision to cancel.

In the course of an approved activity/event, the Department of Campus Safety Office the Office of Judicial Affairs, or any acting university official can discontinue a sanctioned activity/event when conditions arise that may not be in the best interest of the university.

F. Administrative Hearings

- a. In instances where the accused student is a resident of Student Housing, and the behavior is a violation of the B-CU Residential Hall Guidelines, and the student is being charged with violation of no other University Policy (e.g. trash, pets, amplified instruments, candles, etc.), an accused student shall meet with a Hearing Officer in an informal administrative hearing.
 - If a violation of the B-CU Residential Hall Guidelines is found, the Hearing Officer may assign a formal conduct sanction of university warning, and any other educational sanction or restriction found in either the Student Code of Conduct or the B-CU Residential Hall Guideline.
- b. If the respondent fails to participate in the process by failing to attend a meeting or providing information, the Hearing Officer may render a decision based on the available information.
- c. A student who fails to participate or disagrees with the finding of the administrative hearing does not waive the right to appeal.
- d. In situations where the behavior is a violation of university policy and the administrative sanction is less than university suspension, or when the suspension is a likely sanction and there is no disputation of facts by the student/student organization, a student/student organization shall meet with a Hearing Officer in an informal administrative hearing.

If a university policy violation is found, the Hearing Officer may assign any formal conduct

sanction, educational sanction, or restriction, with the exception of expulsion.

If the student/respondent fails to participate in the process by failing to attend a meeting or providing information, the Hearing Officer may render a decision based on the available information.

A student/student organization that fails to participate or disagrees with the finding of the administrative hearing does not waive the right to appeal.

Administrative hearings for University Policy violations are the exception and not the norm and are generally only held by the Housing Review Panel, the Office of Judicial Affairs, the Dean of Students, the Provost, or the President of the University.

G. Retaliation

Retaliation is prohibited: University policy prohibits retaliation against a complainant or individual cooperating in the investigation of an alleged violation of university policy. Retaliation includes any harassment, intimidation, threats, or adverse action against any complainant or individual as a result of participation in a complaint. Retaliatory behavior is not limited to behavior by the accused student, and covers behavior by his or her associates, as well as third parties. Retaliation should be reported to the Office of Judicial Affairs and/or Department of Campus Safety and is considered an independent allegation that may lead to additional interim measures or disciplinary action.

H. Rendering a Decision

Upon completion of the hearing, the Judicial Panel must within two (2) working days inform the Office of Judicial Affairs of the decision and, if necessary, the sanctions that have been recommended and/or imposed.

After a formal hearing before the Judicial Panel, The Office of Judicial Affairs will review the report of the Panel and all hearing materials, determine whether to accept the recommendations and provide written notification to the accused student and the complainant of the findings and sanctions, if any. Sanctions imposed by the Office of Judicial Affairs are effective immediately unless otherwise specified in the notification. If sanctions are imposed, notice of the appeal procedure will be provided to both parties. Minor technical departures or errors in the procedures established by this policy will not necessarily be grounds to withhold conduct action.

The Office of Judicial Affairs, based on the totality of information and the Student Code of Conduct, **reserves the right to reasonably modify the charges included in the notification.**

Additional Information

The University will strive to complete complaint investigations, including the issuance of a report of findings to the complainant and accused student, in as timely and efficient a manner as possible and typically within fifteen (15) business days of receipt of a complaint. However, this timeframe may be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks including summer break, and the complexity of the complaint. If an investigation and a report of the findings cannot be completed within fifteen (15) business days of receipt of the complaint, then the Hearing Officer will notify the complainant and accused student of that fact and provide a timeframe for completion.

I. Appeal Procedures

An appeal is defined as a review of the original case. This may involve a review of the decision as recorded on paper, or other procedures as described below. During an appeal, the burden is placed on the appealing student or student organization representative to demonstrate why the finding or sanction should be changed. The accused student shall appeal via an online electronic submission within five business days after notification of the decision of the hearing panel. A student may appeal on the following grounds:

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

Appeal requests may be denied in cases not having sufficient grounds in one or more of these areas. All appeals must be submitted via the online Student Appeals Form located on the University webpage, under Current Students. The Dean of Students has the right to overturn a decision of the Office of Judicial Affairs, the Judicial Panel, the Housing Review Board, and/or the Sexual Misconduct Committee if he/she determines that a decision undermined the integrity of the student conduct process. The Provost reserves the right to overturn any decision rendered by the Academic Review Panel if he/she determines that a decision undermined the integrity of the student conduct process. All appeals end with the Dean of Students or the Provost. After reviewing the record, and depending upon the demonstrated grounds for appeal, the Appellate Officer may take any of the following actions:

- a. Affirm the charge(s);
- b. Impose greater or lesser sanctions; or
- c. Order a new conduct hearing.

The Dean of Students or Provost shall render his/her decision in writing within seven business days from his/her receipt of an appeal.

J. Student Disciplinary Records

Student conduct case records are confidential and will not be released outside the University without the student's written permission or by order of a court of law. Exceptions are noted below. A copy of conduct case materials will stay in the student's file for seven years from the date of the incident at which time it will be destroyed. All records involving suspension or expulsion are maintained indefinitely. Student conduct records are maintained in the Office of Judicial Affairs.

Notification to others within the University of conduct is made on a "need to know" basis and includes but is not limited to the Athletic Department in cases involving athletes, Student Life in cases involving fraternities or sororities, and Military Affairs in cases involving ROTC students. The Chaplaincy and Health and Wellness areas will be informed of cases involving circumstances where their services are needed.

In the case of suspension or expulsion, notification is sent to the offices of the Dean of Students, University Registrar, Financial Aid, Academic Affairs, Campus Safety, University Bursar, and Housing and Residence Life. Lesser sanctions, such as a formal warning or probation, do not affect a student's academic standing. A conduct-suspended and/or expelled student has

suspension of all campus privileges.

Records on student organizations are not confidential and may be released.

K. Withdrawal (Suspension or Expulsion)

A decision of suspension or expulsion from the University will result in a student receiving a WF for each course in which he or she is enrolled, regardless of when the infraction occurs that semester. A student will not be allowed to withdraw from the University without penalty if a decision of suspension or expulsion is rendered against the student. A student will also forfeit the right to a refund of any fees (i.e. tuition, mandatory fees, housing, etc.)

L. Interim Suspension

The Office of Judicial Affairs, or designee, may restrict access to university property/event or suspend a student for an interim period prior to a resolution determined by a disciplinary proceeding if the Office of Judicial Affairs has reliable information that the student has engaged in misconduct and the Office of Judicial Affairs determines that the continued presence of the student on the University campus or at university-sponsored events poses an immediate threat of harm to the student or other individuals, loss of property, or may cause substantial disruption to the educational mission of the University.

A student who has been issued an interim suspension and excluded from the University shall be required to leave the university campus immediately and shall be notified that he or she will thereafter be treated as a trespasser if he or she returns to university property without proper authorization. The interim suspension will take effect immediately as of the Office of Judicial Affairs decision.

Written notice of the interim suspension will be communicated by the Office of Judicial Affairs or designee, but no later than one (1) business day after the suspension takes effect (unless additional time is needed or necessary). Notices are delivered to the B-CU email address. If email notice cannot be delivered, written notice shall be delivered by the Office of Judicial Affairs or designee. If such cannot be delivered, the student will receive notice via certified mail, return receipt requested, at the student's last official address on record.

The interim suspension letter will provide the following:

- a. that the student has been issued an interim suspension from the University;
- b. that the student is prohibited from entering university property or attending university-sponsored events;
- c. that the student will be considered a trespasser if he or she returns to the university without proper authorization;
- d. stated reasons for the interim suspension and exclusion from the university property;
- e. that disciplinary action against the student will be initiated by the Office of Judicial Affairs; and, that the student may request a formal hearing within (5) business days after a student has been notified of the interim suspension and exclusion from University property.
- f. A student placed on interim suspension means that the student cannot attend classes (including online learning) must leave university property and cannot return to the university without proper authorization, i.e. except for the limited purposes of participating in an interim suspension review hearing and/or disciplinary hearing. The Office of Judicial Affairs may require that the student is escorted to and from the

disciplinary proceedings by members of Campus Safety. If the student lives in university-owned/operated housing, he or she must vacate his/her room turn in the room or apartment key, and also check-out properly according to the Housing and Residence Life contract.

Within five (5) business days after a student has been notified of the interim suspension and exclusion from university property, the student may request an interim suspension review hearing to determine whether the interim suspension should continue or whether the student should be reinstated and allowed to return to University property until a final disposition is made at the student disciplinary hearing.

- The request must be submitted in writing to the Office of Judicial Affairs or designee, who shall convene an interim suspension committee of no less than three members. .
- The hearing panel shall hold a review hearing within five (5) business days after committee selection.
- The student has the right to be present and to have an advisor of his or her choice at his own expense, but such a person may only advise the student and may not actively participate in the hearing.
- The student shall be permitted to enter the university campus for the limited purpose of this hearing in accordance with the provisions stated herein.
- The panel will review the information provided by the student, the information upon which the interim suspension was initially based, and any new information that may justify the lifting or the continuation of the interim suspension.
- At the end of the hearing, the committee will make a decision and notify the Office of Judicial Affairs or designee of the committee's recommendation.
- The committee may affirm the original decision, maintaining the interim suspension and temporary exclusion until full disciplinary proceedings are held, or the committee may recommend that the interim suspension be lifted. The Office of Judicial Affairs or designee will consider the recommendation of the committee but is not bound by the recommendation.
- The Office of Judicial Affairs or designee shall thereafter notify the student that he or she is reinstated pending the outcome of the full disciplinary hearing or the interim suspension and temporary exclusion are to be continued subject to the outcome of the disciplinary proceedings. The notice will be provided within one business day of the decision unless additional time is needed or necessary.
- No interim suspension hearing shall take the place of the full disciplinary proceedings which will determine whether the student shall be sanctioned for the misconduct charged.
- Failure to respond to the disciplinary action for the misconduct charge shall result in a finding against the student and result in permanent suspension for the academic semester and/or academic year. As a result, the student must apply for readmission before he or she can return to active matriculation at the University.

Appendix A

Definitions of Misconduct

Abduction/Kidnapping

The abduction or stealing away of a person without lawful authority or warrant to hold a person against his will. Enticing, persuading or forcible seizing and/or carrying of any person from one place to another without that person's explicit consent.

Abuse of Conduct Process

Abuse or interference with, or failure to comply in, Bethune-Cookman University processes including conduct and academic integrity hearings.

Academic Dishonesty/Misconduct

Academic dishonesty or misconduct is any action or an attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping a friend to gain an unfair academic advantage.

Advisor

To have a Bethune-Cookman University faculty, staff, or student attend the hearing in the role of a friend, advisor, or counselor. If an accused student desires to have an advisor/attorney of their choice present at the hearing, that advisor may not speak or represent the student. They are present for **consultation purposes only**. In addition, students who would like to have an advisor/attorney present will need to notify the Judicial Affairs' office of the person's name and contact information at least two business days prior to the scheduled hearing. This prior notification will provide an opportunity for the Judicial Affairs' office to request University Counsel's presence at the hearing. Proceedings may not be unreasonably delayed due to the selection of schedule of an advisor, and it is the responsibility of the Respondent to communicate relevant information to their advisor and to ensure that their advisor comports themselves in a manner which respects the educational-administrative conduct process. After an appropriate warning, the University reserves the right to stop a proceeding and remove an advisor whose presence disrupts the conduct proceedings.

Aiding and/or Inciting

Aiding, abetting, persuading, supporting, condoning, and/or procuring another person or persons to commit any act of misconduct; the persuading or aiding of another person to breach the peace on University owned, University-controlled property, or at any University sponsored or supervised events or activities. Gathering or groups of students on or off campus in such a manner, which causes damage to public or private property, causes injury to persons or interferes with the orderly functioning of the University, its' reputation, the normal flow of traffic, or ordinary procedures.

Alcohol

The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on university-owned or controlled property, or at any university sponsored or supervised events or

activities. Students found with a empty alcohol bottle(s), where there is reasonable evidence of alcohol consumption within a relative time period, can be accused of possession.

Animals (Pets)

Having unapproved pets or other animals on University-owned or controlled premises.

Arson

The malicious fraudulent, and/or intentional burning, or attempt to burn, of property on University-owned or University- controlled premises.

Bullying

Unwanted aggressive behavior toward another person or group of people that leads to the belief that there is an actual imbalance of power and is often repetitive in nature.

Burglary

Breaking into and entering a facility, or space, owned and operated by Bethune-Cookman University (including residence halls) as a trespasser with the intent of committing a crime.

Cohabitation

Providing housing or storage for persons who do not have a legal contract with Housing and Residence Life for a specified space.

Contracts, Entering Into

The entering into verbal or written agreements or contracts on behalf of Bethune-Cookman University that binds, obligates, or creates liability for the University by Individual students and/or representatives of organizations.

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.

Damage to Property

Damage, vandalism, or destruction of property owned or leased by the University or personal property belonging to another individual.

Discrimination

Any act or failure to act that is based upon an individual's or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from Bethune-Cookman University's

educational program, residential life program or other activities.

Disorderly Conduct

Acts in a violent or tumultuous manner toward another person which can cause fear or damage to a person's mental state, life, limb, health or personal property. Playing in a manner that can reasonably be determined as a threat to a person or property (Horseplay).

Domestic Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a complainant.

Drug Paraphernalia

The sale, distribution, manufacturing, purchase, passing off, carrying, holding, or possession of any kind of equipment, products, or material used to facilitate the handling or intake of a controlled substance.

Drugs

The consumption, sale, distribution, manufacturing, purchase, passing off, carrying, or being in the presence or vicinity of illegal drugs, narcotics; to include being reasonably aware of, accessory to, aiding and abetting of any controlled substance.

Election Tampering

Tampering with the election of any Bethune-Cookman University recognized student organization

Embezzlement

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

Failure to Comply

Failure to comply with the directions of University officials (including Resident Assistants) acting in the performance of their duties; failure to comply with disciplinary sanctions, emergency procedures, and or, but not limited to, identification of oneself to University officials.

False Testimony (See Perjury)

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

Falsification/Identity Fraud

Falsifying one's identity or that of another by misrepresentation, forgery of names, signatures, documents or dishonest acts, or refusing to show student identification upon request to any properly identified official of Bethune-Cookman University.

Fighting

A physical conflict between two or more individuals.

Fire Safety

Violation of campus fire policies including, but not limited to: a) failure to evacuate a Bethune-Cookman University controlled building or area during a fire or fire alarm, b) improper use of fire safety equipment, intentionally or carelessly causing a sprinkler system to engage when no threat of fire exists; or c) tampering with or improperly engaging a fire alarm or fire detection/control equipment while on Bethune-Cookman University-controlled property.

Gambling

Making a bet upon a partial or final result of any game or contest, or upon the performance of any individual in such a game.

Guest Behavior

Guest or guests who are invited to the campus or permitted onto the campus or within facilities by a student are the responsibility of that student. Actions of guests that are found to be in violation of the Student Code of Conduct while in the company of a student host or with the student host's knowledge are applicable to student hosts or the host student organization.

Harassment

Excessive physical annoyance of or the use of verbally abusive language by any person on University-owned or controlled property or while on the premises of University-owned or controlled property. Acts of insult, degradation, taunting, or challenging of another person while on campus property, enrolled in classes, or attending

University-sponsored or supervised events.

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

Any form of planned, or unplanned events, on or off campus that include any act or activities for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership or acceptance into a group or organization.

Health and Safety

Behavior that creates risk or danger to others of the University community, including but not limited to propping doors, throwing objects from windows or balconies, failure to keep one's room in a condition which is safe and sanitary, or failure to maintain reasonable standards of cleanliness and safety as defined by the University.

Identification

Failure to carry or present a valid University student identification card (when possession is in reason) while on the University property to a requesting University official.

Illegal Book Sales

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

Illegal/Unauthorized Entry

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

Indecent and Unbecoming Behavior

Conduct which is disorderly, lewd, indecent and/or portrayed negatively on University-owned or controlled property, while present at a University sponsored or a supervised event, or while representing the University. Any act that reflects negatively or tarnishes the brand of Bethune-Cookman University.

Ineligible Pledging or Association

Pledging or associating with a student organization without having met eligibility requirements established by Bethune-Cookman University.

Intimate Partner/Relationship Violence

Violence or abuse by a person in an intimate or romantic relationship with another.

Intoxication

Appearing publicly, on University-owned or controlled property, or at any University sponsored or supervised event or activity while intoxicated, or under the influence of alcohol or illicit drugs.

Intrusive Contact:

1. 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.

2. 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.

IT and Acceptable Use

Violating the Bethune-Cookman University Acceptable Use and Computing Policy

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.

Misuse of Electronic or Social Media

Engaging in inappropriate or irresponsible conduct using any B-CU affiliated web page, email, or any social media resource, including personal accounts. This includes bullying, harassing, taunting or using derogatory language to and/or from any enrolled student at B-CU through any social media site, whether B-CU affiliated or not.

Motor Vehicle, Traffic, Parking

Violations of properly constituted rules and regulations governing the use of motor vehicles (automobiles, motorcycles, etc.) on University-owned or University-controlled property or at University-sponsored or supervised activities.

Nuisance with Noise

Making a controllable noise of any kind that is loud enough to disturb members of the University community.

Passive Participation

The silent agreement, active support and/or consent to perform an act that is against Federal, State, or Local Laws, the Student Honor Code, Campus Safety Rules, or any rules or regulations of the University.

Perjury/Lying/Impeding the Student Disciplinary Process

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

Progressive Discipline

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

Public Exposure/Lewd or Lascivious Behavior

Includes deliberately and publicly exposing ones, or someone else's, intimate body parts, public urination, defecation, and public sex acts.

Rape

Having carnal knowledge of forced sex against the will of another; sex with an underage individual(s); fondling or penetration of sexual organs.

Repeat Violations

Repeated violations of published rules and regulations of the University, which cumulatively indicate an unwillingness or inability to conform to the standards of the University.

Representation without Consent

The representing of University or any University organization or chartered group without the prior and

explicit consent of the officials of that group. This includes joining a suspended organization or attempting to join an organization through improper membership procedures.

Retaliation

Actions intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way a report or investigation.

Sanction Violation

Failure to comply with disciplinary sanctions imposed by a sanctioned judicial body or judicial administrator of the University.

Sexual Assault

The forcing of, or attempt to force another person, regardless of sexual gender or preference, to participate in sexual intercourse and/or sexual activities, to include verbal coercion, threats, bullying, and physical restraint. This term encompasses sexual assault and all other incidents of “criminal sexual conduct” as defined by the Florida Statutes.

Sexual Battery

Making physical contact with the intimate parts of another person's body without the explicit and clear consent of that person.

Sexual Exploitation

Non-consensual, unjust or abusive sexual exploitation or advantage of another person.

Sexual Harassment

Unwelcomed sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature.

Sexual Violence

Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of drug or alcohol use or intellectual capacity, or other disability.

Smoking

The inhalation of smoke or vapors within university owned or University-controlled property.

Solicitation

Unauthorized selling, the collection of monies, and promotion on campus or within university buildings. Students may not solicit on behalf of the University without explicit permission from the Dean of Students.

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.

Tampering of Safety Controls, Devices, Processes, and Equipment

Removal, tampering, extinguishing, covering, or insensible adjustment of any safety device or control on

University-owned or University- controlled property. This includes calling false alarms of fire, bomb threats, improper purposing of fire extinguishers, sprinkler heads, hoses, systems, safety apps, exit signs, smoke alarms and detectors, strobe lights, or any other measure placed to protect life and property. Impeding with safety drills, actual safety procedures, or failure to comply with safety instructions is also prohibited.

Terroristic Threats/Acts

Threatening to commit any crime of violence or the release of hazardous substances.

Theft

Theft or attempted theft of the property or services of the University, any organization, or any individual by means of taking, selling, deceiving, misappropriating, misusing, as well as receiving and or possessing stolen property, or property that does not belong to the possessor of such property or service.

Threats/Threatening Behavior

Any direct or implied physical, written, or verbal conduct that causes a reasonable fear of physical harm to any person or damage to any property or that was intended to cause such fear, regardless of whether the student has the actual intention or ability to carry out any threatened action(s), or whether the threat is made on a present, conditional, or future basis.

Trademark

Unauthorized use (including misuse) of Bethune- Cookman University or organization names and images.

Trespass

Unauthorized presence on or within any University- owned or University-controlled property, sponsored or supervised events of the University, or the unauthorized entry into or remaining within a facility, private room or office under the control of another, after having been asked to leave. Intentionally damaging any property of another without the consent of the owner, or maliciously interfering with the possession or use of the property of another person without the consent of that person.

Trust

Violations of positions of trust within the community (both elected positions and those established through employment).

Unauthorized Entry or Use of University Facilities

Unauthorized use of equipment, occupancy of, or unauthorized entry into University facilities.

Unlawful Conduct

Conduct deemed are by the criminal statutes of the State of Florida or the United States of America and/or conduct that endangers or threatens the security of the University community.

Visitation

Failure to comply with published and stated visitation policies for campus residential facilities.

Weapons

Possessing, using, storing, transporting, passing or aiding in the use of firearms, knives, explosives, fireworks, chemicals, ammunition or any item that anyone of reasonable sensibilities would consider to have the possibility of doing bodily harm.

Wheeled Devices

Skateboards, roller blades, roller skates, bicycles and similar wheeled/personal transportation devices are not permitted to be used/worn/ridden inside university buildings, residence halls or on other applicable surfaces that present damage or danger. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to Bethune-Cookman University property caused by these activities. Hoverboards are not permitted on campus. Individuals navigating campus through these or similar devices must yield to pedestrian traffic and follow all traffic rules.

Let's Go Wildcats!