

Live
the Life



FIU

FLORIDA INTERNATIONAL UNIVERSITY
STUDENT HANDBOOK

15 / 16

DIVISION OF STUDENT AFFAIRS



campuslife.fiu.edu

The department of Campus Life aspires to engage students in holistic learning by instilling diversity, leadership, and personal development through its programs and services.

By educating and mentoring students, Campus Life seeks to provide our students an opportunity to make meaningful connections and become leaders in a global community.

Campus Life Council & Committees

Black Student Union [BSU]

Is a university wide council dedicated to advocacy and support for Black student issues at FIU. BSU is dedicated to helping students feel supported on campus and empowered to become involved and successful.

Council for Student Organizations [CSO]

Is the governing council that oversees the registration, promotion, development, and distribution of funds for Student Organizations at Florida International University. CSO embodies Academic, Arts, Business, Cultural / Social Engineering, Graduate, Health / Wellness, Honor Societies, Law, Political, Religious / Spiritual, and Service student organizations. For more information on the recognition and registration process for new organizations and to see a full list of organizations under CSO please visit the CSO website cso.fiu.edu or join the FIU organization network in www.orgsync.com by creating a free account using your FIU email and Panther ID.

Homecoming [HC]

Is the council that works with many organizations and departments on campus like Campus Life, Orientation & Commuter Services, Athletics and the Alumni Association. The Homecoming week consists of many exciting events such as, Panther Prowl Comedy Show, Lip Sync / Talent Show, King and Queen Court activities, the Parade and the Panthermonium Game Day Concert and Tailgate.

Multifaith Council

Is a council made up of several organizations designed to focus on a multitude of faiths. Each organization is dedicated to their specific religion or belief. Organizations include but are not limited to Baptist Collegiate Ministries, Campus Outreach (Interdenominational Athletes), Catholic Campus Ministry, Jewish Student Center / ChabadFIU, and Intersivity Christian Fellowship Youth For Christ.

Sorority & Fraternity Life [OSFL]

More than thirty fraternities and sororities provide outstanding opportunities for students in the areas of leadership, scholarship, service, athletics, and social relations. Fraternity and sorority students are involved in nearly all aspects of campus activities & life.

Student Government Association [SGA]

Is the voice of the student body at FIU. Representatives from each school and college work together to commit to change and improvement for the student community.

Student Programming Council [SPC]

Is the council that provides opportunities for students to plan a variety of educational, cultural, relational, social, and entertainment programs. Being an SPC member helps enhance your skills as an effective student.

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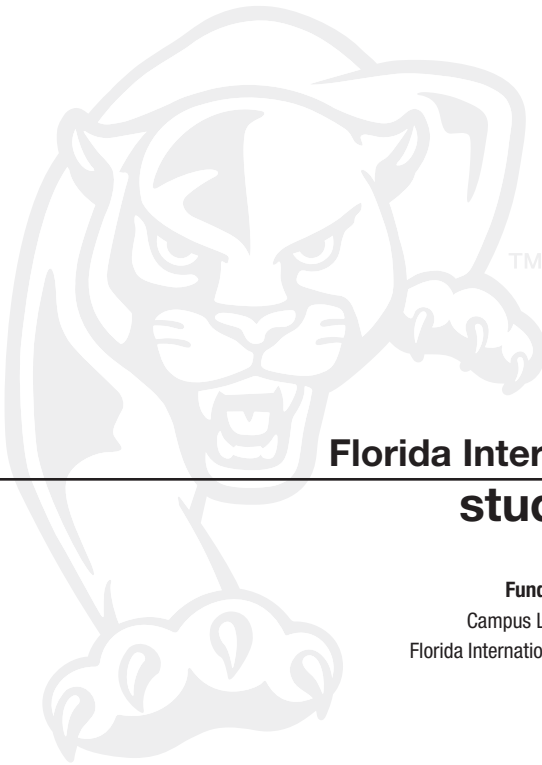
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FIU Bookstore	305-348-2691
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FIU Library Hours	305-348-2479
FIU Public Safety Emergency Line	305-348-5911
Housing Office	305-348-4190
International Student & Scholar Services	305-348-2421
Office of Orientation & Parent Program	305-348-6414
Office of Undergraduate Admissions	305-348-2363
One Stop Enrollment	305-348-2320
Student Government Association	305-348-2121
The Honors College	305-348-4100
Wellness and Recreation Center	305-348-2951
Wellness Services	305-348-0331

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Florida International University student handbook

Funded by Student Government Association

Campus Life Department, Division of Student Affairs
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Photo Credits: Campus Life MMC / BBC

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A History of Florida International University

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Changes in policies, regulations and requirements may be made at any time without advanced notice. The ultimate responsibility for University requirements and regulations rests with the student. For the latest, up-to-date information please refer to the FIU website. (<http://www.fiu.edu>).

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The Division of Student Affairs would like to acknowledge the contribution of the FIU Student Government Association toward the cost of printing this handbook.
Design and layout by: FIU's Campus Life Publications & Global Datebooks.

The information in this book was supplied and approved by the school.
Information and published event dates are subject to change.



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Vision:

Florida International University will be a leading urban public research university focused on student learning, innovation, and collaboration.

Mission:

Florida International University is an urban, multi-campus, public research university serving its students and the diverse population of South Florida. We are committed to high-quality teaching, state-of-the-art research and creative activity, and collaborative engagement with our local and global communities.

Values:

Florida International University is committed to the following core values:

- **Truth** – in the pursuit, generation, dissemination, and application of knowledge
- **Freedom** – of thought and expression
- **Respect** – for diversity and the dignity of the individual
- **Responsibility** – as stewards of the environment and citizens of the world
- **Excellence** – in intellectual, personal, and operational endeavors

Welcome new students and welcome back returning Golden Panthers! Florida International University is an incredible institution filled with a diverse and richly talented student body and Worlds Ahead faculty and staff that are here to guide you along to make this time special and fulfilling. In order to help you get the most of your College experience, we here in Campus Life strongly encourage you to get involved on campus. Whether it is a Club, Honor Society, Sorority or Fraternity . . . it's up to you.

There are many reasons for you to get involved at FIU. First and foremost it is FUN. You should want to connect with other like-minded students who not only want to socialize, but who also have goals to be successful in life. You will find opportunities here to obtain leadership skills and experiences that will be crucial in landing that perfect job when you graduate. You will be able to network with new friends and future professional colleagues. Finally, research clearly shows that students who are involved on campus are more likely to succeed in college. Since the average college graduate will earn \$2-3 million more over their career than those without a college degree it seems that getting involved is not just fun, but is also a wise investment.

So again, welcome! We hope that you will take advantage of all the great resources FIU has to offer and that you have the great college experience you deserve.

Thank you for your investment in FIU and GO PANTHERS!!!

Jose Toscano – Director of Campus Life, MMC
Rafael Zapata - Interim Director of Campus Life, BBC

Letter from the V.P. for Student Affairs



On behalf of the Division of Student Affairs, I want to welcome you to the university and the beginning of a new academic year. I hope you find your studies this year to be stimulating, challenging, and enjoyable.

This Student Handbook is published through the joint efforts of the Division of Student Affairs and the Student Government Association.

Its purpose is to help you understand the university and its many elements. It outlines the services, programs, and activities of the University, which are designed to enhance the quality of your educational experience.

The pursuit of knowledge and an academic degree is the major purpose of your university attendance. However, the university community abounds with opportunities beyond the classroom. Campus clubs and organizations provide a stimulating and interesting venue for learning. As well, research opportunities with faculty, work opportunities through campus employment, and co-op positions with local business and industrial firms provide excellent learning and personal growth experiences for students.

FIU has a strong commitment to diversity. You have the unique opportunity to be part of the diverse student body that FIU constitutes. I encourage you to take advantage of it, learn from it, and appreciate and respect the differences of everyone who comprise the FIU community. I encourage you to take advantage of the many programs and activities that occur on campus throughout the year. You may choose to be a spectator and simply observe and enjoy. On the other hand, you may also be an active participant and significantly enhance your educational experience through such participation. The university provides a unique environment affording you many kinds of opportunities. I encourage you to stretch yourself, work hard, and take advantage of all that is here before you. Please accept my best wishes for a successful year.

Sincerely,

Larry Lunsford, Ph.D.
Vice President for Student Affairs

Letter from Dean of Students



Welcome to Florida International University. The Division of Student Affairs provides a wide array of programs and services intended to support the personal and academic success of our students. We want all of you to have a positive FIU experience.

As the Associate Vice President and Dean of Students, my goal is to help create a culture of care for students, their families, faculty and staff by providing proactive education, consultation, resources, and response to distressed students or students in crisis.

We know that some students will face obstacles along the path toward their academic goals, such as personal distress, anxiety, depression, family emergencies, health issues and more. There are excellent support services on campus to assist students, with the purpose of getting them back on track toward their goals. Our office can assist students individually, by identifying the appropriate campus recourses to best help them.

I invite you to contact me or stop by if we can assist you in your time at FIU. Best wishes for a successful year.

Cathy Akens, Ed.D.
Associate Vice President for Student Affairs
And Dean of Students

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Office of Sorority and Fraternity Life

More than thirty fraternities and sororities provide outstanding opportunities for students in the areas of leadership, scholarship, service, athletics, and social relations. Fraternity and sorority students are involved in nearly all aspects of campus activities & life.



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CALENDAR




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CALENDAR




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Academic Calendar

 FLORIDA INTERNATIONAL UNIVERSITY	Table Key	Holidays
		Faculty Deadlines
		Financial Aid
Fall 2015: August 24 - December 12, 2015		
Classes Begin: August 24, 2015 Final Week of the Semester: December 7 - 12, 2015		
March 10 Tuesday	Class schedule available to all returning undergraduate and graduate students for Summer 2015 and Fall 2015 term	
March 24 - April 26 Tuesday - Sunday	Official Registration for Summer & Fall Degree-Seeking Students only, by assigned registration time and day. Priority registration available on http://my.fiu.edu	
April 27 - August 23 Monday - Sunday	Fall Registration Open for Degree-Seeking Students	
May 26 Tuesday	First day to apply for Fall term graduation 2015	
July 2 Thursday	Last day for faculty to adopt textbooks and other instructional materials	
July 3 Friday	University Closed in observance of Independence Day	
August 19 Wednesday	New Faculty Orientation Day	
August 20 Thursday	Non-degree seeking student registration begins	
August 23 Sunday	Last day to register without incurring a \$100 Late Registration Fee	
August 23 Sunday	Freshman Convocation (Required of All Freshmen)	
August 24 Monday	Classes begin	
August 24 Monday	Short Term Tuition Loan Applications available	
August 31 Monday	Last day to add courses; last day to drop courses or withdraw from the University without incurring financial liability for Tuition and Fees	
August 31 Monday	Last day to change a grading option	
August 31 Monday	Last day to submit Non-degree application for Fall 2015 term	
September 1 Tuesday	Fall semester Payment Due Date	
September 1 Tuesday	Last day for students to apply for a Short Term Loan	
September 2 Wednesday	\$100 late payment fee assessed for outstanding balances	
September 4 Friday	Cancellation of Enrollment for unpaid Tuition and Fee balances not covered by Payment Plan, Scholarships or other awards	
September 7 Monday	Labor Day Holiday (University Closed)	
September 18 Friday	Last day to apply for Fall 2015 graduation	
September 18 Friday	Last day to withdraw from the University with a 25% refund of Tuition	
September 24 Thursday	Faculty Convocation	
October 29 Thursday	Return of Title IV deadline for financial aid recipients	
November 2 Monday	Deadline to drop a course with a DR grade	
November 2 Monday	Deadline to withdraw from the University with a WI grade	
November 11 Wednesday	Veterans Day Holiday (University Closed)	
November 16 Monday	Deadline for faculty to review class rosters to ensure accuracy before grade rosters are created	


Academic Calendar

 FLORIDA INTERNATIONAL UNIVERSITY	Table Key	Holidays
		Faculty Deadlines
		Financial Aid
November 26 & 27 Thurs & Friday	Thanksgiving Holiday (University Closed)	
November 28 Saturday	No Saturday Classes	
November 30 Monday	Grade rosters available to faculty for grade entry and submission	
December 7 - 12 Monday - Saturday	Final week of the semester - modified class schedule: Final exams and other course assessment activities are scheduled during this week	
December 12 Saturday	On-campus exams for online courses	
December 13-15 Sunday - Tuesday	Commencement Exercises	
December 16 Wednesday	Deadline (by 11:59 pm) for faculty to submit grades	
December 17 Thursday	Complete grade report available to students by web	
December 24 Thursday	Winter Holiday Closure (University Closed)	
December 25 Friday	Winter Holiday Closure (University Closed)	
December 31 Thursday	Winter Holiday Closure (University Closed)	
January 1 Friday	Winter Holiday Closure (University Closed)	
Fall Mini 2015: Classes Begin: December 14, 2015		
October 26 Monday	Registration by appointment only	
December 13 Sunday	Last day to register without a \$100 Late Registration Fee	
December 14 Monday	First day of classes	
December TBA	Last day to add/drop courses without financial liability for tuition and fees Please refer to onestop.fiu.edu for updates.	
December 16 Wednesday	Last day to pay without incurring a \$100 late payment fee	
December 17 Thursday	\$100 late payment fee assessed (payment plan is not available)	
December 24-25 Thursday & Friday	Winter Holiday Closure (University Closed)	
December 28 Monday	Last day to drop with DR grade (tuition and fees liable)	
December 31 & January 1 Thursday & Friday	Winter Holiday Closure (University Closed)	
January 5 Tuesday	Last day of classes	
January 7 Thursday	Grades viewable to students via their My.FIU.edu	
Spring 2016: Classes Begin: January 11, 2016 Final Week of the Semester: May 2 - May 7, 2016		
October 2 Friday	First day to apply for Spring 2016 term graduation	
October 20 Tuesday	Class schedule available to all returning undergraduate and graduate students for Spring 2016 term	
Nov 3 - Dec 13 Tuesday - Sunday	Official registration for degree-seeking students by assigned registration time and day	

Academic Calendar

November 18 Wednesday	Last day for faculty to adopt textbooks and other instructional materials
Dec 14 - Jan 10 Monday - Sunday	Open registration for degree-seeking students
December 24 Thursday	Winter Holiday Closure (University Closed)
December 25 Friday	Winter Holiday Closure (University Closed)
December 31 Thursday	Winter Holiday Closure (University Closed)
January 1 Friday	Winter Holiday Closure (University Closed)
January 1 Friday	FAFSA Applications for 2016-2017 available at www.fafsa.ed.gov
January 7 Thursday	Non-degree seeking student registration begins
January 10 Sunday	Last day to register without incurring a \$100 Late Registration Fee
January 11 Monday	Classes begin
January 11 Monday	Short Term Tuition Loan Applications available
January 18 Monday	Martin Luther King Holiday (University Closed)
January 19 Tuesday	Last day to change grading option
	Last day to add courses; last day to drop courses or withdraw from the University without incurring financial liability for tuition and fees
January 19 Tuesday	Last day to submit Non-degree Application for Spring 2016 term
January 20 Wednesday	Last day for students to apply for a Short Term Loan
January 20 Wednesday	Spring Semester Payment Due Date
January 21 Thursday	\$100 late payment fee assessed for outstanding balances
January 22 Friday	Cancellation of Enrollment for unpaid Tuition and Fee balances not covered by Payment Plan, Scholarships or other awards
February 5 Friday	Last day to apply for graduation at the end of Spring 2016 term
	Last day to withdraw from the University with a 25% refund of tuition
March 7 Monday	Return of Title IV deadline for financial aid recipients
March 14 - 19 Monday - Saturday	Spring Break (University Open, No Classes)
March 21 Monday	Last day to drop a course with a DR grade
	Last day to withdraw from the University with a WI grade
April 4 Monday	Deadline for faculty to review class rosters to ensure accuracy before grade rosters are created
April 18 Monday	Grade rosters available to faculty for grade entry and submission
April 22 - 30 Friday - Saturday	Passover (University Open, Classes in session)
May 2 - May 7 Monday - Saturday	Final week of the semester - modified class schedule: Final exams and other course assessment activities are scheduled during this week
May 7 Saturday	On-campus exams for online courses
TBA	Commencement Exercises
May 11 Wednesday	Deadline (by 11:59 pm) for faculty to submit grades

Academic Calendar

May 11 Wednesday	Complete grade report available to students by web		
 FLORIDA INTERNATIONAL UNIVERSITY	Table Key	Holidays	
		Faculty Deadlines	
		Financial Aid	
Summer Term "A" 2016	Summer "A" 2016: May 16 - June 24, 2016		
February 12 Friday	First day to apply for Summer 2016 term graduation		
March 15 Tuesday	Class schedule available to all returning undergraduate and graduate students for Summer & Fall 2016 term		
March 25 Friday	Last day for faculty to adopt textbooks and other instructional materials		
March 29 - May 1 Tuesday - Sunday	Official registration for degree-seeking students by assigned registration time and day		
May 2 - May 15 Monday - Sunday	Open registration for degree-seeking students		
May 12 Thursday	Non-degree seeking student registration begins		
May 15 Sunday	Last day to register without incurring a \$100 Late Registration Fee		
May 16 Monday	Classes begin		
May 16 Monday	Short Term Tuition Loan Applications available		
May 23 Monday	Last day to add courses; last day to drop courses or withdraw from the University without incurring financial liability for tuition and fees		
	Last day to change grading option		
	Last day to submit Non-degree Application for Summer A & C 2016 term		
May 24 Tuesday	Summer Semester Payment Due Date		
May 24 Tuesday	Last day for students to apply for a Short Term Loan		
May 25 Wednesday	\$100 late payment fee assessed for outstanding balances		
May 27 Friday	Cancellation of Enrollment for unpaid Tuition and Fee balances not covered by Payment Plan, Scholarships or other awards		
	Last day to apply for graduation at the end of Summer 2016 term		
	Last day to withdraw from the University with a 25% refund of tuition		
May 30 Monday	Memorial Day Holiday (University Closed)		
June 9 Thursday	Deadline for faculty to review class rosters to ensure accuracy before grade rosters are created		
June 9 Thursday	Return of Title IV Deadline for Financial Aid Recipients for Summer "A" Term		
June 13 Monday	Last day to drop a course with a DR grade		
	Last day to withdraw from the University with a WI grade		
June 20 Monday	Grade rosters available to faculty for grade entry and submission		
June 24 Friday	Classes end		
	On-campus exams for online courses		
June 27 Monday	Deadline (by 11:59 pm) for faculty to submit grades		
June 28 Tuesday	Grade report for Summer Term A available to students by web		
TBA	Commencement Exercises		

Academic Calendar

Summer Term "B" 2016	Summer "B" 2016: June 27 - August 5, 2016
March 15 Tuesday	Class schedule available to all returning undergraduate and graduate students for Summer & Fall 2016 term
March 25 Friday	Last day for faculty to adopt textbooks and other instructional materials
March 29 - May 1 Tuesday - Sunday	Official registration for degree-seeking students by assigned registration time and day
May 2 - May 15 Monday - Sunday	Open registration for degree-seeking students
May 27 Friday	Last day to apply for graduation at the end of Summer 2016 term
June 6 Monday	Summer "B" Session registration resumes
June 23 Thursday	Non-degree students can register for Summer B courses
June 26 Sunday	Last day to register without incurring a \$100 Late Registration Fee
June 27 Monday	Classes begin
June 27 Monday	Short Term Tuition Loan Applications available
July 4 Monday	In observation of Independence Day (University Closed)
July 5 Tuesday	Last day to add courses; last day to drop courses or withdraw from the University without incurring financial liability for Tuition and Fees
	Last day to change grading option
	Last day to submit Non-degree Application for Summer B 2016 session
July 6 Wednesday	Summer semester Payment Due Date
July 6 Wednesday	Last day for students to apply for a Short Term Loan
July 7 Thursday	\$100 Late Payment Fee assessed for outstanding balances
July 11 Monday	Last day to withdraw from the University with a 25% refund of tuition
July 21 Thursday	Return of Title IV Deadline for Financial Aid Recipients for Summer "B" Term
July 25 Monday	Last day to drop a course with a DR grade
	Last day to withdraw from the University with a WI grade
July 28 Thursday	Deadline for faculty to review class rosters to ensure accuracy before grade rosters are created
August 3 Wednesday	Grade rosters available to faculty for grade entry and submission
August 5 Friday	Classes end
	On-campus exams for online courses
TBA	Commencement Exercises
August 10 Wednesday	Deadline (by 11:59 pm) for faculty to submit grades
August 11 Thursday	Complete grade report available to students by web
August 22 Monday (Fall 2016)	Fall 2016 semester classes begin

Academic Calendar



FLORIDA
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Table Key

Holidays

Faculty Deadlines

Financial Aid

Summer Term "C" 2016		Summer "C" 2016: May 16 - August 5, 2016	
February 12 Friday	First day to apply for Summer 2016 term graduation		
March 15 Tuesday	Class schedule available to all returning undergraduate and graduate students for Summer & Fall 2016 term		
March 25 Friday	Last day for faculty to adopt textbooks and other instructional materials		
March 29 - May 1 Tuesday - Sunday	Official registration for Degree-seeking students by assigned registration time and day		
May 2 - May 15 Monday - Sunday	Open registration for Degree-seeking students Continuous web registration		
May 9 Monday	Low enrollment courses will be cancelled and students notified by email		
May 12 Thursday	Non-Degree seeking student registration begins		
May 15 Sunday	Last day to register without incurring a \$100 Late Registration Fee		
May 16 Monday	Classes begin		
May 16 Monday	Short Term Tuition Loan Applications available		
May 23 Monday	Last day to add courses; last day to drop courses of withdraw from the University without incurring financial liability for Tuition and Fees		
	Last day to change grading option		
May 23 Monday	Last day to submit Non-degree Application for Summer A/C 2016 term		
May 24 Tuesday	Summer Semester Payment Due Date		
May 24 Tuesday	Last day for students to apply for a Short Term Loan		
May 25 Wednesday	\$100 Late Payment Fee assessed for outstanding balances		
May 27 Friday	Cancellation of Enrollment for unpaid Tuition and Fee balances not covered by Payment Plan, Scholarships, or other awards		
May 27 Friday	Last day to apply for Summer 2016 graduation		
May 30 Monday	Memorial Day Holiday (University Closed)		
June 13 Monday	Last day to withdraw from the University with a 25% refund of tuition		
July 4 Monday	Independence Day (University closed)		
July 4 Monday	Return of Title IV Deadline for Financial Aid Recipients for Summer "C" Term		
July 5 Tuesday	Last day to drop a course with a DR grade		
	Last day to withdraw from the University with a WI grade		
July 28 Thursday	Deadline for faculty to review class rosters to ensure accuracy before grade rosters are created		
August 3 Wednesday	Grades rosters available to faculty for grade entry and submission		
August 5 Friday	Classes end; On-campus exams for online courses		
TBA	Commencement Exercises		
August 10 Wednesday	Deadline (by 11:59 pm) for faculty to submit grades		
August 11 Thursday	Complete grade report available to students by web		
August 22 Monday (Fall 2016)	Fall 2016 semester classes begin		

**Grades will be posted on transcripts however, graduation will not be processed until the end of the Complete Summer C Term.

Calendar dates are subject to change. Please contact appropriate offices for verification and updates. This calendar includes official University holidays. Faculty are encouraged to make accommodations for students who wish to observe religious holidays. Students should make their requests known to the instructor at the beginning of the semester. For a listing of religious holidays you may visit <http://www.interfaithcalendar.org>

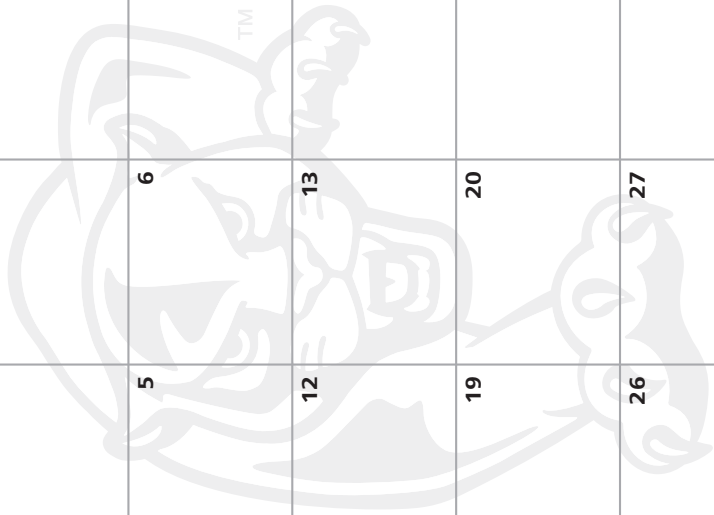
Updated: 2/25/2015 Final

June 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Flag Day	15	16 Ramadan (Begins at sundown)	17	18	19	20
21 Father's Day	22	23	24	25	26	27
	28	29	30			

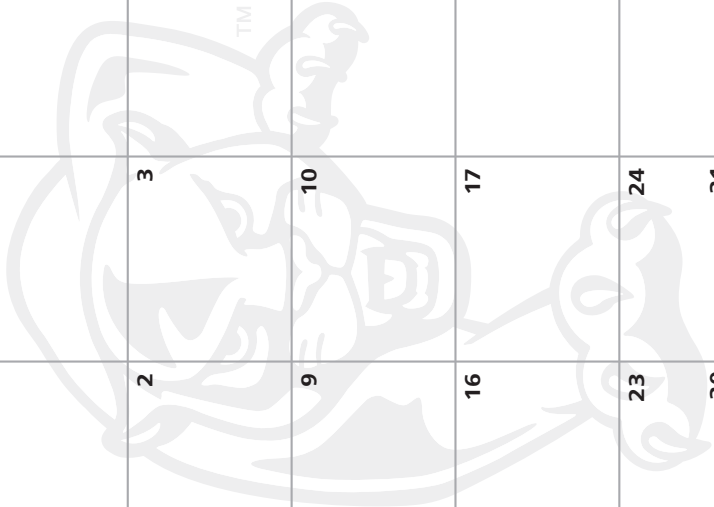
July 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Independence Day Observed (University Closed)	4 Independence Day
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



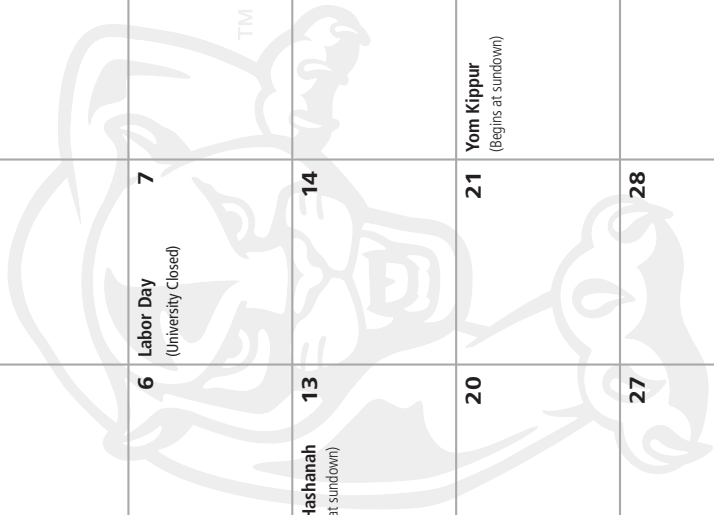
August 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



September 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 Labor Day (University Closed)	8	9	10	11	12
13	14	15	16	17	18	19
	20	21	22	23	24	25
		27	28	29	30	
						26



October 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12 Columbus Day	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Halloween

November 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	Veterans Day (University Closed)	12	13	14
15	16	17	18	19	20	Football Game: WKU @ FIU
22	23	24	25	Thanksgiving Day (University Closed)	Thanksgiving Holiday (University Closed)	No Classes
29	30					

December 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6 Chanukkah (Begins at sundown)	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Winter Holiday (University Closed)	25 Christmas Day (University Closed)	26 Kwanzaa (Begins)
27	28	29	30	31 Winter Holiday (University Closed)		

January 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					New Year's Day (University Closed)	1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	Martin Luther King, Jr. Day (University Closed)	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016

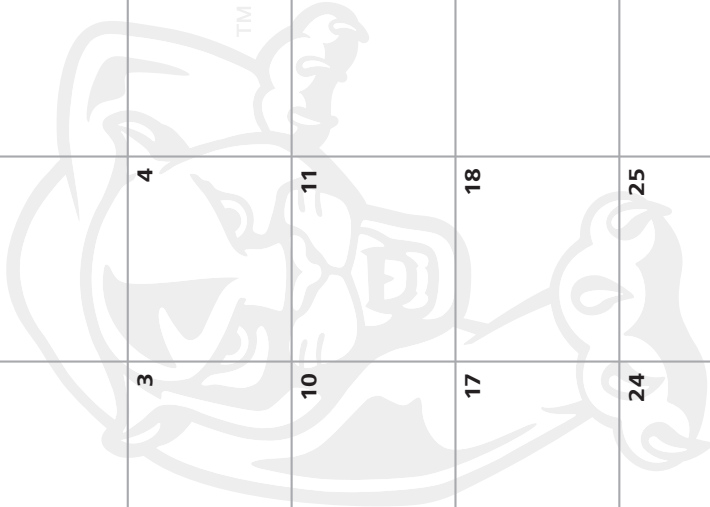
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Groundhog Day	3	4	5	6
7	8	9	10 Ash Wednesday	11	12 Lincoln's Birthday	13
14 Valentine's Day	15 Presidents' Day	16	17	18	19	20
21 Washington's Birthday	22	23	24	25	26	27
28	29					

March 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
		Spring Break (University Open, No Classes)	Spring Break (University Open, No Classes)	St. Patrick's Day Spring Break (University Open, No Classes)	Spring Break (University Open, No Classes)	Spring Break (University Open, No Classes)
Palm Sunday	20	21	22	23	24	25
			Purim (Begins at sundown)	26	Good Friday	
Easter	27	28	29	30	31	

April 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 April Fool's Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Passover (Begins at sundown, through April 30th - University Open & Classes in Session)	23
24	25	26	27	28	29	30



May 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
Mother's Day	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
	Memorial Day (University Closed)					

June 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 Ramadan <small>(begins at sundown)</small>	7	8	9	10	11
12	13 Flag Day	14	15	16	17	18
Father's Day	19	20	21	22	23	24
	25	26	27	28	29	30

July 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Independence Day (University Closed)	5	6	7	8	9
10	11	12	13	14	15	16
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31						

JULY/AUGUST 2015

JUN 2015

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JUL 2015

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AUG 2015

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30	31					

20 MONDAY



21 TUESDAY

22 WEDNESDAY



23 THURSDAY

24 FRIDAY



SAT



25 & 26 SATURDAY SUNDAY

SUN



FLORIDA
INTERNATIONAL
UNIVERSITY

27 MONDAY



28 TUESDAY

29 WEDNESDAY



30 THURSDAY

31 FRIDAY



SAT



1 & 2 SATURDAY
SUNDAY

SUN

AUG

AUGUST 2015

JUL 2015

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AUG 2015

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30	31					

SEPT 2015

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27	28	29	30				

3 MONDAY



4 TUESDAY

5 WEDNESDAY



6 THURSDAY

7 FRIDAY



SAT

SUN



8 & 9 SATURDAY
SUNDAY



FLORIDA
INTERNATIONAL
UNIVERSITY

10 MONDAY



11 TUESDAY

12 WEDNESDAY



13 THURSDAY

14 FRIDAY



SAT



15 & 16 SATURDAY
SUNDAY

SUN

AUGUST 2015

JUL 2015

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AUG 2015

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30	31					

SEPT 2015

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26	27	28	29	30		

17 MONDAY



18 TUESDAY

19 WEDNESDAY



• Non-degree seeking student registration begins

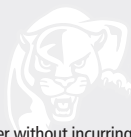


20 THURSDAY

21 FRIDAY



SAT



22 & 23 SATURDAY SUNDAY

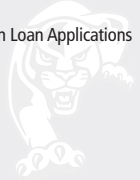
SUN

- Last day to register without incurring a \$100 Late Registration Fee
- Freshman Convocation (Required of All Freshmen)



24 MONDAY

- Classes begin
- Short Term Tuition Loan Applications available





25 TUESDAY

26 WEDNESDAY





27 THURSDAY

28 FRIDAY



SAT



29 & 30 SATURDAY SUNDAY

SUN

AUGUST / SEPTEMBER 2015

AUG 2015

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30	31					

SEPT 2015

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27	28	29	30			

OCT 2015

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

31 MONDAY

- Last day to add courses; last day to drop courses or withdraw from the University without incurring financial liability for Tuition and Fees
- Last day to change a grading option
- Last day to submit Non-degree application for Fall 2015 term

- Fall semester Payment Due Date
- Last day for students to apply for a Short Term Loan



1 TUESDAY



2 WEDNESDAY

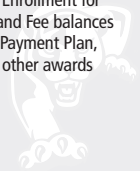
- \$100 late payment fee assessed for outstanding balances



3 THURSDAY

4 FRIDAY

- Cancellation of Enrollment for unpaid Tuition and Fee balances not covered by Payment Plan, Scholarships or other awards



- SAT
- Football Game: FIU @ UCF

5 & 6 SATURDAY SUNDAY



SUN



FLORIDA
INTERNATIONAL
UNIVERSITY

7 MONDAY

Labor Day (University Closed)



8 TUESDAY



9 WEDNESDAY



10 THURSDAY

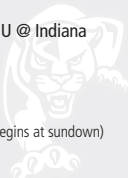


11 FRIDAY



SAT

• Football Game: FIU @ Indiana



12 & 13 SATURDAY
SUNDAY

SUN

Rosh Hashanah (Begins at sundown)

SEPTEMBER 2015

AUG 2015

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

SEPT 2015

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27	28	29	30			

OCT 2015

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 MONDAY



15 TUESDAY

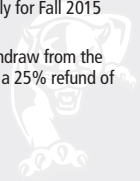
16 WEDNESDAY



17 THURSDAY

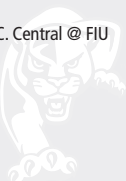
18 FRIDAY

- Last day to apply for Fall 2015 graduation
- Last day to withdraw from the University with a 25% refund of Tuition



SAT

• Football Game: N.C. Central @ FIU



SUN

19 & 20 SATURDAY SUNDAY



21 MONDAY



Yom Kippur (Begins at sundown)



22 TUESDAY

23 WEDNESDAY



24 THURSDAY

25 FRIDAY



SAT

• Football Game: FIU @ Louisiana Tech



SUN

26 & 27 SATURDAY
SUNDAY

SEPTEMBER / OCTOBER 2015

SEPT 2015

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20	21	22	23	24	25	26
27	28	29	30			

OCT 2015

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18	19	20	21	22	23	24
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NOV 2015

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

28 MONDAY



29 TUESDAY

30 WEDNESDAY



1 THURSDAY

OCT

2 FRIDAY

• First day to apply for Spring 2016 term graduation



SAT

• Football Game: FIU @ UMass



3 & 4 SATURDAY SUNDAY

SUN

• Football Game: UTEP @ FIU



FLORIDA
INTERNATIONAL
UNIVERSITY

5 MONDAY



6 TUESDAY

7 WEDNESDAY



8 THURSDAY

9 FRIDAY



SAT



10 & 11 SATURDAY
SUNDAY

SUN

OCTOBER 2015

SEPT 2015

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30			

OCT 2015

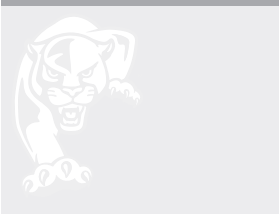
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NOV 2015

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22	23	24	25	26	27	28
29	30					

12 MONDAY

Columbus Day



13 TUESDAY

14 WEDNESDAY



15 THURSDAY

16 FRIDAY



SAT
 • Football Game: FIU @ Middle Tennessee

SUN

17 & 18 SATURDAY SUNDAY



19 MONDAY



• Class schedule available to all returning undergraduate and graduate students for Spring 2016 term



20 TUESDAY

21 WEDNESDAY



22 THURSDAY

23 FRIDAY



SAT

• Football Game: FIU @ Old Dominion

SUN



24 & 25 SATURDAY
SUNDAY

OCTOBER / NOVEMBER 2015

OCT 2015

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOV 2015

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DEC 2015

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20	21	22	23	24	25	26
27	28	29	30	31		

26 MONDAY

• Registration (for Fall Mini Semester) by appointment only



27 TUESDAY

28 WEDNESDAY



29 THURSDAY

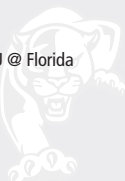
30 FRIDAY



SAT
Halloween

• Football Game: FIU @ Florida Atlantic

SUN

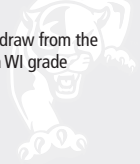


31 & 1 SATURDAY SUNDAY

NOV

2 MONDAY

- Deadline to drop a course with a DR grade
- Deadline to withdraw from the University with a WI grade



- Official registration for degree-seeking students by assigned registration time and day (through December 13th)



3 TUESDAY

4 WEDNESDAY



5 THURSDAY

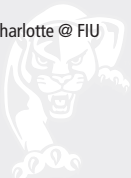
6 FRIDAY



SAT

- Football Game: Charlotte @ FIU

SUN



7 & 8 SATURDAY SUNDAY

NOVEMBER 2015

OCT 2015

S	M	T	W	T	F	S
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NOV 2015

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DEC 2015

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20	21	22	23	24	25	26
27	28	29	30	31		

9 MONDAY



10 TUESDAY



11 WEDNESDAY

Veterans Day (University Closed)



12 THURSDAY



13 FRIDAY



14 & 15 SATURDAY
SUNDAY

SAT
• Football Game: FIU @ Marshall

SUN



FLORIDA
INTERNATIONAL
UNIVERSITY

16 MONDAY



17 TUESDAY

18 WEDNESDAY



19 THURSDAY

20 FRIDAY



SAT

• Football Game: WKU @ FIU

SUN



21 & 22 SATURDAY
SUNDAY

NOVEMBER / DECEMBER 2015

OCT 2015

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NOV 2015

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DEC 2015

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20	21	22	23	24	25	26
27	28	29	30	31		

23 MONDAY



24 TUESDAY



25 WEDNESDAY



Thanksgiving Day (University Closed)



26 THURSDAY

27 FRIDAY

Thanksgiving Holiday
(University Closed)



SAT
No Classes



28 & 29 SATURDAY
SUNDAY

SUN



FLORIDA
INTERNATIONAL
UNIVERSITY

30 MONDAY



1 TUESDAY

DEC

2 WEDNESDAY

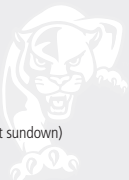


3 THURSDAY

4 FRIDAY



SAT



5 & 6 SATURDAY
SUNDAY

SUN

Chanukah (Begins at sundown)

DECEMBER 2015

NOV 2015	S	M	T	W	T	F	S
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DEC 2015	S	M	T	W	T	F	S
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JAN 2016	S	M	T	W	T	F	S
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	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

7 MONDAY

• December 7-12: Final week of the semester (Modified class schedule & Final exams and other course assessment activities are scheduled during this week)



8 TUESDAY

9 WEDNESDAY



10 THURSDAY

11 FRIDAY



- SAT**
- On-campus exams for online courses
- SUN**
- Commencement Exercises
 - Last day to register without a \$100 Late Registration Fee (for Fall Mini Semester)
 - Last Day: Official registration for degree-seeking students by assigned registration time and day

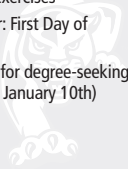
12 & 13 SATURDAY SUNDAY



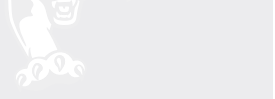
14 MONDAY

Three horizontal lines for notes on Monday.

- Commencement Exercises
- Fall Mini Semester: First Day of Classes
- Open registration for degree-seeking students (through January 10th)



- Commencement Exercises
- Last day to add/drop courses without financial liability for tuition and fees (for Fall Mini Semester)



15 TUESDAY

Three horizontal lines for notes on Tuesday.

16 WEDNESDAY

Three horizontal lines for notes on Wednesday.

- Last day to pay without incurring a \$100 late payment fee (for Fall Mini Semester)



- \$100 late payment fee assessed (payment plan is not available) [for Fall Mini Semester]



17 THURSDAY

Three horizontal lines for notes on Thursday.

18 FRIDAY

Three horizontal lines for notes on Friday.



SAT

SUN



19 & 20 SATURDAY SUNDAY

Three horizontal lines for notes on Saturday and Sunday.

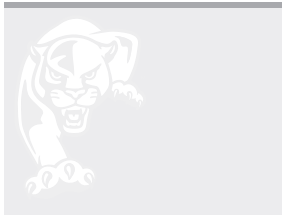
DECEMBER 2015 / JANUARY 2016

NOV 2015	S	M	T	W	T	F	S
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29	30						

DEC 2015	S	M	T	W	T	F	S
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JAN 2016	S	M	T	W	T	F	S
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30	31						

21 MONDAY



22 TUESDAY

23 WEDNESDAY

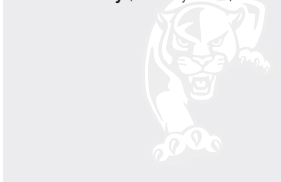


Winter Holiday (University Closed)

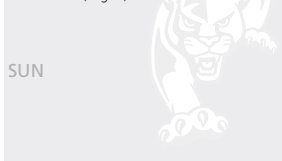
24 THURSDAY

25 FRIDAY

Christmas Day (University Closed)



SAT
Kwanzaa (Begins)



26 & 27 SATURDAY
SUNDAY

SUN

28 MONDAY

• Last day to drop with DR grade (tuition and fees liable) (for Fall Mini Semester)



29 TUESDAY

30 WEDNESDAY



Winter Holiday (University Closed)



31 THURSDAY

1 FRIDAY

New Year's Day (University Closed)
• FAFSA Applications for 2016-2017 available at www.fafsa.ed.gov

JAN



SAT



2 & 3 SATURDAY
SUNDAY

SUN

JANUARY 2016

DEC 2015

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JAN 2016

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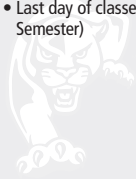
FEB 2016

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28	29					

4 MONDAY



- Last day of classes (for Fall Mini Semester)

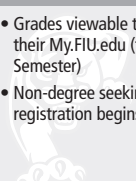


5 TUESDAY

6 WEDNESDAY



- Grades viewable to students via their My.FIU.edu (for Fall Mini Semester)
- Non-degree seeking student registration begins

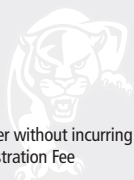


7 THURSDAY

8 FRIDAY



SAT



9 & 10 SATURDAY SUNDAY

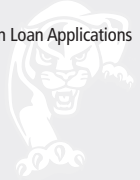
SUN

- Last day to register without incurring a \$100 Late Registration Fee



11 MONDAY

- Classes begin
- Short Term Tuition Loan Applications available



12 TUESDAY

13 WEDNESDAY



14 THURSDAY

15 FRIDAY



SAT

SUN



16 & 17 SATURDAY
SUNDAY

JANUARY 2016

DEC 2015	S	M	T	W	T	F	S
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6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
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27	28	29	30	31			

JAN 2016	S	M	T	W	T	F	S
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17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

FEB 2016	S	M	T	W	T	F	S
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14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29						

18 MONDAY

Martin Luther King, Jr. Day
(University Closed)

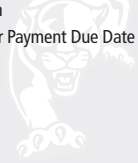


- Last day to change grading option
- Last day to add courses; last day to drop courses or withdraw from the University without incurring financial liability for tuition and fees
- Last day to submit Non-degree Application for Spring 2016 term

19 TUESDAY

20 WEDNESDAY

- Last day for students to apply for a Short Term Loan
- Spring Semester Payment Due Date

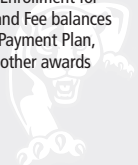


- \$100 late payment fee assessed for outstanding balances

21 THURSDAY

22 FRIDAY

- Cancellation of Enrollment for unpaid Tuition and Fee balances not covered by Payment Plan, Scholarships or other awards



SAT

23 & 24 SATURDAY SUNDAY

SUN





FLORIDA
INTERNATIONAL
UNIVERSITY

25 MONDAY



26 TUESDAY

27 WEDNESDAY



28 THURSDAY

29 FRIDAY



SAT



30 & 31 SATURDAY
SUNDAY

SUN

FEBRUARY 2016

JAN 2016

S	M	T	W	T	F	S
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31						

FEB 2016

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28	29					

MAR 2016

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20	21	22	23	24	25	26
27	28	29	30	31		

1 MONDAY



Groundhog Day



2 TUESDAY

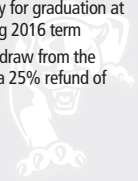
3 WEDNESDAY



4 THURSDAY

5 FRIDAY

- Last day to apply for graduation at the end of Spring 2016 term
- Last day to withdraw from the University with a 25% refund of tuition



SAT

SUN



6 & 7 SATURDAY & SUNDAY



8 MONDAY



9 TUESDAY

10 WEDNESDAY

Ash Wednesday

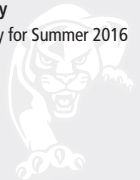


11 THURSDAY

12 FRIDAY

Lincoln's Birthday

- First day to apply for Summer 2016 term graduation



SAT



SUN

Valentine's Day

13 & 14 SATURDAY
SUNDAY

FEBRUARY 2016

JAN 2016

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24	25	26	27	28	29	30
31						

FEB 2016

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28	29					

MAR 2016

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20	21	22	23	24	25	26
27	28	29	30	31		

15 MONDAY

Presidents' Day



16 TUESDAY

17 WEDNESDAY



18 THURSDAY

19 FRIDAY



SAT



20 & 21 SATURDAY
SUNDAY

SUN



FLORIDA
INTERNATIONAL
UNIVERSITY

22 MONDAY

Washington's Birthday



23 TUESDAY

24 WEDNESDAY



25 THURSDAY

26 FRIDAY



SAT



27 & 28 SATURDAY
SUNDAY

SUN

FEBRUARY / MARCH 2016

FEB 2016

S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29					

MAR 2016

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20	21	22	23	24	25	26
27	28	29	30	31		

APR 2016

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

29 MONDAY



1 TUESDAY

MAR

2 WEDNESDAY



3 THURSDAY

4 FRIDAY



SAT



5 & 6 SATURDAY SUNDAY

SUN



FLORIDA
INTERNATIONAL
UNIVERSITY

7 MONDAY



8 TUESDAY

9 WEDNESDAY



10 THURSDAY

11 FRIDAY



SAT



12 & 13 SATURDAY
SUNDAY

SUN

MARCH 2016

FEB 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MAR 2016

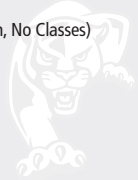
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APR 2016

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

14 MONDAY

- Spring Break (University Open, No Classes)

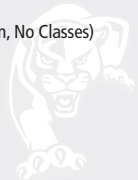


- Spring Break (University Open, No Classes)
- Class schedule available to all returning undergraduate and graduate students for Summer & Fall 2016 term
- Class schedule available to all returning undergraduate and graduate students for Summer & Fall 2016 term

15 TUESDAY

16 WEDNESDAY

- Spring Break (University Open, No Classes)



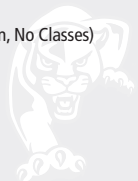
- St. Patrick's Day**
- Spring Break (University Open, No Classes)



17 THURSDAY

18 FRIDAY

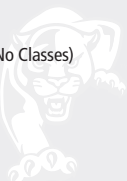
- Spring Break (University Open, No Classes)



- SAT**
- Spring Break (University Open, No Classes)

SUN
Palm Sunday

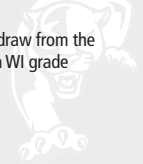
19 & 20 SATURDAY SUNDAY





21 MONDAY

- Last day to drop a course with a DR grade
- Last day to withdraw from the University with a WI grade



22 TUESDAY

23 WEDNESDAY

Purim (Begins at sundown)



24 THURSDAY

25 FRIDAY

Good Friday



SAT



26 & 27 SATURDAY
SUNDAY

SUN
Easter

MARCH / APRIL 2016

MAR 2016	S	M	T	W	T	F	S
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	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
27	28	29	30	31			

APR 2016	S	M	T	W	T	F	S
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	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
24	25	26	27	28	29	30	

MAY 2016	S	M	T	W	T	F	S
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	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
29	30	31					

28 MONDAY

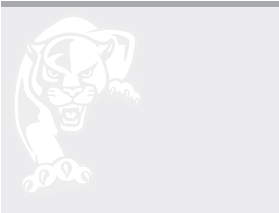
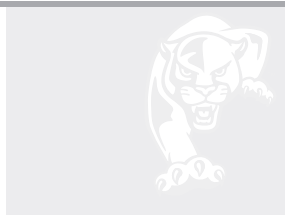


- Official registration for degree-seeking students by assigned registration time and day (through May 1st)



29 TUESDAY

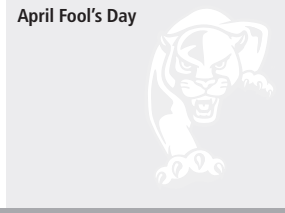
30 WEDNESDAY



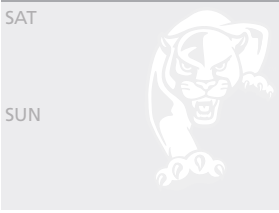
31 THURSDAY

1 FRIDAY

April Fool's Day



SAT



2 & 3 SATURDAY SUNDAY

SUN



FLORIDA
INTERNATIONAL
UNIVERSITY

4 MONDAY



5 TUESDAY

6 WEDNESDAY



7 THURSDAY

8 FRIDAY



SAT



9 & 10 SATURDAY
SUNDAY

SUN

APRIL 2016

MAR 2016	S	M	T	W	T	F	S
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	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

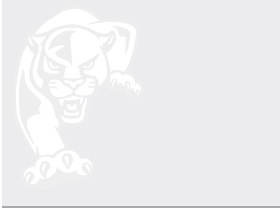
APR 2016	S	M	T	W	T	F	S
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	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

MAY 2016	S	M	T	W	T	F	S
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	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

11 MONDAY



12 TUESDAY



13 WEDNESDAY



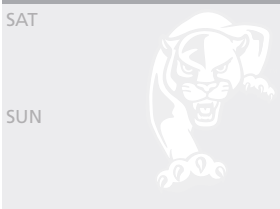
14 THURSDAY



15 FRIDAY



16 & 17 SATURDAY
SUNDAY





18 MONDAY



19 TUESDAY

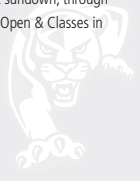
20 WEDNESDAY



21 THURSDAY

22 FRIDAY

Passover (Begins at sundown, through April 30th - University Open & Classes in Session)



SAT

SUN



23 & 24 SATURDAY
SUNDAY

APRIL / MAY 2016

APR 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015

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24	25	26	27	28	29	30
31						

JUN 2015

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

25 MONDAY



26 TUESDAY

27 WEDNESDAY

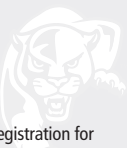


28 THURSDAY

29 FRIDAY



SAT



30 & 1 SATURDAY SUNDAY

SUN

- Last Day: Official registration for degree-seeking students by assigned registration time and day

MAY

2 MONDAY

- May 2-7: Final week of the semester (Modified class schedule and Final exams and other course assessment activities are scheduled during this week)
- Open registration for degree-seeking students (through May 15th)
- Open registration for Degree-seeking students Continuous web Registration (through May 15th - term C)



3 TUESDAY

4 WEDNESDAY



5 THURSDAY

6 FRIDAY



SAT

- On-campus exams for online courses

7 & 8 SATURDAY SUNDAY

SUN

Mother's Day



MAY 2016

APR 2016

S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016

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22	23	24	25	26	27	28
29	30	31				

JUN 2016

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9 MONDAY

- Low enrollment courses will be cancelled and students notified by email (term C)



10 TUESDAY



11 WEDNESDAY

- Complete grade report available to students by web



- Non-degree seeking student registration begins

12 THURSDAY

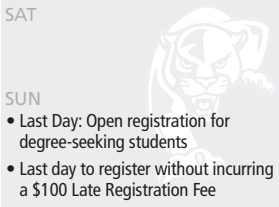


13 FRIDAY



SAT

14 & 15 SATURDAY SUNDAY



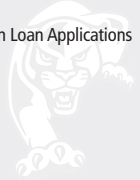
SUN

- Last Day: Open registration for degree-seeking students
- Last day to register without incurring a \$100 Late Registration Fee



16 MONDAY

- Classes begin
- Short Term Tuition Loan Applications available



17 TUESDAY

18 WEDNESDAY



19 THURSDAY

20 FRIDAY



SAT



21 & 22 SATURDAY
SUNDAY

SUN

MAY / JUNE 2016

APR 2016

S	M	T	W	T	F	S
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MAY 2016

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUN 2016

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

23 MONDAY

- Last day to add courses; last day to drop courses or withdraw from the University without incurring financial liability for Tuition and Fees
- Last day to change grading option
- Last day to submit Non-degree Application for Summer A & C 2016 term

- Summer Semester Payment Due Date
- Last day for students to apply for a Short Term Loan
- Summer Semester Payment Due Date

24 TUESDAY

25 WEDNESDAY

- \$100 late payment fee assessed for outstanding balances

26 THURSDAY

27 FRIDAY

- Cancellation of Enrollment for unpaid Tuition and Fee balances not covered by Payment Plan, Scholarships or other awards
- Last day to apply for graduation at the end of Summer 2016 term
- Last day to withdraw from the University with a 25% refund of tuition
- Last day to apply for Summer 2016 graduation

SAT

28 & 29 SATURDAY SUNDAY

SUN



FLORIDA
INTERNATIONAL
UNIVERSITY

30 MONDAY

Memorial Day
(University Closed)



31 TUESDAY



1 WEDNESDAY

JUN



2 THURSDAY



3 FRIDAY



SAT



4 & 5 SATURDAY
SUNDAY

SUN

JUNE 2016

MAY 2016	S	M	T	W	T	F	S
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	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

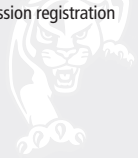
JUN 2016	S	M	T	W	T	F	S
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	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

JUL 2016	S	M	T	W	T	F	S
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	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

6 MONDAY

Ramadan (Begins at sundown)

- Summer "B" Session registration resumes



7 TUESDAY

8 WEDNESDAY



9 THURSDAY

10 FRIDAY



SAT

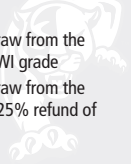


11 & 12 SATURDAY SUNDAY

SUN

13 MONDAY

- Last day to drop a course with a DR grade
- Last day to withdraw from the University with a WI grade
- Last day to withdraw from the University with a 25% refund of tuition



Flag Day



14 TUESDAY

15 WEDNESDAY



16 THURSDAY

17 FRIDAY



SAT



18 & 19 SATURDAY
SUNDAY

SUN

Father's Day

JUNE / JULY 2016

MAY 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUN 2016

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JUL 2016

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 MONDAY



21 TUESDAY

22 WEDNESDAY



- Non-degree students can register for Summer B courses



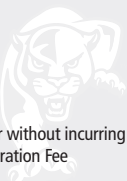
23 THURSDAY

24 FRIDAY

- Classes end On-campus exams for online courses



SAT



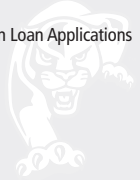
25 & 26 SATURDAY SUNDAY

SUN

- Last day to register without incurring a \$100 Late Registration Fee

27 MONDAY

- Classes begin
- Short Term Tuition Loan Applications available



- Grade report for Summer Term A available to students by web



28 TUESDAY

29 WEDNESDAY



30 THURSDAY

1 FRIDAY

JUL



SAT

SUN



2 & 3 SATURDAY
SUNDAY

JULY 2016

JUN 2016	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

JUL 2016	S	M	T	W	T	F	S
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	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

AUG 2016	S	M	T	W	T	F	S
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4 MONDAY

Independence Day
(University Closed)

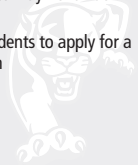


- Last day to add courses; last day to drop courses or withdraw from the University without incurring financial liability for Tuition and Fees
- Last day to change grading option
- Last day to submit Non-degree Application for Summer B 2016 session
- Last day to drop a course with a DR grade
- Last day to withdraw from the University with a WI grade

5 TUESDAY

6 WEDNESDAY

- Summer semester Payment Due Date
- Last day for students to apply for a Short Term Loan



- \$100 Late Payment Fee assessed for outstanding balances



7 THURSDAY

8 FRIDAY



SAT

9 & 10 SATURDAY SUNDAY

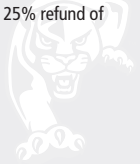
SUN





11 MONDAY

• Last day to withdraw from the University with a 25% refund of tuition



12 TUESDAY

13 WEDNESDAY



14 THURSDAY

15 FRIDAY



SAT

SUN



16 & 17 SATURDAY
SUNDAY

JULY 2016

JUN 2016	S	M	T	W	T	F	S
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JUL 2016	S	M	T	W	T	F	S
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18 MONDAY



19 TUESDAY

20 WEDNESDAY



21 THURSDAY

22 FRIDAY



SAT



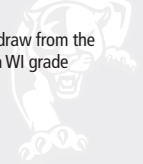
SUN

23 & 24 SATURDAY
SUNDAY



25 MONDAY

- Last day to drop a course with a DR grade
- Last day to withdraw from the University with a WI grade



26 TUESDAY

27 WEDNESDAY



28 THURSDAY

29 FRIDAY



SAT



30 & 31 SATURDAY
SUNDAY

SUN

AUGUST 2016

JUL 2016	S	M	T	W	T	F	S
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1 MONDAY



2 TUESDAY

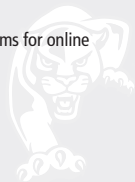
3 WEDNESDAY



4 THURSDAY

5 FRIDAY

- Classes end
- On-campus exams for online courses



SAT



6 & 7 SATURDAY
SUNDAY

SUN



8 MONDAY



9 TUESDAY

10 WEDNESDAY



• Complete grade report available to students by web



11 THURSDAY

12 FRIDAY



SAT



13 & 14 SATURDAY
SUNDAY

SUN

AUGUST 2016

JUL 2016

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AUG 2016

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SEPT 2016

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15 MONDAY



16 TUESDAY



17 WEDNESDAY



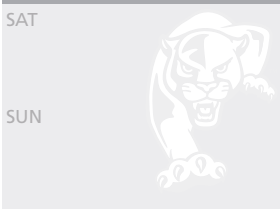
18 THURSDAY



19 FRIDAY



20 & 21 SATURDAY
SUNDAY





FLORIDA
INTERNATIONAL
UNIVERSITY

22 MONDAY

• Fall 2016 semester classes begin



23 TUESDAY

24 WEDNESDAY



25 THURSDAY

26 FRIDAY



SAT



27 & 28 SATURDAY
SUNDAY

SUN

AUGUST/SEPTEMBER 2016

JUL 2016

S	M	T	W	T	F	S
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AUG 2016

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SEPT 2016

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25	26	27	28	29	30	

29 MONDAY



30 TUESDAY



31 WEDNESDAY



1 THURSDAY



SEP

2 FRIDAY



SAT **3 & 4** SATURDAY SUNDAY



SUN



Live
the
Life

GRADUATE SCHOOL



Live
the Life



GRADUATE SCHOOL



MESSAGE FROM DR. LAKSHMI REDDI

Solutions to many of the challenges facing the United States and the world in the 21st century require creative, knowledgeable, and highly skilled workforce. It is estimated that 2.5 million additional jobs will require a master's or doctoral degree between 2008 and 2018. Employers are increasingly using graduate training as an important credential for employment and advancement. Independent, critical, and innovative thinking, which are key elements of graduate training at FIU, are necessary for career growth in the business, government, and nonprofit sectors.

The University Graduate School (UGS) at FIU provides students with the advanced knowledge and skills to secure our future intellectual leadership in the knowledge economy. The UGS manages all graduate admissions, and assumes the important role of ensuring graduate student progress and success - formation of supervisory committees, timely completion of dissertation proposals, and ultimate approval of all theses and dissertations. In addition, the UGS partners with a wide variety of offices throughout the University to offer students academic and research services, and professional development opportunities, to enhance their graduate experience. Fellowships, teaching assistantships, and other financial assistance to graduate students are also administered in the UGS.

I welcome you to the graduate school and invite you to be part of our exciting and dynamic learning environment.

Lakshmi N. Reddi, Ph.D.
Dean, University Graduate School

MISSION

The mission of the University Graduate School (UGS) is to promote excellence in and to assure the overall quality of graduate education, including graduate students' experiences related to both instruction and research at Florida International University.

To fulfill its mission, the University Graduate School:

- Advocates for graduate education within and outside of the University;
- Assumes responsibility for matters related to graduate education at the University and represents graduate education for the University in external settings;
- Establishes, enforces and reviews graduate policies, procedures and educational best practices to provide ongoing quality assurance
- in graduate education and maintain the integrity of master's and doctoral programs;
- Partners with academic units and graduate students to enhance the effectiveness of graduate education;
- Assists academic units to recruit and retain a diverse body of highly qualified graduate students;
- Works with academic units to enhance and enrich the interdisciplinary learning and research environments and the graduate culture at the University;
- Promotes the professional, scholarly and leadership development of all graduate students; and
- Provides essential administrative and support services to the University community.

GRADUATE SCHOOL ADMINISTRATION

Dr. Lakshmi Reddi, Dean

Dr. Kevin O'Shea, Senior Associate Dean

Dr. Sonja Montas-Hunter, Assistant Dean

Louis Farnsworth, Director, Academic Support Services

Graciela Laforest, Associate Director, Graduate Admissions

Darren Gold, Associate Director, Admissions Operations

Nanett Rojas, Assistant Director, Graduate Admissions

Magnolia Hernandez, Associate Director, Academic Support Services

Karla Ortega, Associate Director, Academic Support Services

Betty Sigler, Assistant Director, Graduate Assistants

Michael Dudley, Assistant Director, Budget and Fellowships

Melissa Soucy, Retention/Data Analyst, University Graduate School

Albert L. Hoyt III, Recruiter, University Graduate School

Irene Baquero, Coordinator, Academic Support Services

Janessa Guzman, Coordinator, Program Assistant,

Brandie Thomas, ETD Coordinator, Academic Support Services

Ashley Mendez, Coordinator, Academic Support Services

Ana Moreyra-Rosado, Coordinator, Academic Support Services

Daniel Pimentel, Coordinator, Marketing, Publications & Social Media

Francia Lopez, Program Assistant, Academic Support Services

UNIVERSITY GRADUATE SCHOOL POLICIES & PROCEDURES

Code of Academic Integrity

This Code of Academic Integrity was adopted by the Student Government Association on November 28, 2001 and reflects the values articulated in the Student Code of Standards.

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the rights of others to have an equitable opportunity to learn and to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for the learning environment, their fellow students, and the educational mission of Florida International University.

Pledge

As a student of this university:

- I will be honest in my academic endeavors.
- I will not represent someone else's work as my own.
- I will not cheat, nor will I aid in another's cheating.

All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the following procedures.

Misconduct Procedures

Graduate students at Florida International University are expected to adhere to the highest standards of integrity in every aspect of their lives. Honesty in academic matters is part of this obligation. Academic Integrity is the adherence to those special values regarding life and work in an academic community. Any act or omission by a student which violates this concept of academic integrity and undermines the academic mission of the University, shall be defined as academic misconduct and shall be subject to the procedures and penalties that follow below.

Definition of Academic Misconduct

Academic Misconduct is defined as the following intentional acts or omissions committed by any FIU student:

Cheating: The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct.

Plagiarism: The deliberate use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is guilty of plagiarism. Any student helping another to plagiarize may be found guilty of academic misconduct.

Misrepresentation: Intentionally lying to a member of the faculty, staff, administration, or an outside agency to gain academic advantage for oneself or another, or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.

Misuse of Computer Services: The unauthorized use of any computer, computer resource or computer project number, or the alteration or destruction of computerized information or files or unauthorized appropriation of another's program (s).

Bribery: The offering of money or any item or service to a member of the faculty, staff, or administration anyone in order to commit academic misconduct.

Conspiracy and Collusion: The planning or acting with one or more fellow students, any member of the faculty, staff or administration, or any other person to commit any form of academic misconduct together.

Falsification of Records: The tampering with, or altering in any way any academic record used or maintained by the University.

Academic Dishonesty: Any act or omission not specifically mentioned above and which is outside the customary scope of preparing and completing academic assignments and/or contrary to the above stated policies concerning academic integrity.

The definitions and procedures do not address:

- 1) Issues related to sexual harassment, or discrimination based on age, sex, sexual orientation, religion, race, marital status, national origin or disability. The Equal Opportunity Programs (EOP) Office is responsible for handling such issues in accordance with procedures developed to comply with the Florida Equity Act;
- 2) Issues related to research misconduct. If the graduate student alleges unauthorized utilization of thesis, dissertation or research materials by a professor, resolution of the issue must be sought using the University Research Misconduct policy;
- 3) Issues related to professional misconduct. If the student is dismissed from a course or program due to violation of a professional code of conduct, those decisions are addressed at the school or college level.

Any violation of this section shall first require a determination as to whether the act or omission constitutes academic misconduct. More information related to academic misconduct and academic misconduct procedures can be found at:

<http://www2.fiu.edu/~oabp/misconductweb/1acmisconductproc.htm>

and

<http://gradschool.fiu.edu/academic-misconduct.shtml>

Grievance Procedure

Often grievances grow out of misunderstandings or misperceptions about expectations. Faculty and advisers have an obligation to ensure that graduate students are aware of professional and academic expectations. Graduate students have a concomitant obligation to diligently pursue and satisfy these standards; they are bound to observe and respect

the policies, rules, and regulations of the University, of their respective departments and of their professors. Many of these grievances should be settled through open communications.

Occasionally, a rift develops that cannot be settled informally. Although graduate students have a right to seek redress for academic grievances, they often forgo their rights so as not to offend the professor. Students should be aware that bringing a formal grievance may have the consequence of damaging the working relationship with the professor, and that any straining of the relationship with the professor may interfere with learning. When all means of informal resolution have been exhausted, the parties must have a forum in which to seek review and resolution of an academic grievance.

Purpose of the Grievance Policy and Procedure

The purpose of this policy and procedure is to provide a means for graduate students to seek investigation and possible resolution of academic grievances, as defined below.

Scope of Policy

This policy and procedure covers graduate academic grievances which are defined as any complaint or controversy alleging: 1) unprofessional conduct by a professor which adversely affects either a student's ability to satisfy academic expectations, whether in the classroom, the field, or a lab, or the student's actual performance; 2) improper admission counseling; 3) improper counseling by an adviser; 4) arbitrary grading for coursework, comprehensive examination, thesis or dissertation; and 5) arbitrary non-renewal of a graduate assistantship or arbitrary dismissal from a course or program.

This policy does not address issues related to sexual harassment or discrimination based on age, sex, religion, race, marital status, national origin, or disability. The Equal Opportunity Programs office is responsible for handling such issues in accordance with procedures developed to comply with the Florida Equity Act. If the graduate student alleges unauthorized utilization of thesis, dissertation or research materials by a professor, resolution of the issue must be sought using the University's policy: Protocols for Investigating Research Misconduct.

Informal Grievance Procedure

Graduate students must attempt to informally resolve an academic grievance as soon as possible; however, a student must initiate informal resolution by contacting the professor (or administrator as instructor of record) no later than ten (10) university days after classes begin in the semester following that in which the complaint arose or the grievance will be deemed untimely. The student must first attempt to resolve the academic grievance through an informal meeting with the professor.

If the matter cannot be resolved, or if the professor cannot be reached, the student must meet next with the chair and failing resolution, with the academic dean. If the student's grievance is against a committee, the students must meet with the committee chairperson and the academic dean to attempt informal resolution. A mutually agreeable resolution shall be formalized through a notation in the student's file/record that is initialed by the student and the professor.

If an informal resolution cannot be reached within thirty (30) University days after the initial contact with the professor, then the student has the right to seek a formal resolution of the academic grievance.

Formal Academic Grievance Procedure

The formal academic grievance procedure is initiated by filing a written complaint with the Dean of University Graduate School. The complaint must be filed within fifteen (15) university days of the date the informal resolution process ends, or within twenty (20) university days after classes begin in the semester following that in which the complaint arose—whichever is later. After receipt, the Dean of University Graduate School, in consultation with the Chairperson of the Graduate Grievance Committee, will review the complaint to determine whether it falls within the scope of this policy and whether a formal hearing is wanted. When there are disputed issues of material fact that must be determined, a formal hearing is warranted. If the complaint does not fall within the scope of this policy, then the student shall be so notified in writing by certified mail.

A. Graduate Student Academic Grievance Committee

Where a complaint falls within the scope of this policy and there are disputed issues of material fact to be determined, the Dean of University Graduate School will refer the matter to the Graduate Student Academic Grievance Committee. The Grievance Committee will be composed of five members, two of whom should be graduate students selected by the Dean of University Graduate School from a list of names supplied by the

Graduate Student Association (GSA) and/or the academic deans. The other members of the Committee shall be three full-time faculty who have experience with graduate programs. They will be selected from lists supplied by the academic deans and/or the Faculty Senate. The members of the Committee will include two faculty from academic units outside of the school/college where the student is enrolled and where the grievance has been filed. The Chairperson of the Committee will be jointly selected by the Dean of University Graduate School and the Chairperson of the Faculty Senate.

B. Procedures

A hearing shall be scheduled as soon as possible, but no later than 45 university days after receipt of the grievance. The grievant and the professor shall be notified by the Dean of University Graduate School by certified mail, of the date and time in which to appear for the formal hearing. The hearing shall be conducted with such formality as is necessary to ensure the proceeding is fair, and in a manner that allows both sides of the dispute to be presented. The hearing shall be recorded. At the conclusion of the hearing, the members of the Committee shall have the opportunity to deliberate outside the presence of the parties. A written report including findings of facts, conclusions and recommendations shall be prepared and forwarded to the Dean of University Graduate School. The Dean of University Graduate School shall issue a written decision within fifteen (15) University days of receipt of the Committee's report. The student and the professor will be sent copies of the Dean's determination by certified mail.

C. Appeals

Any decision of the Dean of University Graduate School may be appealed by either the grievant or the professor, where there is evidence that a significant impropriety in the review process occurred. The appeal must be in writing, specify in detail the alleged procedural impropriety, and must be filed in the Office of the Provost within ten (10) University days of the date of receipt of the Dean's decision. The Provost or a designee shall review the appeal and the record of the formal hearing, and issue a decision within twenty (20) University days. The decision of the Office of the Provost is final.

More information about the grievance procedure can be found at:

<http://gradschool.fiu.edu/academic-grievance.shtml>

Add or Change of Degree Program

A fully admitted, enrolled graduate student may apply to change graduate degree programs without paying an additional application fee. In all other respects, a change of a graduate degree program is handled as a new application and is evaluated as such by the department into which the student wishes to transfer. A "Change of Graduate Degree Program" form and instructions are available in the "Student Forms" section of the University Graduate School website at <http://gradschool.fiu.edu/student-forms.shtml> under "Current Student Forms."

Approval of a change of graduate program is granted by the Dean of the University Graduate School only under unique and well-justified conditions. International students should contact International Student & Scholar Services <http://iss.fiu.edu/> before changing degrees.

Attendance Policies

Individual faculty may establish attendance criteria in classes where they deem it necessary. Academic units may establish their own attendance policies with the approval of the Provost. Students who wish to take a leave of absence for one or more semesters, must follow the leave of absence procedures outlined below. Lapses in enrollment for three or more consecutive semesters including summer require that the student apply for readmission subject to the admission procedures, criteria, and policies in effect at the time the reapplication is made. Doctoral students who have achieved candidacy and Master's students with an approved thesis proposal on file at UGS are required to be continually enrolled in dissertation (3) or thesis (1) credits. Students receiving graduate assistantships, however, must be registered for 9 credits during the fall and spring semesters and 6 credits in the summer semester.

Leaves of Absence

Leaves of Absence are requested using the Petition for Exception to Graduate Requirements. Leaves of absence must be clearly justified and are approved on a case-by-case basis. The Petition for Exception must be initiated by

the student's academic program. The form is available electronically. Please see your academic program regarding this process.

Any student wishing to file a leave of absence must do so prior to the start of the semester in which they are seeking a leave of absence. International students must seek the guidance of the International Scholars and Student Services (ISSS) before submitting a request.

Degree Completion Time Limits

All requirements at the doctoral level, including the successful defense of a dissertation, must be completed within nine years of the start of coursework in the doctoral program. For the M.F.A. degree, all requirements including the successful defense of a thesis must be completed within eight years of the start of coursework in the Master's program. For all other Master's degree programs all requirements, including the successful defense of a thesis, where required, must be completed within six years of the start of coursework in the Master's program.

Full-Time Graduate Student Status

Full-time status requires that students be enrolled for a minimum of 9 credit hours during the fall and spring semesters and 6 credits during the summer. Doctoral students who have reached candidacy who have completed all requirements except for the dissertation, and have an approved dissertation proposal on file with the University Graduate School, are considered full-time when registered for at least three dissertation credits per term. Master's students who have reached candidacy who have completed all requirements except for the thesis are considered to be full-time when registered for 1 thesis credit per term. Students receiving graduate assistantships, however, must be registered for 9 credits during the fall and spring semesters and 6 credits in the summer semester. Financial aid packages very often require that the recipient be a full-time student. All graduate students are required to be registered every semester throughout their graduate academic career. All graduate students must take a minimum of one (1) graduate credit hour per term to maintain active status in the program. Please refer to the University's Graduate Active and Full-time Status Policy.

Good Academic Standing

Graduate students are required by the University to maintain a cumulative grade point average (GPA) of 3.0 or higher. In addition, programs may have additional requirements that limit the number of B- or lower grades, which may be earned either in their required courses generally or in specified courses. Students should check with their program directors concerning this.

A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty. A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on probation, indicating serious academic difficulty. The College or School of the student on probation may indicate the conditions which must be met in order to continue enrollment. A graduate student on probation whose cumulative and semester GPA's fall below a 3.0 will be automatically dismissed from his or her program and the University. A graduate student will not be dismissed prior to attempting a minimum of 12 hours of coursework as a graduate student. The student has ten working days to appeal the dismissal decision. This appeal must be made in writing to the Dean of the University Graduate School. To appeal, the student must submit a **Petition for Exception**, which must be initiated by the student's academic program. The form is available electronically. Please see your academic program regarding this process. The dismissal from the University is for a minimum of one year prohibits students from registering for any courses. After one year, the student may apply for readmission to the University in the same or a different

Graduation & Commencement

Graduation

The student can apply for graduation on PantherSoft under ACADEMICS. Students must be enrolled in at least 1 graduate credit the semester they apply to graduate. Please note that doctoral candidates must be enrolled in at least three dissertation credits and thesis option master's students in at least one thesis credit. Before applying for graduation, the graduate student should consult with their academic advisor. For thesis option master's and doctoral degree programs, it is of great importance that all the appropriate forms be filled out and handed in to UGS, and that the thesis and dissertation defense be approved by the UGS, by their respective due dates. For more UGS deadlines information, please visit: <http://gradschool.fiu.edu>

For general graduation information please visit the following: <http://onestop.fiu.edu>

Commencement

For complete details, procedures, and deadlines, please visit the Commencement website at:

<http://commencement.fiu.edu/>

Note: Doctoral (PhD and EdD) students receive their commencement pass/es from the University Graduate School. Only doctoral candidates who successfully defend and submit the final copies of the dissertation to the University Graduate School by the established deadline are eligible to participate in the ceremony.

Readmission

Fully admitted students who fail for any reason to enroll for three consecutive semesters including summer will be discontinued from their graduate programs. These students may not enroll for courses during any future term without being readmitted into a degree-seeking program. To apply for readmission, the student must complete a new online graduate application. Prior to completion of the readmission application, it is advisable for Master's students to contact their program's academic advisor. Doctoral students must contact their academic department prior to applying for readmission. For doctoral students, academic units must follow the Doctoral Readmissions Procedures. Specific information regarding the readmission process for doctoral students can be accessed at

<http://gradschool.fiu.edu/faculty-staff.shtml>

RESPONSIBLE CONDUCT OF RESEARCH AND SCHOLARSHIP

Ethical Scholarship

FIU is committed to achieving the highest standards of integrity in scientific research and scholarship. This policy includes the conduct of research involving animals and human subjects but extends beyond these important areas. Ethical conduct of research also includes appropriate acknowledgement of contributions to scholarship and research through appropriate inclusion of collaborators on research papers and patents, careful citation of the research of others, and the honest and unbiased presentation of research results to the research community and the public.

There are notable challenges in the conduct of research on university campuses throughout the US today. These are the result of inadequate preparation of graduate students and others involved in research and scholarship to recognize the accepted standards of scientific and scholarly research or the policies and regulations that govern such research in the U.S. The University Graduate School together with the FIU Office of Research will provide workshops and training to researchers and scholars in the FIU community to assist them in recognizing, avoiding, and responding to the various types of ethical conflicts that they may encounter. Some of these include:

- ✓ *Plagiarism* — the unauthorized use or close imitation of the language and thoughts of another author and the representation that they are one's own original work.
- ✓ *Intellectual Cheating* — involves a deception (including any academic work or scholarship conducted in one's academic or professional career) for self-profit. Intellectual cheating may or may not appear to harm others but always advances the perpetrator unjustly.
- ✓ *Intentional Misconduct* — produces scientific results or scholarship with the objective of advancing one's own standing or career with or without economic gain. It is unethical and violates University Policy.

The University Graduate School believes it is essential for the University and the intellectual community at large that our graduate students be fully informed and know how to respond appropriately when they encounter what they perceive to be unethical conduct.

Responsible Conduct of Research (RCR) Training Course and Exam

FIU graduate students who file thesis and dissertation proposals with the University Graduate School (UGS) must provide a training certificate documenting completion of an appropriate, discipline-specific RCR training course exam.

Instructions regarding how to access the training course can be found on the FIU Division of Research webpage at:

<http://research.fiu.edu/irb/pages/training.html>

FINANCIAL SUPPORT FOR GRADUATE STUDY

There are several types of financial support available to graduate students. Academic Departments offer paid assistantships to their graduate students to perform research, teaching or administrative duties for the department. There are also a limited number of University-wide fellowships, which include Presidential Fellowships, Presidential Enhanced Assistantships, Doctoral Evidence Acquisition Fellowships and Dissertation Year Fellowships. These are overseen by the University Graduate School. Students are nominated for these awards by their programs. In addition, many graduate programs have fellowships directly available. Finally, there are a few need-based federally supported fellowships available to students. Students should visit the Financial Aid Office website to obtain information on eligibility criteria, deadlines, and required forms: <http://www.fiu.edu/orgs/finaid/>

ASSISTANTSHIPS

Graduate Assistants

Many graduate programs have assistantships available to support graduate students. These generally provide full or partial tuition support and salary and are available on a competitive basis. A full assistantship requires 20 hours of work per week. The assistantships generally fall into three categories, either teaching (TA), research (RA) or administrative (GA). The awards vary per program, and summer awards have a different rate structure than regular academic year awards. Students interested in applying for an assistantship should contact their graduate program director as soon as possible.

Graduate Assistant Health Insurance

Florida International University provides subsidized health insurance to all graduate assistants holding a full-term appointment for 20 hours per week. All Graduate Assistants are *required* to participate in this health insurance plan unless their insurance company will certify equivalent coverage. Gallagher Koster will administer the health insurance provided to Graduate Assistants. For information, visit the Gallagher Koster site at: <https://www.gallagherkoster.com/students/>

Work Hours and Outside Employment Restrictions

GA/TA/RA's may not be assigned to work more than 20 hours per week or take on outside employment ***without the written approval*** of the Dean of the University Graduate School.

Required course loads for GA/TA/RA's

All GA/TA/RA's must enroll for a minimum of 9 graduate credit hours in the fall and spring terms, and 6 graduate credit hours in summer.

Termination or Curtailment of an Appointment

All students holding an award receive a letter of appointment, which sets forth the conditions under which the award is valid. An appointment may be terminated for a number of reasons. These may include, but are not limited to, failure of the appointee to perform duties specified in the letter of appointment; failure of the appointee to maintain a satisfactory student status; failure of the appointee to make satisfactory progress towards his/her degree; or due to incompetence or misconduct on the part of the appointee.

For additional information regarding Graduate Assistantships, please visit us at: <http://gradschool.fiu.edu/current-students-grad-assistants.shtml> or contact Betty Sigler at bsigler@fiu.edu or (305) 348-0394

FELLOWSHIPS

Website: <http://gradschool.fiu.edu/fellowships.shtml>

UGS Fellowships:

- Presidential Fellowships are intended to recruit exceptional graduate students to enroll full time in a doctoral degree program at Florida International University. A recipient of a Presidential Fellowship receives a stipend of \$30,000 per twelve months for three years, provided that the student makes excellent progress in his/her degree program. The UGS will provide a tuition fee waiver for 24 credits for all 3 years of the fellowship.

- FIU McNair Graduate Fellowships (deadline 3/1) provides annual tuition up to \$5,000 (tuition above this amount is waived by the participating institution) for each of three academic years plus an annual stipend of \$12,000. (An additional two years of support at this same level is provided by the participating institution.) Applicants must be African American or Hispanic, U.S. citizens, and hold a minimum of a bachelor's degree from a regionally accredited college or university. Because this program is intended to increase enrollment in Ph.D. programs, currently enrolled doctoral students are not eligible to apply.
- Doctoral Evidence Acquisition Fellowships support doctoral students who have no financial support for evidence acquisition activities or those students for whom their current means of financial support would significantly interfere with or preclude their ability to collect the evidence needed for their doctoral research.
- Dissertation Year Fellowships provide support to highly-qualified FIU doctoral students during the data analysis and writing phase of their dissertation.

For information regarding Fellowship opportunities, please visit us at:

<http://gradschool.fiu.edu/current-students-graduate-funding.shtml>

or contact Michael Dudley at dudleym@fiu.edu or (305) 348-4711.

Additional Funding Opportunities:

Graduate Funding: <http://gradschool.fiu.edu/current-students-graduate-funding.shtml>

University-wide Scholarships: scholarships.fiu.edu/

GRADUATE STUDENT OPPORTUNITIES

Graduate Advisory Board (GAB)

The GAB is charged with conveying graduate student needs - personal, professional and academic - programming ideas and policy concerns to the UGS. While the Graduate & Professional Student Committee (GPSC) is the recognized advocacy group for graduate students at FIU, the GPSC works with the GAB to gather input from an array of students and disciplines. The structure for the GAB includes student representation from GPSC, various GSOs, SGA and diverse academic disciplines. For more information on the GAB, please contact Magnolia Hernandez in the University Graduate School: mehernan@fiu.edu or 305-348-1905.

Graduate & Professional Student Committee (GPSC)

This Committee helps facilitate and enhance the overall graduate student experience, by advancing the University's academic goals, assisting in the expansion of graduate programs, and promoting quality teaching and research efforts. They also work in conjunction with other organizations and departments in order to present educational workshops coordinating symposiums and scholarly forums, and facilitating funding workshops to assist students with securing funding for professional development and conference travel. Location: MMC, GC 2202.

Phone: 305-348-3023. E-mail: gpsec@fiu.edu More information about the GPSC can be found at

<http://gpsec.fiu.edu>

Student Government Association (SGA)

The SGA is the governing student body at FIU and advocates for all students at the university. Graduate students can hold senator and other positions within the SGA. For more information on getting involved with the SGA, contact 305-348-2121.

UM/FIU Exchange Program

FIU Doctoral students and master's students in the LACC programs have the opportunity to complete up to six credits at the University of Miami as members of an exchange program between FIU and the University of Miami. The program gives students a larger selection of courses to choose from and allows students at UM and FIU to take advantage of the educational and research opportunities at both institutions. All students who are fully admitted into a doctoral program or LACC master's program may participate in this program. *Students can choose from any course at the University of Miami provided the course is not already offered at FIU and is not a limited access course.*

FIU students participating in the program continue to pay FIU tuition and fees for the courses they take at the University of Miami (i.e. they will only be assessed regular FIU tuition and fees). Students are limited to taking a maximum of six graduate credits within the program. Interested students can find more information and the program application by contacting Karla Ortega in the University Graduate School at ortegak@fiu.edu or (305) 348-2455.

GRADUATE STUDENT RESOURCES

UGS Professional Development Program

The graduate student Professional Development Program (PDP) seeks to assist students in their career development by serving as a gateway to campus resources and providing direct services. The PDP supplements research skills provided by graduate programs with four competencies – academic writing and communication, professoriate training, leadership, and well-being. The PDP complements the efforts of established University resources, such as the Center for Excellence in Writing, Office of Career Services, and the Center for the Advancement of Teaching. To learn more about the UGS professional development program, please visit us at:

<http://gradschool.fiu.edu/current-students-professional-development.shtml>

Center for the Advancement of Teaching

The Center for the Advancement of Teaching is dedicated to providing FIU's Teaching Community---full-time faculty, adjuncts, and graduate teaching assistants---with resources and support needed to encourage the highest quality of teaching and learning throughout the university. Through individual, group, and campus-wide programming, the Center keeps the teaching community abreast of pedagogical developments, maintains and provides a wide array of resources on teaching and learning, and supports teachers in enhancing their teaching. Please visit the Center's website for more information: <http://undergrad.fiu.edu/cat/>

Center for Excellence in Writing (CEW)

The CEW offers individual consultations about any writing students do throughout their years at FIU. Whether brainstorming, drafting, revising or polishing, writing consultants can assist students with most written projects. The CEW also programs several workshops throughout the year specific to graduate students. For more information, please visit their website: <http://w3.fiu.edu/writingcenter/default.htm> or call (JP) 305-348-6634 or (BBC) 305-919-4036.

International Student & Scholar Services

The University maintains an Office of International Student and Scholar Services <http://issf.fiu.edu/> The ISSS office provides advisors to help international students with problems concerning visa status, employment, as well as cultural and social concerns, and similar matters. The ISSS office may be reached at (305)-348-2421 GC355 (University Park) or at (305)-919-5813 WUC255 (Biscayne Bay Campus).

The ISSS office maintains the Student Exchange Visitor Information System (SEVIS) of the Department of Homeland Security tracking system for the University. All new and/or transfer international students MUST attend a MANDATORY orientation program before the start of their first semester, and MUST report to the ISSS office within the first week of the start of classes.

Employment (International Students)

The legal regulations governing employment for F-1 students are complex and subject to change. An F-1 student should contact an advisor at the ISSS office to determine under what conditions he/she may seek employment. All forms of employment require the F-1 student to obtain a social security number. **Students cannot receive salary money before this number is obtained.** The student should contact the ISSS office to obtain application information and materials.

Embracing Diversity at FIU

The University Graduate School fosters inclusiveness and engagement in a global dialogue that anchors our role as leaders in graduate education. We value respect for the complexities of our global society as it relates to gender, socioeconomic class, race, ethnicity, age, disability, nationality, sexual orientation, religion and cultural identity.

The University Graduate School is committed to recruiting and supporting a diverse and dynamic graduate student community. Through meaningful and strategic programming and services, the UGS provides underrepresented graduate students with the opportunity to reach their full potential in their scholarly and professional endeavors.

In keeping with our commitment to foster an environment of inclusiveness, we offer an array of university-wide services that provide support for our diverse community of students, faculty, and staff:

Graduate Fellowships for Students of Diverse Backgrounds:

gradschool.fiu.edu/fellowships.shtml

Office of Multicultural Programs and Services:

mpas.fiu.edu

International Student and Scholar Services:

iss.fiu.edu

LGBTQA Initiatives:

lgbt.fiu.edu

Veteran and Military Affairs Office:

onestop.fiu.edu/specialty-students/veterans/index.html

Disability Resource Center:

<http://drc.fiu.edu>

Office of Study Abroad:

<http://ugrad.fiu.edu/studyabroad>

Equal Opportunity Programs and Diversity Office:

hr.fiu.edu/index.php?name=equal_opportunity_programs

ADDITIONAL RESOURCES

University Graduate School

- <http://gradschool.fiu.edu/index.html>

Statistical Consulting Department

- <http://www2.fiu.edu/~statcon/>
Contact: Statistical Consultant
(305) 348-2261

Council for Student Organizations (this falls under Campus Life)

- <http://www2.fiu.edu/~cso/studentOrganizations.html>
Note: scroll down to Graduate Student Organizations

Counseling and Psychological Services

- <http://www.fiu.edu/~psychser/>

Division of Student Affairs

- <http://www2.fiu.edu/~studaff/departments.html>

notes



HOUSING & RES LIFE



Live
the
Life



HOUSING & RES LIFE

LIVE
the LIFE



WELCOME TO FIU HOUSING AND RESIDENTIAL LIFE!

Dear FIU Resident,

Welcome home! Live. Learn. Excel. This is our motto which captures the essence of the residential experience here at FIU. Living on campus is an important step toward achieving success. It will provide you with opportunities to learn from people of different cultural backgrounds, to develop new interests and skills, and to prepare for active participation in our vibrant learning community.

Our residence halls promote an environment that is conducive to learning. We offer a variety of educational and social programs to enhance your student experience, and provide opportunities to interact with faculty, academic advisors, and residential tutors to help you maximize your academic success.

We encourage you to seek out leadership experiences both in the residence halls (RHA, NRHH, RA and Hall Council positions) and throughout the FIU Community. Get involved in intramurals, clubs, and organizations – there are endless possibilities!

With more than 3,200 FIU students living in our residence halls, we are ***Worlds Ahead*** at transforming lives, and inspiring residents to make a difference in the community. Keeping in mind that each student is responsible for our community, and as such, all students are responsible for treating fellow residents with respect, dignity, and care.

I am pleased to welcome you to our residential community, and hope that you will actively pursue the many opportunities available for an exciting and rewarding residential student experience at FIU!

Sincerely,

Lynn N. Hendricks
Director, Residential Life

RHA WELCOMES YOU HOME!

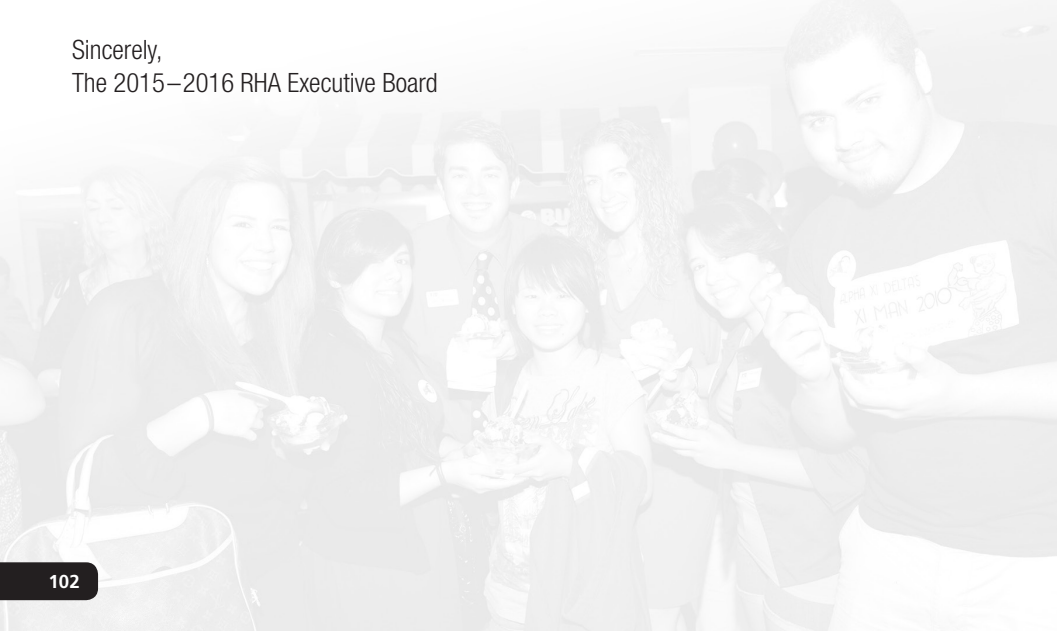
The Residence Hall Association (RHA) Executive Board would like to welcome you to an amazing year in your new home here at Florida International University.

One of the many important decisions you must make while at the university is where you will live. By choosing to live in the residence halls, you have taken the first step in opening new doors, for many exciting opportunities that come with your on-campus experience! We encourage you to seek out and take advantage of every resource that is made available for you. Attend a faculty program in housing, visit the in-hall academic advisor, or get extra tutoring help from the A-Team. Academic, social and recreational programs take place every day in the residence halls. The diversity of programs provides useful and insightful information that is endless and as wide as you can envision. The skills, closeness, and lifetime friendships that you develop as a result will ease your transition into the university and the FIU residence hall community.

In addition, we would like to encourage you to take advantage of the other resources and organizations that are offered at FIU. Join your hall council, help plan events with RHA, frequent the on-campus comedy shows, attend an FIU athletic event, volunteer in the local community, or play on your hall intramural team. No matter what your interests, the opportunities are plentiful and all provide a worthwhile and unique experience.

The Residence Hall Association provides an array of programs, events, and most importantly, a voice for you. RHA not only acts as the liaison for you within our housing community, but as well as within the University community via the Student Government Association. Attend our monthly general meetings the last Wednesday of every month in a lounge near you. Please feel free to visit us in the RHA office located in Lakeview North. We invite you to provide suggestions as to how we can make residential life a better experience during your academic endeavors.

Sincerely,
The 2015–2016 RHA Executive Board



GENERAL INFORMATION

Florida International University Department of Housing and Residential Life

Mission Statement: Florida International University Housing and Residential Life supports the mission of the University and the Division of Student Affairs by providing a living environment which fosters the educational pursuits of a diverse student population. The campus residential community provides unique opportunities for personal growth and development, leadership experiences through student participation in programming and activities, and developing an appreciation for and sensitivity to differences. The facilities and services are designed to provide a supportive environment, accommodating the needs of students.

DIVERSITY STATEMENT

The diversity of our residential community takes many forms. It includes differences related to race, ethnicity, national origin, gender, socioeconomic status, sexual orientation, religion, age and ability. We believe that any form of discrimination against any individual or group is a threat to the welfare of the entire community. We are guided by the principle that celebrating diversity enriches and empowers the lives of all people.

Therefore, everyone who chooses to live in or visit our residential communities must understand that we will not accept any form of bigotry, harassment, intimidation, threat, or abuse, whether verbal or written, physical or psychological, direct or implied.

Our residential communities are rich, alive and dynamic environments, designed to enable all individuals to develop and grow to their full potential. All members of the community are encouraged to live by these principles, so that we can foster a successful living and learning environment.

IMPORTANT CONTACT INFORMATION

Housing Office: This office oversees housing operations for all seven complexes. General information, housing agreements, billings, accounting, contract releases, and all other agreement-related business can be handled through this office.

Residential Life Office: This office coordinates all Residential Life operations. Several professional staff members are located in this office and they are responsible for overseeing the staff programs and services provided to students living on campus.

Housing Office, UT 121

11150 SW 14th St, Miami, FL 33174
(305) 348-4190

Office of Residential Life, PH 126

1595 SW 112 AVE, Miami, FL 33174
(305) 348-3661

Housing Facilities Office, LVS 140

11040 SW 14th St, Miami, FL 33174
(305) 348-1162

Academic Resource Center (ARC), LVS 133

11040 SW 14th St, Miami, FL 33174
(305) 348-1161

Parkview Hall Desks

1599 SW 113 Avenue, FL 33174
East: (305) 348-7635 West: (305) 348-7637

Everglades Hall Desk

1590 SW 111th Avenue, Miami, FL 33174
(305) 348-1328

Lakeview North Desk

11060 SW 14th Street, Miami, FL 33174
(305) 348-1176

Lakeview South Desk

11040 SW 14th Avenue, Miami, FL 33174
(305) 348-1171

Panther Hall Desk

1595 SW 112th Avenue, Miami, FL 33174
(305) 348-3982

University Apartments Desk, Building A

10750 SW 11th Street, Miami, FL 33174
(305) 348-1050

University Towers Desk

11150 SW 14th Street, Miami, FL 33174
(305) 348-3836

Housing & Residential Life

PANTHER CHAT

We are very excited to offer Panther Chat which allows you to chat live with one of our staff members. You may access Panther Chat from our Housing & Residential Life website: www.housing.fiu.edu.

RA ON DUTY

A Resident Assistant is on duty whenever the Complex Office is closed during evening, weekend and holiday hours. The contact information of the RA on Duty is posted at the Complex Office Front Desk. Procedures for contacting the RA on duty are available in each area at the front desk. Contact information is also made available during check-in.

HOUSING ON-LINE

The Department of Housing and Residential Life provides on-line access to most of your housing needs at my.fiu.edu in order to better meet the needs of our residents.

When you login online, you will be able to:

- Signup online for future housing
- See your Housing financial account and print out balance and payment receipts
- Update addresses, release of personal information/contact information

Please go to my.fiu.edu and select "Student Housing" under "Campus Resources". If you experience difficulty using the Housing Online Services, please e-mail us at housing@fiu.edu or call (305) 348-4190.

Safe Living on Campus

IT'S A COMMUNITY RESPONSIBILITY

FIRE EVACUATION

Pre-plan your evacuation route. Locate the nearest alarm pull station. Locate the nearest fire extinguisher and become familiar with how to use it properly. All residents must evacuate the building when an alarm is sounded. Residents are to assemble in the parking lot at least 50 feet away from the building. Staff will further instruct students.

EMERGENCY NUMBERS AT-A-GLANCE

<u>AREA</u>	<u>FRONT DESK</u>	<u>OTHER OFFICES</u>	<u>CONTACT NUMBERS</u>
Everglades Hall	(305) 348-1328	University Police Emergency	(305) 348-5911
Lakeview Hall North	(305) 348-1176	University Police Non-Emergency	(305) 348-2626
Lakeview Hall South	(305) 348-1171	FIU Health.....	(305) 348-2401
Panther Hall.....	(305) 348-3982	Counseling/Psychological Services.....	(305) 348-2434
Parkview Hall East.....	(305) 348-7635	Victim Empowerment Program.....	(305) 348-1215
University Apartments.....	(305) 348-1050	VEP 24-hour hotline.....	(305) 348-3000
University Towers	(305) 348-3836		

University Police's Anonymous Reporting Website: http://police.fiu.edu/Silent_Witness.php

CRIME PREVENTION

Crime can happen on campus just as it can happen in the community. Don't take chances and don't take your safety for granted. You can protect yourself against crime by taking these simple precautions:

- Keep your door locked at all times.
- Always find out who is knocking before opening the door. Look through the peephole or ask who it is before you open the door.
- Never leave the apartment/room door propped open.
- Always close the apartment/room windows when you vacate the apartment/room. Do not leave any valuables within reach of an open window.
- Keep your keys safe. Don't lend your key to anyone and don't leave keys lying around.
- If the key is lost or stolen, report it to the Complex Office Front Desk immediately so that the lock can be changed.
- Have your keys ready before you get to your door or your car, especially after dark.
- Always report any suspicious activity to Public Safety.
- Don't walk alone, especially at night.
- Avoid dark paths or shortcuts. Always use public walkways.
- Carry identification at all times.
- Let your roommate(s) know where you are going and when you will return.
- If you are the victim of a crime, report the incident to Public Safety immediately.

"STAY-IN PLACE" POLICY

This policy is implemented in the event the University declares an emergency (severe weather warning, threat to air quality, etc.) which requires all resident students to remain in the Residence Halls. During such an event the Residential Life staff and the University Police will advise students to remain within their assigned living unit. Once the order is given to "Stay-In Place" students will not be permitted to exit the building until University officials determine the threat to health and safety to be under control.

ESCORT SERVICES

Security Escorts provide a service for students and staff seven nights a week, from 7:00 PM to 1:00 A.M during the regular academic year. Summer hours are from 8:00 AM to 10:00PM (Public Safety will provide an escort outside these hours if one is requested). The escort service is staffed by FIU students and staff. If you need an escort call (305) 348-6173 and give your name and location. Depending on the volume, at times this service is not available. Priority is given to students who are using the service for their safety versus a means of transportation.

FIRE PROCEDURES

How to prepare for a fire emergency: Pre-plan your evacuation route; locate the nearest alarm pull station; locate the nearest fire extinguisher; and become familiar with how to use it appropriately. Fire drills are conducted regularly. In case of smoke or fire, pull the nearest alarm. Report the location of the fire to University Police at MMC (305) 348-5911 or BBC (305) 919-5911. All residents must evacuate the building when an alarm is sounded. Residents are required to follow the direction of University officials during an evacuation. Residents are to assemble in a parking lot at least fifty yards away from the building. Failure to do so will result in disciplinary action.

FIRE ALARMS/FIRE EQUIPMENT

Each housing complex is equipped with a fire alarm system that is regularly inspected and approved by the state. Smoke detectors are located in every unit. Emergency lights are located in the hallways and stairwells of each complex. Fire extinguishers are located in the hallways of each complex. Residence Hall rooms/suites are equipped with an emergency call box and fire stops in kitchen.

Removing or interfering with the use of fire safety equipment, such as fire extinguishers and smoke detectors, is a third degree felony under Florida Statute 806.10 and is prohibited in Housing. Setting off fire alarms is prohibited by

Florida Statute, Section 806.101, and is a misdemeanor. If a resident disconnects or tampers with smoke detectors, fire sprinklers or fire alarms, a fee of \$150.00 will be assessed and damages assessed for property loss / clean-up cost. Items may not be hung from or block fire sprinklers or smoke detectors. Recovery costs associated with damage resulting from activating a sprinkler may be assessed to the responsible individuals.

SEVERE WEATHER WARNINGS

In the case of a severe weather warning, residents should close all windows, blinds and curtains, and stay clear of window openings or doors with glass panels. All electrical appliances should be unplugged. Adhere to the instructions of Residential life staff members and University officials.

HURRICANE PROCEDURES

In the event a hurricane warning is declared by the University, all resident students will be directed to evacuate the residence halls. All students must abide by shelter policies and remain until the University withdraws the emergency order. Failure to comply with University officials during an emergency event will result in disciplinary action.

Once an emergency is declared, the FIU-HELP ((305) 348-4357) line is activated and information is provided to update the community on the status of the University. In addition, information can also be obtained on line at <http://www.fiu911.org>

All resident students are strongly encouraged to establish an evacuation plan in the event the University or Dade County issues an evacuation order. Upon the issuance of an evacuation order, all residents will be directed to seek shelter. Students from the immediate Dade Broward area will be instructed to return home for the duration of the hurricane event. Those resident students from outside the immediate local area (100 miles) will be sheltered in a designated Hurricane Evacuation Center along with select personnel. Sheltered students should prepare to bring a minimum of three days supply of water and food. Once you establish your evacuation plan, please inform your Resident Assistant.

SAMPLE HURRICANE KIT

Each student living in Housing should prepare a Hurricane Kit which can be easily accessed in the event of an emergency. Here is a sample of items which should be included in your kit:

- **Water** – at least 1 gallon daily per person for 3 to 5 days
- **Food** – at least enough for 3 to 5 days. Suggested items: non-perishable packaged or canned food / juices, snack foods, non-electric can opener, paper plates / plastic utensils
- **Clothing** – seasonal / rain gear/ sturdy shoes, be sure to include a blanket and pillows, etc.
- **First Aid Kit / Medicines / Prescription Drugs**
- **Toiletries / Hygiene items** – Flashlight / Batteries
- **Cash** – Banks and ATMs may not be open or available for extended periods.
- **Books and Games**
- **Important Documents** – in a water proof container, Insurance, medical records, etc.

LIABILITY RENTER'S INSURANCE

For the protection of personal belongings, students are encouraged to maintain insurance on those items that are being brought to campus (see Personal Property Insurance above). The University is not liable for damage to or loss of personal property, or failure or interruption of facilities. The University is insured under the State of Florida's self-insurance trust fund which only provides liability for damages or injuries caused by negligence on the part of the University or its employees while working within the scope of their employment. The trust fund will not reimburse for losses created by unforeseen accidents/injuries that may occur. Students are encouraged to secure their own health and personal property loss insurance.

SURVEILLANCE CAMERAS AND WEB CAMERA

The Housing and Residential Life department has deployed several surveillance cameras throughout the residence halls in building entrances, lobby areas and elevators. These cameras are not monitored by the staff and are used to document daily activities in the event a record is needed to aid in an investigation. A Web camera has been deployed by the Housing and Residential Life department. The camera provides the opportunity to view the housing complex and the campus remotely from any computer connected to the internet. You can visit the web camera at <http://cam.fiu.edu>.

SECURITY PHONES

Phones, identified by a blue light, are located in various locations throughout campus. If you have concerns for your safety, are in danger or wish to have a security escort, simply open the box and follow the instructions posted. The phones are connected directly to University Police.

PANTHER SAFETY TRAM

The Student Government Association has teamed up with Parking & Transportation to ensure you feel safe on campus. The Panther Safety Tram provides escorts around campus at the Modesto A. Maidique Campus and Biscayne Bay Campus. Call the Visitor Information Center at (305) 348-6173 for service at both MMC and BBC (please specify your name, building/location, and which campus you need an escort provided.)

The hours during the regular academic year (Fall and Spring) are Monday–Friday from 7:00PM to 1:00AM. The summer hours are from Monday–Friday 8:00AM to 10:00PM. University Police will provide an escort outside these hours if one is requested. The escort service is staffed by FIU students and staff. Depending on the call volume, this service may have a delay. Priority for this service is given to disabled student, faculty, and staff members.

“PANTHER MOVER” SERVICE

To accommodate for university expansions, Parking & Transportation has provided shuttle transportation that runs in consistent rotation between the Panther Garage and the Primera Casa building (PC) on the Modesto Maidique Campus. This free service enables the utilization of remote parking spaces. The shuttle is continuous and stops along the route to pickup additional passengers. The hours of operation are Monday – Friday 9:00AM to 7:00PM.

STUDENT CONDUCT PROCEDURES

Purpose: The University Student Conduct System serves an important role in protecting individual rights and University interests, developing citizenship, and providing procedural fairness to students accused of violations of established standards of conduct.

Hearing Officers: Administrative staff in Residential Life are designated as hearing officers and are authorized to conduct student conduct hearings.

Procedures: All student conduct hearings will follow due process requirements and established procedures, as stated in the policies and regulations section of this handbook.

SANCTIONS

The following sanctions may be imposed upon any individual student or student organization found to have violated the Student Code of Conduct.

An explanation of each sanction may be found in the Policies and Regulations section.

- Reprimand
- Work Hours
- Educational Activities
- Counseling Consultation
- Deferred Suspension
- Psychological Evaluation
- Restitution
- Expulsion/Restrictions Hall Reassignment
- Suspension– Conduct Probation
- On-Campus Housing Exclusion

STUDENT CONDUCT RECORDS

Student Conduct records are retained by the Office of Residential Life and the Office of Student Conduct and Conflict Resolution.

Housing Policies & Standards Of Conduct

OVERVIEW

University Housing residents are responsible for abiding by all University policies, which include the following Housing regulations. These Regulations should be read broadly, and are not designed to define misconduct in exhaustive terms. Students are responsible for being familiar with and abiding by all policies contained within the Student Code of Conduct. The policies listed in this section are provided as a partial summary for Housing residents. Refer to the policies and regulation section of the Student Code of Conduct for further explanation. Violation of any Housing policy and standard of conduct, or the violation of the Housing Agreement shall be considered a violation of the Student Conduct Code and may result in disciplinary action, including, but not limited to immediate termination of the Housing Agreement. Housing Policies are subject to change. For the most up to-date Housing Policies please refer to Housing.fiu.edu. Residents are responsible for knowing and abiding by all of the Housing policies.

SECTION 1. COMMUNITY STANDARD

(Read the Policy and Regulations Section for more information)

ALCOHOL

- Possession, use or consumption of alcohol when under the legal drinking age as outlined by Florida Law is prohibited. Students of legal drinking age are permitted to have alcoholic beverages in their residence hall units, if all resident(s) of the unit are of legal age. If under age individuals reside in the unit with a legal age individual the legal individual must store all alcoholic beverage(s) in his/her assigned bedroom.
- Use or Possession of kegs, beer balls, beer taps, alcohol vaporizers and/or any large amount of alcohol are not permitted in any room or area of University owned housing. In addition, any device designed to consume large amounts of alcohol (funnels, beer/alcohol pong, bong, etc.) are prohibited.
- Dispensing, selling or supplying alcoholic beverages to an individual who is under the legal drinking age as outlined by Florida Law is prohibited.
- Alcohol and/or consumption of alcoholic beverages in public areas, such as lounges, courtyards and hallways is prohibited.
- If all of the residents in the unit are under the legal drinking age (no one including of-age guests) may possess or consume alcohol in the unit.
- Violating any other university policy while under the influence of alcohol is prohibited. Members of FIU community 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 violation of the state law, University regulations, or the rights of others.
- Misrepresenting or misstating one's age or using altered identification in order to obtain alcohol is prohibited.
- Hosting or attending a gathering where underage individuals and alcohol is present is prohibited.
- Consumption, possession or use of alcohol in a housing unit where all assigned residents of that on campus housing unit are under legal drinking age is prohibited (dry units). If no one assigned to live in the building/area is 21 years of age or older, alcohol is prohibited in the building/area (dry building/area). Panther Hall and Lakeview South are dry buildings, regardless of age, no alcohol is allowed.
- Alcohol, bottles, cans, and packaging are not permitted as decorations. They may also be considered as evidence of consumption.
- Consumption of alcohol, legal or otherwise, neither removes nor absolves a resident from their responsibility to observe University regulations. A resident may be immediately removed from Housing if they violate the alcohol policy or if they pose a danger to self, others, or cause damage while under the influence of alcohol.

CLEANLINESS

- Failure to maintain one's assigned residence hall unit in a clean and sanitary manner.
- Disposal of trash in a place other than designated bins or dumpsters is prohibited.

COHABITATION

- Cohabitation is not permitted. For the purpose of on-campus housing, cohabitation is defined as: the housing of unauthorized individual(s) in a residential unit for more than three (3) consecutive days, or the sharing of a housing space, including storage of another's belongings in one's assigned space/unit.

COOKING APPLIANCES

- Possession of alcohol stoves, hibachis, hot plates, and gas grills in student living units, in stairwells, or on walkways/entry areas to any housing facility is prohibited.
- Personal appliances with an open flame or exploded heating coils are not permitted including, but not limited to burners, griddles, infrared appliances, toasters, electric skillets, and deep fryers.
- Residents are permitted to use grills that are provided in the Housing areas. Personal grills are not permitted.

DISRUPTIVE CONDUCT (See Policy and Regulations Section for more information)

DRUGS (See Policy and Regulations Section for more information)

ENDANGERMENT (See Policy and Regulations Section for more information)

FAILURE TO COMPLY (See Policy and Regulations Section for more information)

FALSIFICATION / FRAUD / TESTIMONY (See Policy and Regulations Section for more information)

FIRE & SAFETY (See Policy and Regulations Section for more information)

GAMBLING (See Policy and Regulations Section for more information)

GUESTS

- All individuals who visit the FIU residential areas must respect students' rights to privacy and security
- Guests MUST be escorted by their host, a current housing resident of the building of which they are present. Unescorted guests will be required to leave the residential area.
- Students hosting guests, both University affiliated and non-University affiliated, are responsible for their guests while the guest(s) visit the residential community. The resident host will be held accountable for the actions of their guest(s). Resident hosts must accompany their guest(s) within the residential areas at all times.
- The Roommate Agreement serves as an informal policy on visitors and guest privileges. Failure to adhere to the roommate agreement may result in an administrative relocation (including a new room and/or new residential area).
- Each resident, may only host 1 overnight guest at a time.
- An approved guest may stay on campus up to three consecutive nights within a seven day period and no more than 10 cumulative nights per semester regardless of his/her host, During Summer A and Summer B guest(s) may stay no more than six cumulative nights regardless of his/her host.
- Failure to submit a guest registration form prior to the arrival of an overnight guest is prohibited.
- Violations of the consecutive or cumulative policy may result in a monetary charge and disciplinary action for the responsible resident and/or guest.
- The Housing and Residence Life staff reserves the right to request a guest leave the residential community at any time.
- Knowingly hosting person(s) who have been trespassed from on-campus housing facilities is prohibited.

Housing & Residential Life

- Anyone who has been removed from housing or has cancelled their housing agreement must abide by the guest policies.
- Violation(s) of the policies may result in a loss of visitation privileges, immediate room change and/or termination of the housing agreement.

HALOGEN LAMPS

- The use or possession of halogen lamps in on campus housing is prohibited.

HARASSMENT

- Conduct, not of a sexual nature, (including, but not limited to, physical contact, verbal, graphic, written, or electronic communication) that creates an intimidating, hostile, or offensive environment for another person or group is prohibited.
- Conduct, not of a sexual nature, (including, but not limited to, physical contact, verbal, graphic, written, or electronic communication) that threatens, harms or intimidates another person or group is prohibited.

LITTERING

- Dispersing litter in any form on University grounds or facilities is prohibited. This includes, but is not limited to cigarette butts, flyers, cans, bottles, etc.

MAIL

- Tampering with mailbox locks is prohibited.
- Removal of mail addressed to another person is prohibited. Mail addressed to anyone other than the current occupant(s) should be returned to the Complex Office. Only authorized staff are permitted to enter mailrooms/ sorting and distribution areas.

MOTORCYCLING, BICYCLING, IN-LINE SKATES, OR SKATEBOARDING

- Riding motorcycles, bicycles, in-line skates, or skateboards in hallways, courtyards, lounges, and lobbies is prohibited.
- Storing motorcycles, motorbikes, or bicycles in any on-campus housing hallway, entry area, stairwell, balcony, light poles, railings or on-campus housing unit (except bicycles) is prohibited.
- Pocket bikes are not permitted on sidewalks or roadways

OPEN FLAMES/HEATING ELEMENTS HEATING ELEMENTS/FLAMMABLES

- Possession of candles, incense, hot plates or other heating unit with an open flame or heating element is prohibited.
- Flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, etc.) may not be stored in resident rooms or apartments, including areas immediately outside of their front door. Residents are permitted to store charcoal (non-pres soaked) in rooms or living areas

PETS/ANIMALS

- Possession of pets other than fish in appropriate containers is prohibited. The maximum fish tank size is 10 gallons.
- Feeding of stray or wild animals is prohibited.
- Residents having any pet(s) in their unit may be immediately relocated to a different housing unit and/or different housing complex. If found in violation of the pet policy, the resident's housing agreement may be terminated and/or the resident may be excluded from returning to campus housing/ signing up to live on-campus for future semesters/terms.
- Any cost associated with the pet will be charged to the responsible party(ies) this includes administrative charges ranging from \$100 to \$500 as well as charges for damages, cleaning and pest control.

POSTINGS

- Unauthorized posting of notices, flyers, ads or other information in on-campus housing facilities is prohibited.
- Posting of events with alcohol is prohibited.

PROJECTILES

- Throwing any object from a window, ledge, roof, or balcony, or within the courtyards is prohibited.
- The use of slingshots or other related items is prohibited.

PROPERTY AND FACILITIES OFFENSES

- Students may not engage in theft, malicious destruction, defacement, damage, or misuse of University or private property or common area facilities.
- Replacement and repair costs will be charged to the responsible party(ies). Usage policies for specific common area facilities are available at each residence hall.

RAILINGS AND ROOFS

- Sitting, standing on, climbing on, or hanging from a railing, or roof is prohibited.
- Hanging or securing unauthorized items from roofs or windows, including bikes, banners, signs, clothing, plants or other items is prohibited.

QUIET/COURTESY HOURS

- Loud talking or music, or other disruptive noise in rooms, courtyards, stairwells, or lobby areas during designated quiet hours (Sunday -Thursday 10:00 p.m. - 8:00 a.m.; Friday & Saturday Midnight - 10:00a.m.; 24-hours during the week of final exams) is prohibited. Loud talking, music, or other disruptive noise in rooms, courtyards, stairwells, or lobby areas during 24-hour courtesy hours is prohibited.
- Speakers may not be placed in windows. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another resident or staff member at any time. Quiet hours are enforced regardless of holidays or semester breaks.

SALES, SOLICITATION AND CANVASSING

- Door-to-door solicitation, sales, and canvassing in the residence halls are not permitted.
- Distribution of flyers or leaflets or the placement of these items on cars is prohibited.
- Unauthorized placement of flyers and other forms of publicity in student mailboxes are prohibited.
- Engaging in sales or business activities within one's unit or community area within on campus housing are prohibited.

SMOKING

- Pursuant to Section 386.201.211 Florida Statutes, smoking is prohibited in all University buildings and sections thereof, owned, leased, or operated by the University. This includes but is not limited to, classrooms, stairwells, bathrooms, offices, hallways, labs, libraries, and on-campus housing facilities/ units. (See Policy and Regulations Section for more information)
- Smoking, Tobacco, and all devices used for smoking (i.e., e- cigarettes, hookahs, pipes, etc.) are not permitted in any of the residence hall rooms, apartments and facilities, including courtyards, elevators, stairwells, balconies, lounges, patios, etc. Throwing cigarettes on the ground is considered littering.
- Ashes and buds will be considered evidence of smoking in a unit.

SOCIAL GATHERINGS

Social gatherings, parties, and meetings in individual units are subject to all Municipal, State and Federal laws, as well as University policies. The number of people in a unit at any time, including residents of the unit, must be limited as follows:

Unit Type Maximum occupancy allowed

4 bed units: 10 people

2 bed units: 6 people

1 bed unit: 4 people

Housing and Residential Life staff reserve the right to disperse a gathering when residents or guests are in violation of any University or Housing policy.

SPORTS IN RESIDENCE HALLS

Participating in sporting activities in units, hallways, courtyards, lounges, breezeways and lobbies is prohibited.

TRESPASSING/UNAUTHORIZED USE

Unauthorized presence in, or unauthorized use of university property, facilities, or restricted areas is prohibited.

WEAPONS, FIREARMS, EXPLOSIVES

(See Policy and Regulations Section for more information) for the safety of our residents, weapons, firearms and explosives of any form are not allowed in the Residence Halls.

Section 11.Facilities Maintenance

(It is recommended that you also read the Policy and Regulations Section for more information)

ANTENNAS

External antennas /dishes of any type are prohibited.

DAMAGES

Damages which occur in a unit will be charged to the resident(s) at a rate which includes actual replacement and labor costs. Public area damages will be charged to those identified as responsible. Public area damages not charged to a specific individual may be charged to residents of a floor, building, or unit.

ELEVATORS

Tampering with or rewiring elevators is prohibited. Elevators may not be used during general building evacuation in a fire or severe weather emergency.

FURNISHINGS

Residents are responsible for all furnishings provided in their unit. Furnishings may not be removed from assigned locations. Alterations to furnishings will result in charges for replacement or restoration to original condition. Personal beds (non-FIU beds), lofts, homemade bunk beds, personal washing machines and dryers, or and other major household appliances are not permitted. Due to limited space and safety reasons, students are discouraged from bringing additional furnishings. Housing and Residential Life staff reserve the right to have students remove personal furnishings from a unit if they are believed to pose a safety risk, impede movement within the unit, or represent a fire hazard. Community/lounge furniture may not be removed or relocated. If community lounge furniture is found within a unit, the residents will be charged a minimum \$20 charge for its relocation.

HURRICANE SCREENS

The student housing facilities located on the Modesto A. Maidique Campus are equipped with hurricane screens. The screens were not designed to be opened unless an emergency condition exists, requiring the resident to evacuate the living unit. The screens are to remain closed at all times. If a hurricane screen is found open, the resident will be subject to a \$50 fine.

KEYS

Keys are issued to each resident at check-in. A \$65 lock change fee is assessed for each lost key. Additionally, a \$10 fee is assessed for each mailbox key.

Keys are only for the resident assigned to the unit and should only be in the possession of the resident to whom it was assigned and should not be given to anyone else for any reason, no exceptions. Keys may not be duplicated. All keys issued to residents are the property of Florida International University. Be aware that doors can be pinned at any time if deemed necessary by Housing and Residential Life.

LOCKS/DOORS

Locks may not be tampered with in any way that interferes with the use of keys or prevents locking/unlocking of doors. Locks may not be added on any doors in the unit, nor may they be changed or replaced except by authorized housing personnel. Fire doors and residence hall exterior doors may not be propped open. The use of a dead bolt in the lock position in order to keep the door propped open is prohibited. Allowing individuals access into a housing facility through an unauthorized or locked entrance is prohibited.

(See the Police and Regulations Section for more information).

LOUNGES AND RESERVED SPACES

FIU residence hall lounges and reserved spaces are for the use of residents and approved guests only. Guest(s) must be accompanied by host(s). During quiet hours only residents and approved overnight guests are allowed in residence hall lounges and reserved spaces.

Reoccurring meetings will not be approved nor permitted in lounges; exceptions will be made for Residential Life programs or meetings.

Reservation request forms are available at the Office of Residential Life.

ROOM PERSONALIZATION POLICY

Nails, tacks, or any adhesive products that will do damage to surfaces is strictly prohibited. Painting, wallpapering, and paneling of a unit by residents is not permitted. Posters, pictures, and other decorative objects may be attached to interior surfaces of a unit with the understanding that the resident of the unit will be held financially responsible for any resulting damages. Shelves or other items are not to be attached to walls or ceilings. Carpet may not be affixed to the floor surface. Cinder blocks are not permitted to lift or adjust beds, desks, chairs, tables, couches, or other furniture. Residents will be charged for the repair of any damages from the violation of these policies.

Residents are encouraged to decorate their units in a way that is pleasing and comfortable to them. However, residents need to be respectful of roommates and community members when decorating. Some words, symbols, images, etc. may offend others. The Department of Housing and Residential Life will review resident or staff complaints due to offensive or questionable decorations. Appeals of decisions are at the discretion of the Director of Residential Life and/or her designee. (See the Police and Regulations Section for more information)

STORAGE OF BICYCLES AND MOTORCYCLES

Bicycles must be stored in bicycle racks or the student unit, provided that they do not impede movement within the unit. Motorcycles and pocket bikes must be parked in parking lots with proper decals. They may not be stored in hallways, entry areas, or stairwells, or attached to railings, and/ or light poles. Improperly stored bicycles and/or motorcycles will be removed at the owner's expense. (See the Police and Regulations Section for more information).

CABLE TV

Any alteration to existing cable TV facilities is prohibited. Residents experiencing trouble with cable TV service should complete an online maintenance request.

WINDOWS

Windows are to remain closed at all times when air conditioning is on and functioning properly. Students are encouraged to keep windows closed to ensure efficient / safe operation of student housing facilities. Housing staff may elect to

permanently seal windows if deemed necessary to maintain the efficient / safe operation of the facility. Windows are not to be used as entrance or exit to units. Signs, pictures, banners, empty bottles, and similar objects may not be displayed in windows so that they block or impede access, exit, or view to the unit in time of emergency. This is to ensure the health and safety of students and rescue personnel. Students are not permitted to remove their window screens.

Section 12. Administration

(Please read the Police and Regulations Section for more information)

IDENTIFICATION

University ID card or other forms of identification with a picture must be presented upon request of a University official, including Residence Hall Staff. Presenting a false ID or impersonating a University official are prohibited.

INSPECTION OF UNITS

Housing and Residential Life staff reserve the right to inspect units on a regular basis for necessary repairs, cleanliness, and safety checks. Health and Safety Inspections will be announced at the start of each semester/term through public posting of information (ie: Housing and Residential Life website). Items that are found during inspections that are in violation of housing and residential life policy, may be confiscated by University officials and may be immediately discarded.

LOCKOUTS

Residents will be permitted one lockout during each semester without penalty. Upon the second lockout and every subsequent lockout, a \$15 fee will be issued to the resident. A lock change maybe issued for security precautions. In these cases, the resident will be charged the cost of a lock change. As an effective safety precaution, residents should keep their room key with them at all times. For specific procedures for lockouts, contact your Complex Office.

ROOMMATE AGREEMENT

Now that you know a little about your roommate as a person, it's time to talk about expectations and set some guidelines for living in the same room, apartment, or suite. Be open with your needs but also be willing to compromise. Discuss the following issues that roommates typically disagree about. After discussing these items with your roommate(s) and coming to decisions about your living arrangements, you should write how it will be in your room on the Roommate Agreement provided. This agreement sets the standard for you, your roommates and guests. Post the agreement where everyone can see it, give a copy to your RA and revise it throughout the year. The agreement can be very valuable in avoiding problems later. Additional copies of the roommate agreement form can be obtained from your Resident Assistant (RA).

SET GROUND RULES

Duties:

- Who will take out the trash? When?
- Who will clean the bathroom? When?
- Who will clean the dishes? When?

Guests:

- When can friends visit?
- When can't friends visit?
- What is a reasonable time for guest to be around?

Sharing:

- What is shareable vs. what should not be shared?
- What is your space vs. group space?

Notable times:

- What time will you wake up to go to class?
- Who will use the bathroom during this time?
- What time do you usually go to sleep?

LIVE
the LIFE



POLICIES & REGULATIONS

Live
the Life



POLICIES & REGULATIONS

POLICIES & REGULATIONS

FIU-2501 Student Code of Conduct

The policies, regulations and requirements contained in this Student Code of Conduct may be revised in order to serve the needs of the University Students, faculty and staff, and to respond to changes in the law. The University or the Florida International University Board of Trustees may make changes in policies, regulations and other requirements. The ultimate responsibility for knowing University requirements and regulations rests with the Student. For the latest Student Code of Conduct, please refer to the website of the Office of Student Conduct & Conflict Resolution (SCCR) at <http://conduct.fiu.edu>.

STANDARDS OF STUDENT CONDUCT

(1) Student Code of Standards

A University is a learning community following a tradition more than 1,000 years old. Florida International University (the University) is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service.

The University Student Code of Standards and the Statement of Philosophy were developed to embody the values that we hope our students, faculty, staff, administration and alumni will demonstrate. At the same time, the University is strongly committed to freedom of expression. Consequently, the Student Code of Standards and the Statement of Philosophy do not constitute University policy and are not intended to interfere in any way with an individual's academic or personal freedoms. We hope, however, that individuals will respect these common principles thereby contributing to the traditions and scholarly heritage left by those who preceded them making Florida International University a better place for those who follow.

As a member of the University community, we would hope that you would:

- Respect the tradition of academic inquiry, the University's rules of conduct, and its mission.
- Respect the opinions and differences of all members of the FIU community.
- Practice civility and demonstrate conduct that reflects the values of the institution.
- Respect the rights and property of the University and its members.
- Be diligent and honest in your personal and academic endeavors.

(2) STUDENT CODE OF CONDUCT

Statement of Philosophy

As an academic community, Florida International University fosters the intellectual exchange of ideas, knowledge, and experience. It is the responsibility of the University to provide a stimulating environment in which scholarship and personal growth may occur. The desired effect is that Students will take advantage of this environment to develop intellectually as well as participate as responsible, contributing citizens of our community.

Statement of Rights and Freedom

Florida International University recognizes the basic rights and freedoms of Students. They are inherent to the educational process and to the intellectual growth of Students. The following rights and freedoms are recognized as basic to the educational process:

Freedom of Expression and Assembly

Students are guaranteed freedom of expression. Students and Student groups may discuss, pass resolutions, write or distribute literature and leaflets, circulate petitions, sponsor speakers and public forums, and take other orderly actions which do not disrupt the essential function of the University and which are consistent with the University's Regulation 110-Demonstrations and Regulation 114 Commercial Solicitation and Advertising.

Freedom of Association

Students are free to form and join University organizations.

Freedom in the Classroom

Students are responsible for learning the content of courses of study, but have the right to take reasoned exception to the data or views offered in the classroom. Students have the right to expect that course descriptions will reflect actual course content, to receive a written syllabus for each course, to be informed of the standards on which evaluation in each course will be based, and to be fairly and justly evaluated based only on performance in the course. Students also have the right to consult with faculty during announced office hours.

Freedom from Improper Disclosure

In accordance with the federal Family Educational Rights and Privacy Act (FERPA) and the Florida Student Records statute, Students shall have access to records maintained on them and be protected from improper disclosures to third parties without their consent. Academic and Student Conduct records will be maintained separately. The procedures for access will be explicitly stated.

Freedom from Discrimination

Students shall not be discriminated against on the basis of race, color, creed, age, sex, sexual orientation, marital status, disability, religion, national origin, or any other legally protected status. Freedom from discrimination includes eligibility to Student Organizations, University activities, academic programs, employment, use of facilities, and housing.

Freedom from Sexual Harassment

Students are entitled to work and study in an atmosphere free from sexual harassment. Harassment constitutes, in the aggregate, the incidents that are sufficiently pervasive or persistent or severe that a reasonable person would be adversely affected to a degree that interferes with his/her ability to participate in or to realize the intended benefits of a University activity, employment, or resources. Sex-based cyber harassment and sexual violence are forms of sexual harassment. Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or where a victim is unable to give consent due to an intellectual or other disability.

Right to Due Process

Students have the right to due process as appropriate for Student Conduct situations. This includes Written Notice of hearing, information concerning the charges and allegations against them, the opportunity to present information on their own behalf, and written notice of the decision.

Statement of Student Rights and Responsibilities

All Students regardless of institutional or program affiliation are expected to know and adhere to the regulations of the University as well as applicable laws. Those charged with and found responsible for violations of the Student Code of Standards and/or the Student Code of Conduct (see below) will be subject to Student Conduct action as provided for below.

Principles of Group Responsibility

Any Student Organization can be held responsible for its actions or the actions of a collection of its members acting together. It is recognized that occasional misconduct on the part of individual members will not be attributed to and/or be cause to penalize the organization. However, misconduct on the part of the organization may be addressed when one or more of the following circumstances occur:

a. Members of the organization act together to violate University Policy.

- b. A violation arises out of an organization-sponsored, financed, or otherwise supported activity.
- c. The organization's leadership has knowledge of the incident, behavior, etc., and fails to take corrective or prohibitive action or fails to stop such incident, behavior, etc., while it is occurring.
- d. A violation occurs on premises and/or transportation owned, operated, or rented exclusively by the organization.
- e. A pattern of individual violations has occurred and/or continues to occur without adequate control, response, or sanction on the part of the organization or its leaders.
- f. The organization or related activities provided the context for the violation.
- g. The organization chooses to protect from official action one or more individual offenders who are members, former members, or guests of the organization.

It is the responsibility of the Student Organization's President or designee to represent the organization through the conduct process.

(3) DEFINITIONS

(a) **Advisor**—Any person chosen by the Charged Student or the alleged Complainant to assist him/her throughout the Student Conduct process.

(b) **Business Day**—The day when the University is open for regular business operations (excluding legal holidays).

(c) **Complainant**—Any person who submits a charge alleging that a Student violated the Student Code. When a Student believes that s/he has been a victim of another Student's misconduct, that Student will have the same rights under this Student Code as are provided to the Complainant, even if another member of the University Community submitted the charge itself.

(d) **Charged Student**—Any Student who has been formally charged with an alleged violation of the Student Code of Conduct.

(e) **Final Agency Action**—The written decision resulting from the Student Conduct process which finally determines the rights or obligations of the Charged Student.

(f) **Greek Organization**—A social organization recognized by Campus Life/Office of Sorority & Fraternity Life which is affiliated with a regional, national, or international organization. Additionally, each chapter must be recognized by one of the following: the Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), or the Panhellenic Council (PC).

(g) **Hearing Body**—Any person or persons authorized by the Vice President for Student Affairs, the SCCR Director, the Director of Residential Life or the Director of

Campus Life to conduct hearings to determine whether a Charged Student has violated the Student Code and to impose sanctions.

(h) **Hearing Officer**—The SCCR Director, the Director of Residential Life, or the Director of Campus Life or each of their respective designee(s).

(i) **Interim Suspension**—An immediate temporary separation from the University.

(j) **Member of the University Community**—Any person who is a currently enrolled Student, faculty or staff, University Official, any other person currently employed by the University, or working on University Premises.

(k) **On-Campus or University Premises**—Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to that previously described in this paragraph that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (e.g., a food or other retail vendor).

(l) **Policy**—The written procedures, policies, or regulations of the University as found in, but not limited to, the Student Code of Conduct, the Undergraduate/ Graduate Catalogs, the Student Handbook, the University Housing Resident Handbook, and the Campus Life policies.

(m) **Preponderance of the Evidence**—When the information that is presented supports a finding that it is more likely than not that a violation occurred.

(n) **Receipt of Written Notice**—When Written Notice (see below for definition) has been sent electronically to the official University email address.

(o) **SCCR Director** —The Director of the Office of Student Conduct and Conflict Resolution (SCCR) or designee.

(p) **Student**—Any person who participates in any course or program of the University, either full-time or part-time, and whether degree-seeking or non-degree seeking. Persons who withdraw after allegedly violating the Student Code of Conduct, persons who are not officially enrolled at the University for a particular term but who have a continuing relationship with the University, persons who have been notified of being accepted for admission, and persons who are living in the residence halls but are not enrolled at the University are also considered Students. Student Organizations and Greek Organizations are also considered Students.

(q) **Student Organization**—A group of currently enrolled University students who unite to promote a common interest. Any group of Students organized for

a specific purpose (e.g., social, professional, honorary) whose membership consists solely of University Students. Student Organizations includes Student clubs, University recognized Student Organizations, Student Organizations that have not been recognized by the University, and Student sports clubs.

(r) **University**—Florida International University.

(s) **University Official**—Any person employed by the University to perform assigned teaching, research, administrative, professional or other responsibilities (e.g., faculty, staff, administrators, residence hall staff, FIU Police, etc.).

(t) **Vice President**—The Vice President for Student Affairs or designee(s).

(u) **Written Notice**—A notification of the charges against the Charged Student sent via email to the Charged Student's official University email address. A notification to a Greek or Student Organization sent via email to the official University email address of the organization's President. This method of notification will constitute full and adequate notice under the Student Code of Conduct. The SCCR Director retains the discretion to send duplicate notices via letter by other means (e.g., overnight or hand delivery).

(4) JURISDICTION

(a) Jurisdiction under the Student Code of Conduct applies to the conduct of any Student, Greek Organization, or Student Organization that occurs on University Premises, at University-related activities, on all locations where a University course or program is being conducted, including foreign locations, such as study abroad programs, and/or off-campus conduct that adversely affects the University community and/or the pursuit of its objectives.

(b) Each Student shall be responsible for his/her conduct from the time that he/she has been notified of admission through the actual awarding of a degree even though the conduct may occur before classes begin or after classes end. Each non-degree seeking Student shall be responsible for his/her conduct from the time that he/she has been notified of admission and while enrolled in classes even if the conduct occurs before or after classes. Each Student (including non-degree seeking) is responsible for his/her conduct during the academic year and during periods between terms of actual enrollment. The Student Code shall apply to a Student's conduct even if the Student withdraws from the school while a Student Conduct matter is pending or if the conduct is not discovered until after a Student has withdrawn or a degree has been awarded.

(c) The University reserves the right to impose discipline based on off-campus conduct. For example,

discipline may be imposed if:

- (i) The off-campus conduct is specifically prohibited by law or the Student Code of Conduct;
 - (ii) The off-campus conduct demonstrates that the continued presence of the Student on campus presents a danger to the health, safety, or welfare of the University community, is disruptive to the orderly conduct, processes and functions of the University, or is intimidating or threatening to the University community or member of the University community; or
 - (iii) The off-campus conduct is of such a serious nature that it adversely affects the Student's suitability to remain a part of the University community.
- (d) The action of the University with respect to off-campus conduct shall be taken independently of any off-campus authority or proceeding. The University Student Conduct proceeding is not a criminal or judicial proceeding and is designed to address Charged Student behavior; therefore, alleged violations of the University's Code of Conduct will be addressed independently of any criminal or judicial proceeding and regardless of whether the criminal charges have been dismissed or reduced.

(5) AUTHORITY

- (a) The Board of Trustees of Florida International University has been charged with the responsibility of, and authority for, providing a Student misconduct system. Authority for the Student misconduct system rests with the University President, who has delegated this authority to the Vice President.
- (b) Hearing Bodies are authorized by the Vice President to conduct Student Conduct hearings.
- (c) All Hearing Bodies have the authority to consult with other appropriate University Officials in order to effectively resolve a Student Conduct matter.
- (d) Any specific procedures used by Hearing Bodies will comply with the requirements of this Student Code of Conduct.
- (e) Decisions of all Hearing Bodies constitute Final Agency Action unless there is a timely appeal. If a decision is timely appealed, the decision of the appellate body constitutes Final Agency Action.
- (f) The Hearing Bodies authorized to conduct Student Conduct hearings are as follows:
 1. The SCCR Director may conduct both informal and formal hearings.
 2. The University Student Conduct Committee may conduct formal hearings.
 3. The Residential Life Hearing Officer may conduct both informal and formal hearings regarding cases arising in University Housing and Residential Life. If the alleged offense may result in a sanction of deferred suspension or greater, the Charged Student will be referred to the SCCR.

4. The Hearing Officer for the Student Government Association (SGA) and all other governing councils within Campus Life may conduct informal or formal hearings regarding cases of the Campus Life council's alleged violation of the SGA and/or individual council constitutions.

(6) OFFENSES

The following offenses or any attempt to violate these offenses will be used in charging all Students, Student Organizations or Greek Organizations. Nothing in this section shall be interpreted to abridge the right of any member of the University community to freedom of expression protected by the First Amendment of the United States Constitution and any other applicable law.

(a) Alcohol

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, University Policy, or the rights of others.

1. Possession, use or consumption of alcohol when under the legal drinking age as provided by Florida Law.
2. Dispensing, selling or supplying alcoholic beverages to an individual who is under the legal drinking age as provided by Florida Law.
3. Any violations of Florida International University Policies governing alcohol usage. See, e.g., FIU-Regulation 2505 Alcoholic Beverages.
4. Use or possession of beer kegs and party balls or other common sources of alcohol in On-Campus housing facilities.
5. Possession of open containers of alcohol or consumption of alcoholic beverages in public areas, such as balconies, courtyards or hallways.
6. Public intoxication (i.e., appearing in a state of intoxication) and excessive drinking.
7. Violating any other University Policy while under the influence of alcohol.
8. Misrepresenting or misstating one's age; using altered identification in order to obtain alcohol when the Student is under the legal drinking age.
9. Use or possession of devices designed for the rapid or excessive consumption of alcohol, including but not limited to, funnels, and beer bongs.
10. Hosting a gathering where underage individuals are drinking alcohol.
11. Unlawful manufacture, trade, or intent to sell alcohol.
12. Reporting to classes, work, or related assignments "under the influence" of alcohol.

The University recognizes that Students may need medical assistance due to excessive use of alcohol but may hesitate to seek assistance because they themselves or others who may have participated or witnessed the event may be charged with violations of this Code. The University does not want to discourage Students from seeking medical assistance. Therefore, Students involved in the event may not be charged with the possession or consumption of alcohol if one of them calls for assistance for themselves or others who have participated or witnessed the event. Other charges related to the incident (e.g., alcohol distribution, or other non-alcohol charges) may be pursued at the discretion of the SCCR Director.

(b) Computer Misuse

1. Unauthorized access, entry or use of a computer, computer system, network, software, password, account or data.
2. Unauthorized alteration or degradation of computer equipment, software, network, data or system performance.
3. Unauthorized copying or distribution of computer software or data.
4. Unauthorized use of University computer resources for commercial purposes or personal financial or other gain. This includes, but is not limited to, advertising a product or service on personal web pages, fund-raising or advertising on behalf of unsanctioned non-University organizations, publicizing of unsanctioned non-University activities, the reselling of University resources to any non-University individuals or organizations, and the unauthorized use of the University's name or logos. Use of the University's network for any of these purposes, even if the user is using his/her own personal computer, constitutes an offense.
5. Allowing another person to use one's FIU username and password.
6. Any other violation of the University computer use and web page policies. The complete policies are available at <http://security.fiu.edu/training/training3.htm>. (The website also contains the civil and criminal penalties for distributing, without authority, copyrighted materials (including unauthorized peer-to-peer file sharing) and the penalties for violating federal copyright law.
7. Unauthorized distribution of copyrighted materials, including but not limited to, unauthorized peer-to-peer file sharing. Unauthorized distribution is a violation whether the user is using his/her own personal computer or the University's information technology system for the unauthorized distributions.

(c) Disruptive Conduct

1. Behavior that substantially and materially disrupts, disturbs, impairs, interferes with or obstructs the orderly conduct, processes, and functions of the University or the rights of other Members of the University Community.
2. Behavior that substantially and materially disrupts, disturbs, impairs, interferes with or obstructs the orderly conduct, processes, and functions of the classroom or laboratory and/or immediate surrounding areas. This includes interfering with the academic mission of the University or individual classroom or interfering with a faculty member or instructor's role to carry out the normal academic or educational functions of his/her classroom laboratory and/or immediate surrounding areas.
3. Behavior that substantially and materially disrupts or interferes with the University Student Conduct process, including, but not limited to, harassment and/or intimidation of any member of the Student Conduct Committee, witness or University personnel before, during or after a proceeding, or attempting to coerce or influence any person(s) in order to discourage their participation in any Student Conduct proceeding.
4. Any behavior that substantially and materially disturbs the peace.

(d) Drugs

1. Possession, use, the manufacture, or the cultivation of illegal drugs or prescription drugs without a prescription. Inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a Student's mental state is also prohibited.
2. Distribution, dispensation, delivery, trade, sale, or intent to sell illegal drugs or prescription drugs.
3. Possession or use of drug paraphernalia (including, but not limited to, bongs, pipes, "hookahs," spoofs, rolling papers, blunts, small plastic baggies, etc.).
4. Misuse or abuse of prescription drugs.

The University recognizes that Students may need medical assistance due to excessive use of drugs but may hesitate to seek assistance because they themselves or others who may have participated or witnessed the event may be charged with violations of this Code. The University does not want to discourage Students from seeking medical assistance. Therefore, Students involved in the event may not be charged with the possession or use of drugs if one of them calls for assistance for themselves or others who may have participated or witnessed the event. Other charges related to the incident (e.g., drug distribution, or other non-alcohol charges) may be pursued at the discretion of the SCCR Director.

(e) Endangerment

1. Physical violence toward another person or group.
2. Action(s) that endanger the health, safety, or welfare of self or others.

(f) Failure to Comply

1. Failure to comply with a request or directive of a University Official or non-University law enforcement official in the performance of his/her duty.
2. Failure to comply with the final decision and sanctions rendered by a Student Conduct hearing or appellate body.
3. Failure to comply with a request by a University official to identify oneself and/or produce FIU identification.

(g) Falsification/Fraud/False Testimony

1. Withholding relevant information from any Hearing Body, University Officials, University and/or non-University law enforcement officers, faculty or staff.
2. Providing false or misleading information (whether oral or written) to any Hearing Body, University Officials, University and/or non-University law enforcement officers, faculty or staff.
3. Misuse, reproduction, alteration or forgery of any identification, documents, keys or property.
4. Permitting another person to use one's identification information.
5. Inappropriate use or possession of false identification information.
6. Purporting to act on behalf of another person, group or the University without authorization or prior consent.
7. Providing a worthless check, money order or using a fraudulent credit card or a credit card without authorization.
8. Any other acts of falsification/fraud/false testimony or misrepresentation.

(h) Fire and Safety

1. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
2. Removing, damaging, interfering or tampering with fire safety or other emergency warning equipment, including smoke detectors, sprinklers, and fire alarms. Items may not be hung from or block sprinklers or smoke detectors.
3. Failure to evacuate a University building, facility or On-Campus housing facility/unit when a fire alarm is sounded.
4. Action(s) which cause or attempts to cause a fire or explosion.

(i) Hazing

1. Any group or individual action or activity that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is typically related to a person's initiation or admission into, or affiliation with, a Student or Greek Organization, athletic team (intramural, club or intercollegiate), extracurricular activity, or any other University group or organization, it is not necessary to have direct proof that a person's initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld. The actions of either active or associate members (pledges) of an organization may be considered hazing. Hazing includes, but is not limited to:

- Interference with a Student's academic performance
- Forced consumption of any food, alcohol, controlled substances, drugs, or any other substance
- Forced physical activity
- Deprivation of food or sleep
- Kidnapping, including restricting a person to move about in a free and lawful manner
- Physical abuse of any nature, including physical discomfort
- Performing personal chores or errands
- Verbal abuse or degradation, including yelling or demands
- Assigning or endorsing pranks (e.g., stealing, harassing other organizations, defacing property, etc.)
- Any action or threatened action that would subject the individual to embarrassment, humiliation or mental distress, including the use of demeaning names
- Any other acts or attempted acts which would constitute hazing pursuant to Section 1006.63 of the Florida Statutes.

(j) Littering

1. Dispersing litter in any form on University grounds or facilities, including, but not limited to: cigarette butts, flyers, cans, bottles, etc.

(k) Personal Abuse

1. Verbal or written abuse, threats, intimidation, and/or coercion that objectively endangers the health, safety, or well-being of others. Fighting words and statements which reasonably endanger the health and safety of any person are not protected speech and may result in University action. This definition shall not be interpreted to abridge the right of any member of the University community to freedom of expression protected by the First Amendment of the United States Constitution and any other applicable law.

2. Conduct directed at any person, including a Member of the University Community, which is intended to cause fear, distress, or intimidation and would cause

fear, distress, or intimidation to a reasonable person or would place a reasonable person in fear of injury or death.

3. Conduct that is sufficiently severe, pervasive, or persistent that a reasonable person would be adversely affected to a degree that interferes with or limits his/her ability to participate in or benefit from the services, activities, or opportunities offered by the University school when such conduct is based on race, color, national origin, gender, disability, or any status protected by federal or Florida law.

4. Interference with the freedom of another person or group to move about in a lawful manner.

(l) Motorcycles, Bicycles, Pocket Bikes, Rollerblades, or Skateboards

1. The use or operation of motorcycles, bicycles, pocket bikes, rollerblades, skateboards, etc. inside of any On-Campus Premises such that they create safety hazards or are secured to non-authorized locations.

2. The use of pocket bikes on sidewalks or roadways such that they create safety hazards or are secured to non-authorized locations.

(m) Promotions/Posting

1. Solicitation (i.e., passing or handing out flyers/promotional material, etc.) On Campus, including On-Campus housing facilities, without prior approval from the appropriate University Officials. This includes, but is not limited to, the disbursement of any forms of promotional/informational material on University Premises or objects (e.g., motor vehicles) on University Premises.

2. Posting of flyers, posters, banners, cards or any promotional/informational material on On-Campus Premises, including, but not limited to, the exterior and interior of On-Campus housing facilities, buildings, trees, walls, sidewalks, vehicles, windows, stairwells, stairs, display cases, vending machines, doors, classrooms, departmental and unauthorized bulletin boards, railings, elevators, bathrooms, art/sculptures.

3. Use of chalk or powder-like substance on the sidewalks, grass, exterior or interior of any University facility, or any public area.

4. Use of "A" signs or free standing signs in public areas, sidewalks, grass, exterior of any University facility without prior approval from the appropriate University Officials.

(n) Sexual Misconduct

1. Non-consensual sexual contact which is any sexual touching with any object by any person upon another without consent. Sexual touching is contact of a sexual nature, however slight.

2. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or

the display of sexual behavior that would reasonably be offensive to others. Other forms of obscene or indecent behavior include sexual exhibitionism, prostitution or the solicitation of a prostitute, peeping or other voyeurism (video or otherwise), and going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the nonconsensual video or audio taping of sexual activity.

3. Sexual harassment constitutes, in the aggregate, incidents that are sufficiently pervasive, persistent, or severe that a reasonable person would be adversely affected to a degree that interferes with his/her ability to participate in or to realize the intended benefits of a University activity, employment, or resources. Sex-based cyber harassment and sexual violence also constitutes sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the usage of drugs or alcohol or intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. Sexual coercion is defined as the act of using pressure or force to have sexual contact with someone who has already refused. Sexual assault constitutes the non-consensual sexual intercourse which is any sexual intercourse by any person upon another without consent. It includes oral, anal and vaginal penetration, however slight, with any object.

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct. Intoxication is not an excuse for failure to obtain consent. A person incapacitated by alcohol or drug consumption, or who is unconscious or asleep or otherwise physically impaired, is incapable of giving consent.

4. Retaliation against or harassment of someone alleging sexual misconduct or otherwise obstructing the reporting of sexual misconduct or the participation in proceedings relating to sexual misconduct.

The University recognizes that Students may be hesitant to report sexual misconduct because they themselves (or witnesses they identify) may be charged with violations of other provisions of the Code (e.g., alcohol or drugs).

Policies & Regulations

The University may not pursue a disciplinary action for an alcohol or drug violation against a Charged Student, the Complainant, or any Student(s) who may have witnessed the incident.

(o) Smoking

1. Failure to comply with FIU Regulation 113 Smoke and Tobacco-Free Campus by smoking in or on any University Premises.

(p) Stalking

1. Activities occurring on more than one occasion that collectively instill fear in an individual and/or threaten his/her safety, mental health, or physical health, including, but not limited to, the following:

- Nonconsensual communication, including face-to-face, telephone calls, voice messages, electronic communication media, written letters/notes, unwanted gifts, etc.
- Making threatening or obscene gestures to an individual
- Pursuing or following an individual Complainant
- Surveillance or other types of observation of an individual
- Trespassing
- Vandalism
- Nonconsensual touching
- Contacting a person after a sanction has been issued prohibiting contact with that person, including, but not limited to, verbal, written or third party communication, or physical contact
- Cyber-stalking which means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose

2. Other conduct considered stalking under the stalking laws as outlined in Section 784.048, Florida Statutes.

(q) Theft

1. Removal or use of the property or services of another person or of the University without prior written consent or authorization.

2. Possession or sale of property or services of another person or of the University without prior written consent or authorization.

(r) Vandalism/Damage

1. Damage, destruction or defacing of property of another person, group or the University.

(s) Weapons, Firearms, Explosives

1. Possession, storage or use of firearms, explosives,

ammunition or other weapons or dangerous articles or substances, including, but not limited to tasers, switchblade knives and non-lethal weapons such as fireworks, paintball guns, air guns, archery equipment, BB guns, any dangerous chemical or biological agents, corrosive agents, compressed gas, sling shots, Chinese stars, or any other item used as a weapon.

2. Driving or parking vehicles that contain or store firearms on University Premises. Possession of a concealed weapon or firearm on the University Premises even if the Student possesses a concealed weapon license. The University specifically waives the statutory exception provided in Section 790.115(2)(a)(3), Florida Statutes, which allows a person to have such a firearm in a vehicle.

3. Notwithstanding the foregoing, weapons, including non-functioning antique display weapons, may be used for classroom instructional purposes or other University sanctioned activities but only with prior approval by the appropriate University Official (e.g., firearms under the direct supervision of ROTC, a diver's knife for a scuba divers' class).

(t) On-Campus Housing (University Housing and Greek Houses) Policies

1. Violation(s) of any Department of Housing and Residential Life or Sorority and Fraternity Life/Campus Life Policies published in hard copy or available electronically via the Department of Housing and Residence Life website housing.fiu.edu/ and/or Sorority and Fraternity Life/Campus Life website greeks.fiu.edu.

(u) Student and Greek Organizations/Clubs Policies

1. Violation(s) of any Campus Life/Sorority and Fraternity Life Policies published in hard copy or available electronically via the Campus Life/Sorority and Fraternity Life website. See campuslife.fiu.edu/greeks.fiu.edu.

(v) Gambling

1. Soliciting, placing or accepting a bet on any high school, intercollegiate or professional athletic contest on University Premises or at a University or Student or Greek Organization-sponsored activity or event. Soliciting, facilitating or participating in any illegal gambling, bookmaking or illegal betting whether through a bookmaker, a parlay card, a pool or any other method of organized gambling on University Premises or at a University or Student or Greek Organization-sponsored activity or event.

(w) Trespassing/Unauthorized Use

1. Unauthorized presence in or unauthorized use of University Premises, facilities, or restricted areas.

(x) Other Violations

1. Attempt or intent to commit any violation outlined in

the Student Code of Conduct of Conduct.

2. Involvement in any violation outlined in the Student Code of Conduct. This includes encouraging others to commit acts prohibited by this Code and/or the failure to remove oneself from the area/incident where the offense is being committed or attempted.

3. Aids or abets another in any violation of federal law, state law, local ordinance, or University Policy.

4. Violation of federal, state law, local ordinance, or Florida International University Policies.

(y) Bribery

1. An offer, gift, receipt, or solicitation of a bribe of money, materials, goods, services or anything of value for the Student or others for the purpose of procuring or providing an advantage to which he/she is not otherwise legally entitled.

(7) PRE-HEARING PROCEDURES

(a) Initiating Charges: Any person or entity (including University departments, offices, officials, community members, etc.) may submit information regarding an alleged violation(s) of the Student Conduct Code for review by the SCCR in the following ways:

1. Filing a police report with the University Police Department or requesting that a report from another law enforcement agency be sent to the University Police Department.

2. Providing a signed SCCR incident report (see <http://www2.fiu.edu/~sccr/> for report) with accompanying supporting witness(es) statements and/or documentation to the office listed below based on the stated factors:

a) If the incident occurred in any of the University's residential housing, submit the incident report to the Office of Residential Life.

b) If the incident involved a member of a Greek Organization and/or occurred in one of the On-Campus Greek houses, submit the incident report to Sorority and Fraternity Life.

c) If the incident occurs elsewhere and does not fall within the categories of (a) or (b) above, submit the incident report to the SCCR.

3. The SCCR Director will determine, in his/her discretion, whether further fact finding is needed and whether there is enough information to file charges and which Hearing Body is appropriate to handle the matter. When two or more Charged Students are charged in the same incident, the appropriate Hearing Officer, in his/her discretion, may hold a separate hearing for each Charged Student or may hold a joint hearing.

4. When a police or incident report relates to a charge of sexual misconduct, the SCCR Director will inform

the University's Title IX Coordinator for the purpose of compliance with federal regulations. The SCCR will advise the Complainant of the referral. The SCCR Director will advise the Title IX Coordinator of the results of the fact finding that SCCR conducts.

(b) Filing Time: Anyone may file an incident report of an alleged Code violation with the applicable office designated in (a)(2) of this section within ninety (90) calendar days of the incident or obtaining knowledge about the incident, whichever is later. However, the SCCR Director may extend this filing time in certain cases, including but not limited to, stalking, sexual misconduct, domestic violence, endangerment, or where the delay may be related to issues of victimization or beyond the control of the University.

(c) Written Notice (Charge Letter): The Charged Student, Student Organization, or Greek Organization will be given a Written Notice of the Charges no less than five (5) Business Days prior to the hearing, unless waived by the student, or shortened in the case of an Interim Suspension. The Written Notice will include the following:

1. Notice of the charge(s), including specific code section(s) which constitutes the alleged violation(s) of the Student Conduct Code, and any other detail in order to prepare for a Student Conduct proceeding; and

2. An opportunity to attend an information session.

(d) Information Session: An information session is designed to provide the Charged Student, Student Organization, or Greek Organization with information about the hearing process and his/her or its rights as well as giving access to the documents supporting the charge available at that time.

1. The Charged Student, Student Organization, or Greek Organization will have an opportunity to review all information in the Student Conduct file at the information session with his/her or its Advisor (if any), including the names of witnesses to be called and the information to be used in the Student Conduct matter.

a) Subsequent to the information session, the SCCR Director or Hearing Officer may conduct any further fact finding regarding the incident that is subject to the charge. This information will be communicated to the Charged Student prior to the hearing.

2. The Charged Student, Student Organization, or Greek Organization will also receive information regarding the resources available for preparing for the hearing.

3. If a Charged Student, Student Organization, or Greek Organization fails to respond to a request to schedule an information session and/or fails to attend a scheduled information session, the Charged Student, Student Organization, or Greek Organization will be deemed to have waived his/her right to an information session. Under those circumstances, a hearing may be

scheduled in the Charged Student's absence. Failure to attend to an information session will result in the SCCR Director determining the type of hearing. The hearing type will be determined based on the severity of the possible sanctions (e.g., suspension/expulsion cases will be referred to the Student Conduct Committee).

4.If the Charged Student fails to attend the information session, the SCCR Director may place a hold/service indicator on the Charged Student's record until the conclusion of the hearing. If sanctions are imposed as a result of the hearing, the hold/service indicator will be retained until the Charged Student fulfills all of the sanctions.

(e)Right to Review Information to be used at a Hearing. The Charged Student, Student Organization, or Greek Organization and Advisor, if any, have the right to inspect all of the information that will be presented against the Charged Student, Student Organization, or Greek Organization at least three (3) Business Days before the Student Conduct proceeding. The University has the right to review any information the Charged Student, Student Organization, or Greek Organization intends to use at a hearing at least three (3) Business Days before the Student Conduct proceeding.

(8) TYPES OF HEARINGS

Two (2) types of hearings are provided by the Student Code of Conduct: formal and informal.

(a) Informal Hearing:

1.An informal hearing is only available when the Charged Student, Student Organization, or Greek Organization waives the right to a formal hearing and requests that the Hearing Officer conducting the information session determine the findings and sanctions if applicable. The Hearing Officer reserves the right to conduct fact finding to make an informed decision. When the possible sanctions include suspension or expulsion, or there is a Complainant with rights defined in the Complainant's Rights section, an informal hearing is not an option.

2.If a Charged Student, Student Organization, or Greek Organization waives the right to a formal hearing conducted, he/she or it must indicate the waiver on a form provided by the SCCR during information session.

3.The following apply to an informal hearing:

a) The meeting(s) will not be recorded.

b)The written decision will serve as the official record of informal hearings.

c)The written decision will be sent to the Charged Student within fourteen (14) Business Days from the conclusion of the Hearing Officer's deliberation.

4.If the Student does not chose the summary resolution (or the option is unavailable), the Student may indicate his/her preference for one of the two (2) types of formal

hearings.

(b)Formal Hearings. The formal hearings are: 1) an Administrative hearing, or 2) the Student Conduct Committee hearing. All procedures described in the Hearing Procedures section apply to these types of hearing.

1.An Administrative hearing is conducted by a Hearing Officer who serves as the Hearing Body.

2.A Student Conduct Committee hearing is conducted by a committee which serves as the Hearing Body. The committee is comprised of two (2) Students and one (1) faculty or staff member. A Hearing Officer will moderate the hearing.

(c) The SCCR Director retains the discretion to ultimately determine which hearing forum is appropriate.

(d)All hearing(s) will be conducted in private.

(9) HEARING NOTIFICATION

(a)Scheduling. Hearings may be scheduled during class periods. Every effort will be made to avoid a class conflict; however, due to availability of persons involved in the hearing and a room, it may not be possible.

(b)Hearing Notice. The notice of a hearing including date, time, and location will be sent to the official University email address of the Charged Student, or to the official University email address of the President of the Student Organization or Greek Organization at least five (5) Business Days prior to the hearing. The Hearing Officer has the discretion to provide notice through additional means. The receipt of the hearing notice through the official University email will constitute full and adequate notice under the Student Code of Conduct. The Charged Student, Student Organization, or Greek Organization may waive the notice period by indicating the waiver in writing.

1.The notice will include the names of witnesses to be called and information to be used in his/her or its matter.

2.The hearing notice will indicate whether the Hearing Officer received any additional information to be used in the hearing after the information session was conducted and will indicate when the additional information may be viewed.

3.The notice will also indicate the name(s) of the Hearing Body member(s).

(c)Challenging a Member of the Hearing Body/ Change of a Hearing Body Member.

1.The Charged Student, Student Organization, or Greek Organization has the right to challenge the inclusion of any member at least three (3) Business Days prior to the scheduled hearing. The challenge must be in writing and must show actual bias (such as a conflict

of interest, animosity, pressure, or influence) that would preclude a fair and impartial hearing. The Hearing Officer will determine whether to grant such challenge in his/her discretion, and such decision is final.

2.If a Hearing Body member is unable to serve due to an emergency or unforeseeable occurrence, the Hearing Officer may appoint a new Hearing Body member prior to the scheduled hearing. The Charged Student, Student Organization, or Greek Organization may challenge the inclusion of this member at the time of hearing. The challenge must be on the basis outlined above.

(d)Request for a Postponement. Any request to postpone a hearing must be submitted in writing or by email and must be received by the SCCR Director at least 24 hours prior to the hearing and must state the reason(s) for the request. The granting of such requests shall be at the discretion of the SCCR Director. The University is not required to postpone a Student Conduct proceeding pending the outcome of a criminal prosecution.

(10)ADVISOR FOR THE CHARGED STUDENT, STUDENT ORGANIZATION, OR GREEK ORGANIZATION

(a)The Charged Student, Student Organization, or Greek Organization may be accompanied by an Advisor of his/her or its choosing and at his/her or its expense.

1)If the Charged Student, Student Organization, or Greek Organization is the subject of a pending criminal matter arising from the same incident, the Charged Student, Student Organization, or Greek Organization may have an attorney as an Advisor provided that the attorney complies with the same restrictions imposed on any other Advisor.

2)It is the responsibility of the Charged Student, Student Organization, or Greek Organization to make appropriate arrangements for the Advisor to attend the proceeding. The proceedings shall not be delayed due to scheduling conflicts of the chosen Advisor.

3)The Charged Student, Student Organization, or Greek Organization is responsible for presenting in person his/her own information, and therefore, Advisors are **not** permitted to speak or to participate directly in any Student Conduct process.

4)Although Charged Student, Student Organization, or Greek Organization may consult with his/her or its Advisor during the hearing, this consultation must take place in a manner that does not disrupt the proceedings.

5)The Advisor chosen by the Charged Student, Student Organization, or Greek Organization cannot be a witness in the matter.

6)The SCCR will provide the Charged Student, Student Organization or Greek Organization with a list of Advisors who could provide assistance to in preparing the response to the reported Code violation.

(11) THE RIGHTS OF THE CHARGED STUDENT, STUDENT ORGANIZATION OR GREEK ORGANIZATION

Below is a summary of the rights of Students, Student Organizations, and/or Greek Organizations who have been charged with a potential violation of the Student Code of Conduct. These rights are as describe in the Code. The Charged Student, Student Organization, or Greek Organization has the right to:

(a) Reasonable, written notice of the Student Code of Conduct charge and the allegations upon which the charge is based.

(b) A fair and impartial hearing.

(c)An opportunity to review all information with his/her or its Advisor (if any) to be used in his/her Student Conduct matter before a hearing.

(d)Present witnesses at the hearing.

(e) Question witnesses in accordance with the Formal Hearing Procedures.

(f) Be accompanied by an Advisor of his/her or its choosing and at his/her or its expense.

(g) Not to provide self-incriminating testimony. (This right does not apply to Student Organizations or Greek Organizations.)

(h) Notification of the decision of the Hearing Body in writing.

(i) Appeal the decision, in writing.

(12) HEARING PROCEDURES

(a)During the hearing, the Hearing Officer presides over the Student Conduct hearing.

(b) The burden of proof in a hearing rests with the University. The burden of proof is a Preponderance of the Evidence (i.e., the evidence is more likely or not). The determination of "responsible" or "not responsible" will be based solely on the information and/or testimony presented.

(c) Formal rules of process, procedure, and/or technical rules of evidence applicable in the criminal or civil court are not used in Student Conduct proceedings.

(d)The hearing will be recorded. The recording will serve as the only official record of the proceedings. No other recordings are permitted.

(e)If the Charged Student, Student Organization, or Greek Organization fails to appear at the scheduled hearing, the hearing will be held and a decision will be rendered in the absence of the Charged Student, Student Organization, or Greek Organization.

(f) The Charged Student, Student Organization, or Greek Organization may arrange for witness(es) to voluntarily present relevant information on her/his or its behalf.

1. Witness(es) must be able to speak to the incident in question only.

2. Character witness(es) or witness(es) to other incidents outside the specific incident in question will not be allowed to testify at a hearing. The Charged Student, Student Organization, or Greek Organization may provide the Hearing Body with a written statement from these witness(es).

3. The Charged Student, Student Organization, or Greek Organization must provide the Hearing Officer with the names of all witness(es) in writing at least three (3) Business Days prior to the hearing.

4. The Charged Student, Student Organization, or Greek Organization is responsible for contacting and notifying the witness(es) he/she or it wishes to call for the hearing.

5. The proceedings shall not be delayed due to scheduling conflicts of the witness(es). Failure of any witness to appear shall not require a delay or affect the validity of the proceedings. If called witness(es) do not appear, their written statements, if they exist, will be considered by the Hearing Body.

6. The Charged Student may choose not to provide self-incriminating testimony which will not constitute an admission of responsibility. The protection from self-incrimination does not extend to Student or Greek Organizations.

7. The Hearing Officer has the discretion to limit the number of witnesses whose testimony may be duplicative.

(g) Pertinent records, exhibits, and written statements may be accepted by the Hearing Body at the discretion of the Hearing Officer.

(h) The Hearing Officer may place limits on the amount of information accepted and the length of testimony and also may advise that the tone of questioning be changed.

(i) All procedural questions are subject to the final decision of the Hearing Officer.

(j) The following order of presentation will be followed in formal hearings. Exceptions may be made by the Hearing Officer due to extenuating circumstances.

1. Introductory statement by Hearing Officer including a reading of the allegations and charge(s) and introduction of information that is the basis for the charges.

2. Statement by the Charged Student, Student Organization, or Greek Organization and submission of any pertinent written information (e.g., records, exhibits, written statements) except for witness statements (see below) for consideration by the Hearing Body.

3. Questions directed to the Charged Student, Student Organization, or Greek Organization by the Hearing Body and/or Hearing Officer.

4. Presentation of witnesses and any results of fact finding conducted prior to the hearing.

5. Questioning of witness(es) by the Hearing Body or Hearing Officer. The Charged Student, Student Organization, or Greek Organization may pose questions directly to the witness except in situation where the witness feels uncomfortable or is the Complainant. In these situations, the questions will be presented in writing to the Hearing Body or Hearing Officer who will then ask the witness the question.

6. Submission of written statements (if any) of witnesses who are not present by the Charged Student, Student Organization, or Greek Organization.

7. Follow-up questions (if any) directed to the Charged Student, Student Organization, or Greek Organization by the Hearing Body and/or Hearing Officer.

8. Final statement by Charged Student, Student Organization, or the Greek Organization.

9. Hearing Officer brings hearing to closure.

(k) Deliberation by the Hearing Body is not part of the hearing.

(l) Prior Student Conduct records, character statements, and/or Complainant impact statements are considered only in determining the appropriate sanction(s).

(m) The Student Conduct Committee will make a recommendation of the decision and sanctions to the Hearing Officer. The Hearing Officer may take one of these actions with respect to the recommendation:

1. Adopt;
2. Modify;
3. Reject the decision and sanctions; or
4. Remand for a rehearing.

The Hearing Officer will include the reasons for any differences between the recommendations of the Committee and the Hearing Officer's final decision as part of the decision letter.

(n) A formal decision letter will be sent to the Charged Student, Student Organization, or Greek Organization within fourteen (14) Business Days from the conclusion of the Hearing Body's deliberation. The hearing decision will include the decision, sanctions imposed (if applicable), and the right to appeal.

(13) COMPLAINANTS' RIGHTS

(a) These rights apply to the following types of cases:

1. Sexual Misconduct
2. Endangerment
3. Personal Abuse
4. Stalking
5. Hazing

6. A crime of violence under Section 16 of Title 18 of the United States Code (i.e., arson, assault offenses, burglary, criminal homicide—manslaughter by negligence, criminal homicide—murder and non-negligent manslaughter, destruction/damage/vandalism of property, kidnapping/abduction, robbery, forcible sex offenses) or a non-forcible sex offense (i.e., statutory rape, incest).

(b) Rights

1. Have the same rights afforded to the Charged Student, Student Organization, or Greek Organization as described above. The Complainant must adhere to the same responsibilities required of the Charged Student, Student Organization, or Greek Organizations as set forth above.

2. Have unrelated past behavior excluded from the hearing. The Hearing Officer will decide if such information is unrelated. Unless there was a prior relationship between the parties, past relationships of the Charged Student or Complainant will not be considered in the hearing.

3. To be present throughout the entire hearing or any portions thereof. If the Complainant does not want to be present in the same room as the Charged Student, the Hearing Officer will make alternative arrangements, if possible.

4. Testify in limited privacy. In lieu of testifying in person or via telephone, the Complainant may submit a written or recorded statement. The determination of whether the testimony will be given in limited privacy is made at the discretion of the SCCR Director in consultation with the University Victim Advocate.

5. Submit a written impact statement to the Hearing Body. This information will be used only in the sanctioning phase of deliberations if the Charged Student is found responsible for the charge(s).

6. Be notified of the final determination to the extent permitted by law. Be notified of the final determination in cases involving alleged sexual misconduct. If the alleged Complainant is deceased as a result of a crime of violence or non-forcible sex offense, the University will provide the results of the disciplinary hearing to the Complainant's next of kin, if so requested.

7. A Complainant of sexual misconduct is entitled to a review by the Title IX Coordinator to determine whether the Complainant is also entitled to a remedy under Title IX which is not available under the Student Conduct Code. The SCCR Director will forward the Title IX Coordinator a copy of the decision letter on the same day that the Charged Party and Complainant receive the letter.

8. Appeal the decision using the process described in Appeals Section.

(c) Support and Assistance Programs. The University provides support and assistance programs for Complainants through its Victim Advocacy Center (see website <http://vac.fiu.edu>).

(14) SANCTIONS

(a) In light of the facts and circumstances of each case, the following sanctions or combination of sanctions (with or without appropriate modifications) will be imposed upon any Charged Student and/or Student/Greek Organizations found to have violated the Student Code of Conduct. Sanctions will be commensurate with the offense with consideration given to any aggravating and mitigating circumstances, including but not limited to the Charged Student's conduct record.

1. Written Reprimand—the University takes official notice that such actions are inappropriate and not in accordance with our community standards.

2. Service Hours—assignment to complete task(s) or service(s) under the supervision of a University department or outside agency.

3. Educational Activities—attendance at educational program(s), interview(s) with appropriate officials, written research assignments, planning and implementing educational program(s), or other educational activities.

4. Restrictions/No Contact Order- the requirement that the Charged Student and/or friends have no contact with the Complainant. This restriction can be imposed at any time during the Student Conduct process.

5. Counseling Consultation—referral for consultation with the University Counseling and Psychological Services (or a licensed psychologist/psychiatrist if the Charged Student is no longer enrolled when sanctioned or is seeking readmission) for alcohol/drug dependence, general mental health or other counseling issues. Charged Student must follow through with recommendations made by the University Counseling and Psychological Services or licensed psychologist/psychiatrist, as applicable. The Charged Student must permit the consulting professional to provide official documentation on letterhead verifying attendance and to share the recommendations with the SCCR.

6. Psychological Evaluation—referral for an evaluation and recommendation by a licensed psychologist or psychiatrist which may include the University Counseling and Psychological Services Center. The Charged Student must follow through with any recommendations made by the psychologist or psychiatrist. The Charged Student must permit the professional to provide official documentation on letterhead verifying attendance and share the recommendations with the SCCR.

7. Restitution—requirement to reimburse the University or person for damage to or misappropriation of property

owned or in possession of the University or other persons. Any such payment on restitution will be limited to actual cost of repair or replacement.

8. Fees—requirement to pay all fees associated with any sanction delivered (e.g., counseling consultation, psychological evaluation, educational seminars/programs, etc.).

9. Residence Hall Reassignment—required change in University residence hall assignment. The Charged Student will be responsible for any additional charges for the new Housing assignment.

10. On-Campus Housing Exclusion—exclusion from University residence halls or Greek houses for a specified length of time. A Charged Student that is excluded from the residence halls is not eligible for fee reimbursement of pre-paid fees.

11. Restrictions/Loss of Privileges—restrictions or loss of privileges which may be imposed upon a Charged Student for a specified amount of time, including but not limited to, participation in Student activities, University or Student events, representation of the University on athletic teams, or in other leadership positions, presence at University residence halls or other areas of campus, contact with specified person(s), participation as a peer advisor, resident assistant, or elected/appointed Student leadership in Student government; and/or participation in study abroad or alternative break programs. Additional restrictions on University privileges and/or activities may be imposed on the Charged Student based on his/her current or potential future activities.

12. Restrictions/Loss of Privileges (Student/Greek Organization Only)- For an organization, restrictions or loss of privileges including, but not limited to, participation in Student activities, social events, intramural activities, alcohol functions, or facilities. This does not affect an individual's status with the University or attendance at classes unless the individual has been charged and sanctioned independently of the Student/Greek Organization.

13. Conduct Probation—a temporary interruption of the Student's status with the University. A Charged Student that is on conduct probation is considered not in good standing with the University, resulting in applicable restrictions on privileges and/or activities including, but not limited to, prohibited from participating in study abroad or alternative spring break, as a peer advisor, resident assistant, or elected/appointed to a Student government or other organizational leadership position. Additional restrictions on University privileges and/or activities may be imposed on the Charged Student based on his/her current or potential future activities. The conduct probation period is a time for the Charged Student to reflect on his/her behavior and demonstrate

that he/she can once again be a responsible Member of the University Community. While on conduct probation, further violations of the Student Code of Conduct or other University Policies may result in suspension or expulsion.

14. Conduct Probation (Student/Greek Organization Only)—temporary interruption of the organization's status with the University. An organization that is on conduct probation is considered not in good standing with the University, resulting in applicable restrictions on privileges and/or activities including, but not limited to, participation in or exclusion from Student activities, social events, intramural activities, alcohol functions, or facilities. Further violations of IFC, PC, NPHC, or MGC Policies, Student Code of Conduct or other University Policies may result in suspension or expulsion of the Charged Student/Greek Organization from the University. This does not affect an individual's status with the University or attendance at classes unless the individual has been charged and sanctioned independently of the Charged Student/Greek Organization.

15. Deferred Suspension—period of time in which suspension is temporarily withheld or withheld pending completion of other sanctions by a specified deadline date. A Charged Student on deferred suspension is considered not in good standing with the University, resulting in applicable restrictions or privileges including, but not limited, to prohibited from participating in study abroad or alternative spring break, as a peer advisor, resident assistant, or elected/appointed to a Student government or other organizational leadership position. Additional restrictions on University privileges and/or activities may be imposed on the Charged Student based on his/her current or potential future activities. If the Charged Student fails to fulfill the sanctions described in the decision letter (including failure to timely fulfill the sanction), the Charged Student will no longer be considered on deferred suspension but will be automatically suspended with no further appeal. If a Charged Student commits another violation of the Student Conduct Code while on deferred suspension, the Charged Student will be taken through the conduct process for that additional violation.

16. Deferred Suspension (Student/Greek Organization Only)—period of time in which the organization's suspension is temporarily withheld or withheld pending completion of other sanctions by a specified deadline date. An organization on deferred suspension is considered not in good standing with the University, resulting in applicable restrictions or privileges and/or activities including, but not limited to, participation in or exclusion from Student activities, social events, intramural activities, alcohol functions, or facilities. If the organization fails to fulfill the sanctions described in

the decision letter (including failure to timely fulfill the sanction), the organization will no longer be considered on deferred suspension but will be automatically suspended with no further appeal. If the organization commits another violation of the Student Conduct Code while on deferred suspension, the organization will be taken through the conduct process for that additional violation. This does not affect an individual's status with the University or attendance at classes unless the individual has been charged and sanctioned independently of the Student/Greek Organization.

17. Suspension—separation from the University for a specified period of time. A Charged Student is considered not in good standing with the University while suspended. The Charged Student may not attend classes and is banned from being on or in any On-Campus Premises. The suspended Charged Student is also banned from participation in any FIU sponsored/related event or activity. This sanction is recorded on the Charged Student's academic transcript during the period of suspension. A Charged Student that is suspended from the University is not eligible for tuition and or registration fee reimbursement except as provided by University Policies. The Charged Student will be administratively withdrawn from courses and will lose respective credit hours.

18. Suspension (Student/Greek Organization only)—separation from the University for a specified period of time. An organization while suspended is considered not in good standing with the University. A suspended Organization may not participate in any University activities or events and is not recognized as a University organization during the suspension period. This does not affect an individual Student's status with the University, academic area or attendance at classes unless the individual Student has been charged and sanctioned independently of the Student/Greek Organization.

19. Expulsion—permanent separation from the University with no possibility of readmission. This sanction is recorded on the Charged Student's academic transcript permanently. A Charged Student is considered not in good standing with the University after being expelled. The Charged Student may not attend classes and is banned from being on or in any On-Campus Premises. The expelled Charged Student is also banned from participation in any FIU sponsored/related event or activity. A Charged Student that is expelled from the University is not eligible for tuition and/or registration fee reimbursement except as provided by University Policies. The Charged Student will be administratively withdrawn from courses and will lose respective credit hours.

20. Expulsion (Student/Greek Organization Only)—Permanent separation from the University with no possibility of re-chartering or re-registering. An organization that has

been expelled is considered not in good standing with the University. An expelled organization may not participate in any University activities or events and is not recognized as a University organization. This does not affect an individual Student's status with the University, academic area or attendance at classes unless the individual Student has been charged and sanctioned independently of the Student/Greek Organization.

(b) Violations of the Student Code of Conduct that are motivated by prejudice toward a person or group because of such factors such as race, religion, ethnicity, disability, national origin, age, marital status, gender, sexual orientation or any group/class protected by state or federal law may result in stronger sanctions.

(c) Sanctions take effect immediately unless appealed.

(d) Proof of the completion of the sanction(s) should be provided as directed in the decision letter. It is the responsibility of the Charged Student or Student/Greek Organization to ensure that proof of completion is provided by the specified time. Failure of the Charged Student or Student/Greek Organization to provide proof by the specified date may result in a charge of failure to comply, will result in the placement of a Student Conduct hold on the Student's academic records, and will result in suspension if the Charged Student or Student/Greek Organization had been on deferred suspension.

(15) APPEALS

(a) **Appellate Officer.** The appellate officer for all appeals is the Vice President.

(b) **Appeal Form/Basis for Appeals.** The Charged Student, Student/Greek Organization, or a Complainant of sexual misconduct, endangerment, personal abuse, stalking, hazing, a crime of violence, or non-forcible sex offense (if any) wishing to appeal must complete the appeal form in full, indicating the basis for the appeal, explain in detail the reasons for the appeal, and attached supporting relevant documentation. The burden of proof rests with the person appealing to clearly demonstrate the reason for appeal as set forth below. Appeals are not a re-hearing of the Student Conduct matter but only a file and/or document review. The reason for the appeal must be at least one of the following:

1. Violations of the appealing party's rights or other failure to follow the Student Conduct procedures that substantially affected the outcome of the initial hearing. Appeals based on this reason will be limited solely to a review of the record of the hearing.

2. New information, which was not available at the time of the hearing and would not have been presented. In addition, the appealing party must show that the new information could have substantially affected the outcome.

3. The severity of the sanction is disproportionate to the nature of the offense.

(c)Appeal Requests. All appeals must be written and submitted using the appeal form available from the SCCR or via the following website: http://www2.fiu.edu/~sccr/appeal_process.html.

1. The person wishing to appeal must complete the appeals form in full and send it to the Appellate Officer within seven (7) Business Days of the receipt of the hearing decision. If the appeal form is submitted and/or signed by any other individual than the appealing party, it will not be accepted.

2. The SCCR will notify the Complainant of sexual misconduct, endangerment, personal abuse, stalking, hazing, a crime of violence, or non-forcible sex offense of a sexual misconduct, a crime of violence, or non-forcible sex offense (if any) if the Charged Student appeals, and vice versa. Both parties may submit a written statement.

(d) If a hearing decision is not appealed within the timeframe, the original decision becomes Final Agency Action.

(e)The Charged Student's Status Pending Appeal. Once an appeal is requested, the sanctions will be stayed and will not take effect until the appeal process has been completed. If no appeal is requested, the sanctions will take effect immediately. A Charged Student shall remain eligible to attend classes and University activities pending the appeal. If a Charged Student's privileges are temporarily revoked and the Charged Student is subsequently found not responsible for the violation, the University must to the extent possible:

1. Correct any record of the change in enrollment status in the Charged Student's permanent records and reports in a manner compliant with state and federal laws; and

2. Refund to the Charged Student a pro rata portion of any charges for tuition, and out-of-state fees, as appropriate, relating to the temporary revocation or suspension which affected the Charged Student's ability to attend classes for more than ten (10) Business Days.

(f) Appellate Review/Decision:

1. No person may hear or decide an appeal if he/she conducted or participated in the Student Conduct proceeding being reviewed on appeal.

2. The Appellate Officer shall first determine if sufficient grounds for the appeal exists and then, if so, may either deny the appeal, thus sustaining the initial decision and sanction(s), or do one of the following:

i. If the basis of the appeal is that the severity of the sanction was disproportionate to the nature of the offense and the Appellate Officer finds the appealing party proved his/her allegation, the Appellate Officer may modify the sanction.

ii. If the basis of the appeal is that there was a violation of the appealing party's rights or other failure to follow the Student Conduct procedures that substantially affected the outcome or that there was new information which was not available at the time of the hearing and could not have been presented, which would have substantially affected the outcome and the Appellate Officer finds that the appealing party proved his/her allegation, the Appellate Officer will order a new hearing.

(g) Written Decision on Appeal. The appellate decision is issued in writing to the Charged Student, Student/Greek Organization and the Complainant of sexual misconduct, endangerment, personal abuse, stalking, hazing, a crime of violence, or non-forcible sex offense (if any) within twenty-one (21) Business Days of receipt of the written request for appeal unless notification is given that additional time is necessary for consideration of the record on appeal.

(h) Effect of the Final Appellate Decision. The decision of the Appellate Officer constitutes Final Agency Action. In the case of a suspension or expulsion of a Charged Student, the decision of the Appellate Officer will include notice to the Charged Student of the Charged Student's right to appeal to an external judicial forum.

(16) INTERIM SUSPENSION

In situations where the Vice President determines that an emergency exists which affects the health, safety, or welfare of the Charged Student, Student Organization, Greek Organization or University community, an interim (temporary) suspension will be imposed. This includes, but not limited to, sexual misconduct, physical assault, hazing, possession of a firearm or explosives, illegal drug possession, and other acts of a similar nature. A Charged Student, Student Organization, or Greek Organization under Interim Suspension is considered not in good standing with the University, resulting in applicable restrictions on privileges and/or activities. The Charged Student may not attend classes. The Charged Student, Student Organization, or Greek Organization is also banned from being on or in any On-Campus Premises and from participation in any FIU sponsored/related event or activity. A Complainant of sexual misconduct, endangerment, personal abuse, stalking, hazing, a crime of violence, or non-forcible sex offense (if any) will be notified of the Interim Suspension of the Charged Student and will have the same rights as the Charged Student to participate in the subsequent Student Conduct Committee Hearing described in this section.

(a) The Charged Student under Interim Suspension shall not be allowed on Campus except with the permission of the University Police Chief or designee.

(b) Once an Interim Suspension is imposed, a formal Student Conduct Committee Hearing must be held within a reasonable time. The Interim Suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Committee Hearing, if required.

(17) RECORDS

(a) Decision letters (e.g., hearing outcome, sanctions and appeals) of all Student Conduct matters, including Housing/Residential Life and Sorority and Fraternity Life, will be maintained in the SCCR.

(b) Complete Student Conduct records regarding cases heard by Housing/Residential Life will be maintained by the Director of University Housing/Residential Life. Complete Student Conduct records regarding cases heard by IFC, NPHC, PC, and/or MGC will be maintained in the Office of Sorority and Fraternity Life.

(c) Complete Student Conduct records of Student Organizations or clubs will be maintained in the SCCR.

(d) The release of Student Conduct records will be governed by applicable federal and state laws regarding the privacy of education records.

(e) The SCCR may place a Student Conduct hold on the records and registration of any Student who has a pending Student Conduct matter, including any outstanding sanctions. Charged Students may not be allowed to graduate, receive grades or have transcripts released until pending Student Conduct matter(s), including any outstanding sanctions, are resolved.

(f) The official University email address on file with the University's Registrar's Office will be used for all Student Conduct notices sent to the Charged Student. For Student/Greek Organizations, the official University email address on file with the University Registrar's office for the organization's respective President will be used. The Hearing Officer may, in his/her discretion, decide to send the notices via additional means (e.g., overnight delivery, etc.).

(g) Expulsion will be noted permanently on a Student's academic transcript. Suspension will be noted on the Student's transcript during the period of suspension.

(h) Student Conduct files are kept for seven (7) years from the date of the last incident(s) that the Charged Student or Student/Greek Organization was involved in that resulted in charges of the Student Conduct Code. However, in the case of expulsion or suspension the files shall be permanently retained.

(i) Students may have access to the information in their Student Conduct file by submitting a written request to the SCCR Director. The access will be provided in accordance with federal and state laws regarding the

privacy of education records and University regulation (see Florida International University Regulation 108).

(18) AUXILIARY AIDS AND SERVICES

Students with disabilities as defined by the Americans with Disabilities Act requiring special accommodations should notify the SCCR and the Office of Disability Services for Students in writing at least three (3) Business Days prior to the hearing.

(19) MEDIATION

(a) All matters processed through SCCR are not required to go through formal or informal hearings. An overall goal of the SCCR is to provide a learning process which entails understanding and respecting the rights of others. An avenue utilized by the SCCR to foster mutual respect and understanding when differences arise is mediation. Mediation through SCCR is an informal and confidential process.

(b) Mediation is utilized where the incident in question is minor in nature, and the parties involved chose not to proceed with formal charges through the University Student Conduct system. The SCCR reserves the right to determine if formal charges will be filed or whether mediation is the appropriate venue in each matter.

(c) Mediation cases handled through SCCR will not be identified or filed as a Student Conduct matter. Mediation records will be maintained separate from Student Conduct files and will not be recorded or reported as part of a Charged Student's record. All mediation files are confidential and will not be released without written consent except in cases where the conduct or behavior is a repeat offense. In repeat cases, this information is only released to the Hearing Officer or committee conducting a formal hearing and only used if the Charged Student is found responsible for a violation of the Student Code of Conduct.

(d) Mediation files are kept for seven (7) years from the date of the mediation.

(e) Incident(s) considered serious in nature and, consequently not suitable for mediation, include, but are not limited to: sexual misconduct, endangerment, personal abuse, stalking, hazing, a crime of violence, or non-forcible sex offense illegal drugs, alcohol, weapons, or other violations of federal, state and local ordinances.

(20) Interpretation and Revision

(a) Any question of interpretation or application of the Student Code of Conduct shall be referred to the Vice President for final determination.

(b) The Student Code of Conduct shall be reviewed periodically by a committee which shall include Student representation under the direction of the SCCR Director.

Contact: Director, Office of Student
Conduct and Conflict Resolution

Location GC 311

Phone: 305-348-3939

Fax: 305-348-6477

Web Page: conduct.fiu.edu

Authority: Florida Board of Governors Regulation 6.0105 Student Conduct and Discipline; Florida Board of Governors Regulation 6.010 Student Affairs Administration; Florida Board of Governors Regulation 1.001(4)(a)(10); and Section 7(d), Article IX, Florida Constitution. History--New

INVOLUNTARY WITHDRAWAL POLICY

1. A student who poses a serious danger of imminent or serious physical harm to himself/ herself or others at the University will be involuntarily withdrawn from the University by the Vice President for Student Affairs or his/ her designee upon appropriate consultation with a team consisting of the Executive Director of FIU Health, the Director of Counseling and Psychological Services, or their respective designees, and other University officials as deemed necessary.

2. The Vice President or designee reserves the right to impose an immediate and temporary withdrawal, prior to the review of all information. In such cases, the student shall be offered an opportunity to discuss the matter with the Vice President for Student Affairs or his/ her designee, immediately prior thereto, and shall be offered the opportunity to provide documentation from an appropriate healthcare provider who has conducted a proper assessment of the student and concluded that the student does not pose a serious imminent threat of harm to himself/herself or others.

3. A student subject to involuntary withdrawal is entitled to the following:

a. Notice of intent to remove the student pursuant to this policy stating the reasons for the action.

b. The opportunity to present relevant information for consideration of his/her case personally or by a health professional working with that student, if the student is not capable of self-representation.

c. The opportunity to have an advisor of the student's own choice accompany the student.

4. A student who is involuntarily withdrawn shall receive a refund of fees per University policy.

5. Students who are involuntarily withdrawn from the University shall have a hold placed on their records, which will prevent them from being readmitted or reenrolled in the institution except

as stated in this paragraph. A student may request readmission or reenrollment at the University by providing the Vice President of Student Affairs, or designee, with documentation from an appropriate healthcare provider who has conducted a proper

assessment of the student and concluded that the student does not pose a serious threat of harm to himself/herself or others. In cases where the Vice President or designee has imposed other conditions for readmission, it is the responsibility of the student to provide documentation of compliance with such conditions.

6. A student who is not involuntarily withdrawn may be subject to conditions to continue enrollment at the University. In such cases, the student will be provided with a written summary of conditions and must meet all conditions in order to maintain student status. A student who fails to meet such conditions will be subject to involuntary withdrawal by the Vice President or designee, or will be subject to charges through the University's judicial process for failure to comply.

7. The current medical withdrawal process should not be used to handle withdrawals related to mental health issues where an imminent threat is evident (e.g., the student has been hospitalized under the Baker Act) or a violation of the Student Code of Conduct has allegedly occurred. The above policy and procedure will instead be applied.

8. All university housing residents who are hospitalized under the Baker Act, must be examined by a psychologist at the Counseling and Psychological Services Center. The student will not be allowed to reside in university residence halls pending the assessment (per the Housing Agreement). The student may be required to undergo a psychological evaluation in order to remain in or return to university residence halls. If a psychological evaluation is required, the student may not remain or return to university residence halls unless the psychologist conducting the evaluation determines that the student does not pose a significant present or imminent threat to himself/herself or others, and it is reasonable to assume the student can function independently in a residential community. Following this evaluation, the student who remains or is allowed to return to university residence halls, must comply with the recommendations of the evaluating psychologist in order to continue to reside in university residence halls. Following the same process, the Vice President or designee will implement the involuntary withdrawal policy for students deemed incapable of residing in university residence halls.

FIU ALCOHOLIC BEVERAGE POLICY

GENERAL REQUIREMENTS

(a) This regulation shall govern the possession, service, sale, consumption and distribution of alcohol at all Florida International University sponsored events and activities; at all facilities operated under the jurisdiction of the University;

to any, and all faculty, staff and students of the University, and their guests attending such events and activities.

(b) All activities, locations and individuals, referenced above, shall be governed by, and held accountable to the most stringent requirements of the appropriate state and federal laws, local county ordinances regarding alcohol, and/or this University regulation.

(c) Definitions:

1. The term “alcohol” or “alcoholic beverage”, as used in this regulation, includes beer, wine, hard liquor, distilled spirits, mixed drinks, and other beverages containing ethyl alcohol.

2. The term “sponsored by”, as used in this regulation, includes all events and activities, on or off University Premises, supported wholly or in part through funding, services or resources of any University budget entity.

3. The term “individual”, as used in this regulation, includes any employee, student, volunteer or agent of the University, and their invited guests.

4. The term “University premises”, as used in this regulation, includes any facility, vessel, vehicle or real estate, whether owned, leased, rented or temporarily assigned, which is managed and operated under the authority of the University or an authorized agent of the University.

(d) No individual under the legal drinking age (minimum of 21 years of age) may possess, serve, sell, consume, or distribute alcohol on University premises, unless specifically engaged in an approved and supervised academic program, which does not involve the actual ingestion of alcohol by an individual under the legal drinking age.

(e) No individual may serve or otherwise provide alcohol, for consumption, to individuals under the legal drinking age of 21 years.

SERVICE, SALE AND DISTRIBUTION.

(a) Where all other regulation requirements have been satisfied, the approval process for the service, sale or distribution of alcohol on University premises shall be as follows:

1. A written document, contract or agreement, facility reservation form, memo or letter describing the type of event, number of attendees, and appropriate event controls shall be submitted to the Vice President of Student Affairs or his/her designee for approval, at least two weeks prior to the scheduled date. Approval shall be granted based on demonstrated intent to comply with the requirements set forth in paragraphs (2)(b) and (2)(c) of this regulation. The sale or service of alcohol on University premises in the absence of this approval is a direct violation of this regulation.

2. Alcoholic beverages may be sold or served only by trained and service providers with appropriate permits.

3. Any sale of alcohol on University premises shall be in accordance with the requirements of the University's terms of agreement with the contracted food service provider for the University.

NOTE: *Although the Vice President of Student Affairs or his/her designee may approve the sale of alcohol on University premises, only the Division of Alcoholic Beverages and Tobacco can issue the required legal permit to sell alcohol in the State of Florida.*

4. Upon satisfaction of all legal and regulation requirements, the service and sale of alcoholic beverages on University premises are limited to the locations identified below, or those otherwise authorized in writing under terms specified within said authorization by the Vice President of Student Affairs or his/her designee:

a. All locations specified on the alcoholic beverage license of the University's food service contractor.

b. Modesto Madique Campus: Graham Center (GC) including the Ballrooms; The Faculty Club; Chili's Too; The Panther Suite; The Cafeteria (Fresh Food Company) & Food Court; The GC Forum & The Pit; The US Century Bank Arena & The Athletic fields/ facilities and the FIU Stadium, Betty B. Chapman Plaza (Fountain area bordered on the North by the GC – on the West by the PC building and on the Southeast by the Gold Parking Garage), The Frost Art Museum (and adjacent areas in PC); The Wertheim Performing Arts Center; The Ronald Reagan Presidential House, Paul L. Cejas School of Architecture Building, and Green Library.

c. Biscayne Bay Campus: Wolfe University Center (WUC) Ballrooms, Cafeteria, Panther Square, Hospitality Management Building, Southern Wine and Spirits Management Center, Koven's Conference Center, Library.

d. University Housing and Greek Housing: As authorized in writing by the Vice President for Student Affairs or designee under terms specified within said authorization.

e. Other areas: The Wolfsonian-FIU Museums and The Women's Club.

f. Future locations to be determined upon completion of construction or execution of lease agreements.

(b) When the service and sale of alcohol has been approved by the duly authorized University official, the following conditions shall apply. Persons must be at least 21 years of age to serve and be served, purchase, possess, and/or consume alcoholic beverages while on University premises.

1. Any individual to whom alcohol is sold or served, or who attempts to purchase or consume alcohol

on University premises must satisfy the legal age requirement of 21 years, and demonstrate this by showing valid photo identification when asked to do so. Such identification includes: valid photo identification issued by the State of Florida or any other state of the United States, a passport or a United States armed services identification card.

2. Event servers/bartenders and attendants may exercise prudent judgment, consistent with their training, with regard to the appearance of an individual in determining whether they satisfy the minimum age requirement.

3. Servers/bartenders and event attendants shall be properly trained regarding Florida's underage person laws. Such training shall meet the minimum standards of programs such as TIPS® (Training for Intervention Procedures).

4. Servers/bartenders and attendants shall be at least 21 years old.

5. Individuals shall not bring alcoholic beverages to any University sponsored event. Individuals shall not leave a University event or event area while carrying or holding any type of container of alcoholic beverage.

6. Non-alcoholic beverages and food must be provided in sufficient quantities at all events, and shall be made available for the duration of the event, while alcohol is also available.

7. Non-alcoholic beverages must be available at a price equal to or less than the price of the alcohol being served.

8. At least two printed signs shall be prominently displayed at each event, each of which must display the following information:

- NO ALCOHOL SOLD OR SERVED TO MINORS
- PROOF OF AGE IS REQUIRED NON-ALCOHOLIC BEVERAGES AVAILABLE
- MANAGEMENT RESERVES THE RIGHT TO DENY SERVICE
- ASK AN ATTENDANT FOR ASSISTANCE, IF NECESSARY

Signs shall meet the following, minimum specifications: size shall be at least 11 inches by 14 inches; no other message shall be included on these signs, however, a single sign may be used to display this information in languages other than English.

9. Alcoholic beverages shall not be used as prizes or awards for any event.

10. "Alcohol tasting" events are subject to all the conditions of this regulation.

11. Competitions or contests that involve alcoholic beverages are strictly prohibited.

12. At least one uniformed member of the University Police Department, or a substitute approved by the Chief of the University Police Department shall

be present at all events on University premises at which alcohol is sold or served.

13. The service and sale of alcohol must cease at least one hour before the scheduled and advertised end of the event.

14. The service or sale of alcohol shall not continue at any event on University premises after 1:00 a.m.

15. Reasonable conditions intended to encourage and facilitate the responsible consumption of alcohol imposed by the FIU Executive Committee, the Chief of Police, or the Department of Risk Management and Environmental Health and Safety an event-by-event basis.

(c) Applicable Laws and Regulations: Individuals shall adhere to all applicable state and local laws related to the sale or consumption of alcohol. These include, but are not limited to the following:

1. It is unlawful for any person to assist an underage person to purchase or attempt to obtain alcoholic beverages.

2. It is unlawful for any underage person to falsify a driver's license or other identification document in order to obtain or attempt to obtain alcoholic beverages.

3. It is unlawful for any person to permit use of his/ her driver's license or any other identification document, by an underage person, to purchase or attempt to purchase alcoholic beverages.

4. The burden of proof to demonstrate satisfaction of the legal drinking age requirement is the responsibility of the person desiring alcohol service.

5. It is the responsibility of the server, at the time that an alcoholic beverage is requested to check the photo ID or wristband of persons to be served, or otherwise verify the age of the person to whom alcohol is to be served. Servers reserve the right to deny service.

6. Transportation of any alcoholic beverages on University premises shall be in unopened containers.

DISTRIBUTION, ADVERTISING AND PROMOTION

(a) Advertisement and promotion of the use or consumption of alcohol at any event or activity is prohibited, unless written approval of the content of the advertisement, the size, location and method of distribution of the promotional material are, each and all, specifically reviewed and approved by the Vice President of Student Affairs or his/her designee. Approval shall be granted based on conformance with the requirements set forth in paragraph (3)(c) of this regulation.

(b) The following conditions shall also apply:

1. Event sponsors, who are also producers, sellers or distributors of alcoholic beverages shall not be recognized on printed or promotional materials unless authorized by the Vice President of Student Affairs or his/her designee pursuant to paragraph (3)(a) of this regulation.

2. Event sponsors, their subsidiaries, partners, or

affiliated companies, which are recognized distributors or marketers of alcohol shall not be recognized on promotional materials for specific events where their products are sold or served, or at concurrent events on University premises, unless authorized by the Vice President of Student Affairs pursuant to paragraph (3)(a) of this regulation.

(c) Event planners or University administrators seeking approval for advertising or promotion of the use or consumption of alcohol on University premises shall assure that advertisements and promotional materials satisfy the following minimum requirements prior to requesting approval:

- 1.** Advertisement for alcohol shall not promote the irresponsible use of alcohol.
- 2.** Advertisement shall not encourage behavior or activities that directly conflict with the requirements of this regulation.
- 3.** Advertisement shall not use alcohol as an inducement to participate in a University event and shall not offer alcohol as a prize or gift in any form of contest, raffle, game, or competition.
- 4.** Social events that encourage drinking, drinking contests, or alcoholic intoxication, and the advertisement of any such events are strictly prohibited.
- 5.** General promotional materials, including advertising for any University sponsored event shall not make reference to the availability of alcoholic beverages unless the event is sponsored by the School of Hospitality Management in association with the FIU Beverage Management Program.
- 6.** Advertising for any event sponsored by the FIU School of Hospitality Management where alcoholic beverages will be served and its availability is identified in the promotional material, shall specifically mention the availability of non-alcoholic beverages as prominently as the availability of alcoholic beverages.

TAILGATING AND ATHLETIC EVENTS

In addition to all other requirements stated in this regulation, the following requirements shall apply to the service, purchase, use, possession, distribution or consumption of alcohol and alcoholic beverages on University premises at events occurring in conjunction with FIU athletic events and competitions – either before, during or after the games.

(a) Alcoholic beverages may be sold, served and consumed within the Stadium Club and Suites at the FIU Stadium, subject to all legal and regulation requirements. Except as to these specified locations or as otherwise approved in accordance with this regulation, alcohol shall not be sold, served or consumed in connection with FIU inter-collegiate athletic events. Individuals with

access to the Stadium Club or Suites at the FIU Stadium shall be prohibited from carrying alcoholic beverages to any other locations within the FIU Stadium.

- (b)** Individuals and members of the public attending any football game on University premises shall not leave and subsequently re-enter the FIU Stadium at any time before or during the game. The sale or service of alcoholic beverages at non-intercollegiate athletic events shall be considered on an event-by-event basis in accordance with Section 2 above.
- (c)** Individuals and members of the public are strictly prohibited from entering the football stadium while carrying or bearing any type of container, open or closed, which contains any type of beverage.
- (d)** Event managers and University police reserve the right to deny access, to athletic events, to individuals and members of the public who exhibit behaviors consistent with alcohol intoxication, or who behave in any manner inconsistent with the requirements of this regulation.
- (e)** Tailgating activities on University premises that involve the service, sale or consumption of alcohol shall be restricted to specifically designated locations monitored by the FIU Public Safety Department.
- (f)** The sale, service and consumption of alcohol shall be restricted to specific locations authorized in writing under terms specified within said authorization by the Vice President of Student Affairs or his or her designee.
- (g)** The FIU Chief of Police shall prepare and submit an Event Evaluation Summary & Recommendation Report to the Vice President of Student Affairs within 72 hours of each athletic event and shall specifically address findings related to the use or abuse of alcohol at each event on each report.

EDUCATIONAL RESOURCES

- (a)** FIU Health staff is available for presentations regarding alcohol use and abuse.
- (b)** The Counseling and Psychological Services Center provides students with free, confidential, office visits to see psychologists for issues that may relate to alcohol use and abuse.
- (c)** The Office of Employee Assistance (OEA) assists faculty and staff with personal problems, such as substance abuse, which might affect their job. The OEA office coordinates the confidential assessments and provides referrals for employees experiencing problems or seeking educational information.
- (d)** FIU Health Clinics provides students with free, confidential office visits to see a registered nurse, nurse practitioner, and primary care physician regarding medical symptoms, illnesses and/or injuries that arise from alcohol use/abuse. Working with the psychologists from the Counseling and Psychological Services Center, the educational and medical staff provides mandatory, confidential evaluations to students who have violated the University's alcohol policy.

(e) The Counseling and Psychological Services Center provides students with free, confidential, office visits to see psychologists for counseling sessions. The Department also provides lectures and workshops to various student groups on responsible alcohol use. The Center also provides mandatory assessment to students who have violated the campus Alcohol Policy.

(f) The Office of Employee Assistance (OEA) was established at Florida International University to assist faculty and staff with personal problems that might affect their job. Substance abuse problems are an area where the OEA can help. The OEA Director coordinates the confidential assessment and referral for employees experiencing problems or seeking educational information.

Assistance may be obtained by calling for an appointment.

Sessions are held at Modesto A. Maidique Campus and Biscayne Bay Campus.

University Resources and Contact Information:

(a) Student Assistance: FIU Health

Locations: FIU Health, MMC
Complex 270, MMC
Phone: 305-348-2277

FIU Health, BBC
Phone: 305-919-5305
Web site: studenthealth.fiu.edu

Counseling and Psychological Services Centers:

Locations: FIU Health
Complex, 270, MMC
WUC 320, BBC
Phones: (305) 348-2434, MMC
(305) 919-5305, BBC
Web site: psychology.fiu.edu

(b) Employee Assistance

Office of Employee Assistance (OEA):

Contacts: Isabel Alfonsin Vittoria, Director (UP & BBC)
Locations: FIU Health
Complex room 136, MMC
Phones: 305-348-2469 (MMC & BBC)
Web site: oea.fiu.edu
hr.fiu.edu/aod/
hr.fiu.edu/aod/permits.htm

For the most current version of the FIU Alcohol Policy, go to: studenthealth.fiu.edu

ALCOHOL & SUBSTANCE ABUSE PARENT/GUARDIAN NOTIFICATION POLICY

Policy statement:

Florida International University may notify the parents or guardians of students, under policy. As circumstances may warrant, notification may also be carried out for disciplinary violations with respect to the use, possession or distribution of controlled substances.

This policy provides for notification to only those parents or guardians who claim their sons or daughters as legal dependents on their Federal Income Tax Returns. All students are urged to periodically review the University's internet site (studenthealth.fiu.edu) in order to remain current with updated FIU alcohol and substance abuse policies.

In addition to parent/guardian notification, violators of the University's substance abuse policies may be required to comply with various sanctions including but not limited to attendance at educational workshops.

Procedure:

The following procedure will be applied on a case-by-case basis depending on the severity of the incident, the impact upon the community, and the student's judicial history.

NOTIFICATION TRIGGERS:

The Notification Procedure May Be Triggered When Any Of The Following Occurs:

1. Violation involved harm or threat to self, others, or damage to property.
2. Violation involved an arrest.
3. The student becomes physically ill and/or requires medical intervention as a result of the consumption of alcohol or any controlled substance.
4. The student has been found responsible for multiple violations of the University's Standards of Conduct with regard to alcohol and substance abuse.

The Notification Process:

- Notification may take place within 24 hours of the date of the incident or up to 30 days after the student has been found responsible as a result of the judicial process.
- Notification may take place in the form of a telephone call or in writing. If notification is by letter, the letter will be sent to the name and address listed by the student as parent/guardian or emergency contact.
- Notification will be carried out by the Vice President of Student Affairs or his/her designee. This responsibility may be delegated to the Director of Residential Life or the Director of Judicial and Mediation Services, as circumstances may warrant.

ALCOHOL & DRUG FREE WORKPLACE & CAMPUS POLICY

Promoting productive practices and safe healthy behaviors
See Drug-Free Campus Workplace Drug & Alcohol Abuse Prevention Policy, FIU #1705.002 located at <http://policies.fiu.edu/files/754.pdf>

STANDARDS OF CONDUCT

FEDERAL LAWS

DRUG-FREE SCHOOLS AND CAMPUSES

REGULATIONS:

34 CFR Part 86

PUBLIC CONTRACTS / DRUG-FREE WORKPLACE:

41 US Code, Chapter 10

PUBLIC WELFARE / DRUG-FREE WORKPLACE

REQUIREMENT:

45 CFR Part 76, Subpart F

As a condition of receiving funds or any other financial assistance under any federal program, institutions of higher education shall certify that they have developed and implemented an Alcohol & Drug-Free Workplace & Campus Policy.

STATE LAWS

SALE OF ALCOHOL

Florida Statute 561.01: Sale of alcoholic beverages includes any admission charge, sale of cups, tickets, donations, etc.

Florida Statute 562.12: The sale of alcoholic beverages without a proper license is unlawful.

LEGAL DRINKING AGE

Florida Statute 562.11: Selling, giving, or serving alcoholic beverages to persons under 21 years of age or misrepresenting the age of another to induce service of alcoholic beverages to persons under 21 years of age is unlawful.

Florida Statute 562.111: Possession of alcoholic beverages by persons under the age of 21 is unlawful.

DISORDERLY INTOXICATION

Florida Statute 856.011: Endangering the safety of another person, causing property damage, drinking any alcoholic beverages in a public place, or causing a public disturbance while intoxicated is unlawful.

DRIVING UNDER THE INFLUENCE

Florida Statute 316.193: A person is "under the influence" of alcoholic beverage, any chemical substance set forth in S. 877.111 or any substance controlled under F.S. Chapter 893, when affected to the extent that his/her normal faculties are impaired or that blood and breath alcohol levels exceed legal thresholds. Operating a motor vehicle while "under the influence" is unlawful.

Florida Statute 316.1936: Possessing an open container of alcoholic beverage while operating a vehicle, or while present as a passenger in a vehicle is unlawful.

UNIVERSITY POLICIES

The FIU Student Handbook includes policies on alcohol and drugs. The section on "Standards of Student Conduct" outlines disciplinary actions that may be taken for violation of these policies. Each student is encouraged to review this section of the Handbook and become familiar with possible consequences of violating these policies.

In accordance with University policies, appropriate disciplinary action shall be taken regarding any employee who violates the Florida International University Alcohol & Drug-Free Workplace & Campus Policy.

Prevention, Treatment and Assistance Resources FOR STUDENTS

Counseling and Psychological Services Centers:

305-348-2434 MMC

305-919-5305 BBC

FIU Health

305-348-4020 MMC

305-919-5307 BBC

Student Conduct and Conflict Resolution

305-348-3939 MMC & BBC

University Public Safety Department

305-348-2623 MMC

305-919-5559 BBC

Victim Advocacy Center

305-348-3000 (24 HR HOTLINE)

FOR EMPLOYEES

Human Resources

305-348-2181 MMC

305-919-5545 BBC

Office of Employee Assistance (OEA)

305-348-2469 MMC & BBC

COMMUNITY RESOURCES

Switchboard of Miami

305-358-4357

First Call For Help (Broward)

954-467-6333

CONTRACTS & GRANTS

The Drug-Free Workplace Regulations requires that Contracts & Grants employees notify their supervisor or other appropriate University representative of any criminal drug statute conviction for a violation, occurring in the workplace, within five (5) days after such conviction.

The University shall notify federal contracting agencies within ten (10) days of having received notice that an employee (identified by position and title) engaged in the

performance of a contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.

Within 30 calendar days of receiving notice of the employee's conviction the University shall take the appropriate personnel action, including the application of appropriate sanctions up to and including termination. The employee may also be required to participate in a substance abuse assistance or rehabilitation program.

POLICY STATEMENT

Florida International University is committed to providing a safe work and educational environment and to fostering the well-being and health of its students and employees. This commitment is jeopardized when any student or employee of Florida International University unlawfully or inappropriately possesses, uses, distributes or sells illegal drugs or alcohol on University premises or at any University sponsored or related activity. The goal of this Policy is to balance our respect for an individual's rights with the need to maintain a safe, productive, and drug free environment. The intent of this policy is to send a clear message that illegal drugs and alcohol abuse are incompatible with studying or working at Florida International University, and to offer a helping hand to those who may need it. Therefore:

1. It is a violation of this Policy for any person to possess, sell, trade, distribute or offer for sale illegal drugs or to otherwise engage in the use of illegal drugs on campus or within a 200 foot perimeter of University owned, leased, operated or controlled property.
2. It is a violation of this Policy for anyone to report to classes, work or related assignments "under the influence" of illegal drugs or alcohol.
3. It is a violation of this Policy for anyone to use prescription drugs illegally. The legal use of prescription drugs with known potential to impair personal safety should be reported to supervisors or an appropriate University representatives.

Violations of this Policy by any student or employee of Florida International University shall constitute grounds for evaluation and/or treatment for drug/alcohol abuse, for disciplinary action and/or criminal sanction.

Students: Disciplinary actions may range from letters of reprimand up to and including expulsion from the University. Such actions shall be in accordance with the applicable "Standards of Student Conduct" and University policies and procedures.

Employees: Disciplinary action may include mandatory referral to the Office of Employee Assistance (OEA) for assessment, letters of reprimand, and progressive disciplinary procedures, up to and including termination.

Students and employees may seek review of any disciplinary actions in accordance with applicable procedures.

In compliance with Federal Drug-Free Schools and Campuses Regulations, Florida International University shall provide annual notification to students and employees regarding this Policy and its alcohol and substance abuse awareness, prevention and rehabilitation programs.

Further, the FIU Substance Abuse Task Force shall conduct biennial reviews of such programs in order to assure their continued conformance with the stated goal and intent of this Policy and the Drug-Free Schools and Campuses Regulations.

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND SUBSTANCE ABUSE

Productivity, academic performance, work quality, motivation, judgment, and safety may all be adversely affected by an individual's abuse of alcohol and drugs.

There are many physical and mental health risks associated with the abuse of alcohol and other drugs. Further, the effects of substance abuse extend from the user to their family, friends and colleagues. A brief summary of various substances most typically abused, and their psychological and physiological effects is provided below. Additional information regarding any of following websites

www.fiu.edu/~health or www.fiu.edu/~oea.

ALCOHOL

Statistics show that alcohol abuse is involved in the majority of violent behavior incidents on college campuses including date rape, vandalism, fights and driving under the influence.

Alcohol abuse results in:

- Impaired judgment and coordination
- Aggressive behavior
- Impairment in learning and memory
- Respiratory depression, coma, and death when combined with other depressants

Persistent abuse of alcohol can lead to physical dependence, such that sudden cessation of intake usually results in life-threatening withdrawal symptoms, including severe anxiety, hallucinations, tremors, and seizures. Prolonged alcohol abuse is frequently associated with poor nutrition, brain and liver damage. Women who drink during pregnancy may give birth to infants with irreversible physical abnormalities and the mental retardation condition termed Fetal Alcohol Syndrome.

Research shows that children of alcoholic parents are more likely to abuse alcohol themselves.

NARCOTICS

Heroin, Morphine, Codeine, Demerol, Percodan

1. Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting.
2. Users may experience constricted pupils, watery eyes, and itching.
3. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.
4. Tolerance to narcotics develops rapidly and dependence is likely.
5. Intravenous injection may cause HIV/AIDS, hepatitis, and cardiac disease.
6. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who may exhibit withdrawal symptoms.

INHALANTS

1. Many psychoactive substances are inhaled as gases of volatile liquids. Some commercial products such as paint thinners and cleaning fluids are mixtures of volatile substances, inhalation of which result in a great variety of symptoms.
2. Immediate effects of inhalants include nausea, sneezing, coughing, nosebleed, fatigue, lack of coordination, and loss of appetite. They may also obstruct airways causing death.
3. Solvents and aerosol sprays may decrease heart and respiratory rates and impair judgment.
4. Amyl and butyl nitrate cause rapid pulse, headaches, and urinary and fecal incontinence.
5. Long-term use may result in hepatitis, brain damage, weight loss, fatigue, electrolyte imbalance, and muscle weakness.
6. Repeated use of inhalants may permanently damage the nervous system.

MARIJUANA

The effects associated with marijuana use include

- An increase in heart rate and blood pressure, blood-shot eyes, dry mouth, and hunger.
- Impairment of short-term memory and concentration, altered sense of time, and decreased coordination and motivation.
- Psychological dependence.
- Lung cancer, and chronic lung disease after long-term use.

“CLUB DRUGS” (GHB, Rohypnol & Ecstasy)

1. GHB is an illegal depressant, available as a liquid or powder that is used to cause relaxation and anesthesia.

Some of the adverse effects of GHB are listed below:

- Used to facilitate rape (it is odorless and tasteless, therefore it can be slipped into someone's drink without detection) because it causes impairments in judgment, sleepiness and amnesia.
- Liver failure
- Seizures which can result in coma and even death
- Respiratory failure and/or arrest
- Severe nausea and vomiting

2. Rohypnol, also known as “Roofies”, is a strong depressant drug, commonly known as a “Date Rape” drug.

- When ingested in conjunction with alcohol or other drugs, effects begin within 3 minutes and peak within 2 hours. These effects may persist for up to 8 hours or more, depending upon the dosage.
- Adverse effects associated with the use of Rohypnol include decreased blood pressure, memory impairment, drowsiness, visual disturbances, dizziness, confusion, gastrointestinal disturbances, and urinary retention.
- In South Florida, the street names for rohypnol include, “circles”, “Mexican alium”, “rib”, “roach-2”, “roofies”, “roopies”, “rope”, “ropies”, and “ruffies”.

3. MDMA, also called “Adam”, “ecstasy”, or “XTC”, is a synthetic, psychoactive (mind-altering) drug with amphetamine-like and hallucinogenic properties. Some of the adverse effects of MDMA are listed below:

- Psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety and paranoia
- Muscle tension, involuntary teeth clenching, nausea, blurred vision, rapid eye movement, faintness, and chills or swelling
- Increased heart rate and blood pressure
- Long-term brain damage

COCAINE

1. Cocaine use produces psychological and physical dependencies. Regular users rapidly develop tolerance which results in the need to take larger doses to achieve the same initial effect.

2. Cocaine stimulates the central nervous system and its immediate effects include elevated blood pressure, heart rate, respiratory rate, and body temperature.

3. Occasional use can cause a runny nose while chronic use can result in ulceration and rupture of the mucous membrane in the nose.

4. Injecting cocaine with contaminated needles can transmit HIV/AIDS, hepatitis, and other infectious diseases.

5. Cocaine use may lead to high-risk behaviors with consequences such as unwanted pregnancies and motor vehicle accidents.

6. Cocaine use during pregnancy may result in the birth of a cocaine-addicted baby who may experience withdrawal symptoms shortly after birth, mental retardation, and/or permanent mental and physical disabilities.

7. Crack, a concentrated form of cocaine, is extremely potent. Its effects are evident within seconds. Physical effects include heart palpitations, elevated pulse and blood pressure, loss of appetite, insomnia, dilated pupils, tactile hallucinations,

paranoia, and seizures. Preparation of free-base, which involves the use of highly volatile solvents, can result in a fire or explosion. Dependency is highly likely.

AMPHETAMINES AND OTHER STIMULANTS

1. Symptoms of stimulant abuse include increased heart and respiratory rates, elevated blood pressure, dilated pupils, excessive perspiration, headache, dizziness, sleepiness, anxiety, and loss of appetite.
2. When consumed in large quantities, palpitations, irregular heartbeat, tremors, loss of coordination, coma, and death may result.
3. Regular use can lead to an amphetamine psychosis that includes hallucinations, delusions, and paranoia.

HALLUCINAGENS

1. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. Physical effects include rapid heart rate, increased blood pressure, dilated pupils, tremors, and insomnia. Psychological effects include panic, confusion, suspicion, anxiety, and flashbacks.
2. Phencyclidine (PCP) produces dramatic behavioral alterations, memory and speech difficulties, depression, paranoid and violent behavior, and hallucinations. Large doses of PCP may produce convulsions, heart and lung failure, coma, and death. Inability to perceive pain may allow an individual to cause themselves severe harm.

ANABOLIC STEROIDS

Closely related to the male sex hormone testosterone, anabolic steroids may be prescribed for a limited number of medical conditions such as severe burns and certain types of anemia and cancer. However, more than 70 psychological and physical side effects may result from steroid abuse, including:

- Liver disease
- Growth problems
- Bone fusion
- Acne
- Cancer
- Testicular atrophy
- HIV/AIDS (sharing needles)
- Psychological problems
- Rage and uncontrolled anger
- Sexual dysfunction, sterility and impotence

BARBITURATES AND TRANQUILIZERS

1. The effects of depressants are similar to those of alcohol.
2. The use of depressants can cause both physical and psychological dependence. Tolerance may result after regular use. Withdrawal symptoms, ranging from anxiety to seizures and death, result from abrupt termination of abuse.

3. Women who abuse depressants during pregnancy may give birth to babies who are physically dependent. These babies often have birth defects, behavioral problems, and may develop withdrawal symptoms shortly after birth.
4. Large doses can cause slurred speech, impaired coordination, and altered perception. Very large doses can cause respiratory depression, coma, and death. Even small doses of depressants, when combined with alcohol, are likely to produce the symptoms described above.

For more information, contact:

Department of Environmental Health & Safety

Location: CSC 162

Phone: 305-348-2621

UNDERGRADUATE ACADEMIC MISCONDUCT DEFINITIONS AND PROCEDURES

INTRODUCTION

Undergraduate students at Florida International University are expected to adhere to the highest standards of integrity in every aspect of their lives.

Honesty in academic matters is part of this obligation.

Academic integrity is the adherence to those special values regarding life and work in an academic community. Any act or omission by an undergraduate student, which violates this concept of academic integrity and undermines the academic mission of the University, shall be defined as academic misconduct and shall be subject to the procedures and penalties that follow.

DEFINITION OF ACADEMIC MISCONDUCT

Academic misconduct is defined as the following intentional acts or omissions committed by any FIU undergraduate student:

Cheating: The unauthorized use of books, notes, aids, electronic sources; or unauthorized use of on-line exams, library materials or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers (or on-line examination) or course materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct.

Plagiarism: The deliberate use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is guilty of plagiarism. Any student helping another to plagiarize may be found guilty of academic misconduct.

Misrepresentation: Intentionally lying to a member of the faculty, staff, administration, or an outside agency to gain academic advantage for oneself or another,

or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.

Misuse of Computer Services: The unauthorized use of any computer, computer resource or computer project number, or the alteration or destruction of computerized information or files or unauthorized appropriation of another's program(s).

Bribery: The offering of money or any item or service to a member of the faculty, staff, administration or any other person in order to commit academic misconduct..

Conspiracy and Collusion: The planning or acting with one or more fellow students, any member of the faculty, staff or administration, or any other person to commit any form of academic misconduct together.

Falsification of Records: The tampering with, or altering in any way any academic record used or maintained by the University.

Academic Dishonesty: In general, by any act or omission not specifically mentioned above and which is outside the customary scope of preparing and completing academic assignments and/or contrary to the above stated policies concerning academic integrity.

Any violation of this section shall first require a determination as to whether the act or omission constitutes academic misconduct.

The definition and procedure do not address:

- 1) Issues related to sexual harassment, or discrimination based on age, sex, sexual orientation, religion, race, marital status, national origin or disability. The Equal Opportunity Programs (EOP) Office is responsible for handling such issues in accordance with procedures developed to comply with the Florida Equity Act;
- 2) Issues related to research misconduct. If the graduate student alleges unauthorized utilization of thesis, dissertation or research materials by a professor, resolution of the issue must be sought using the University Research Misconduct policy, and;
- 3) Issues related to professional misconduct. If the student is dismissed from a course or program due to violation of a professional code of conduct, those decisions are addressed at the school or college level.

ACADEMIC MISCONDUCT PROCEDURES

All matters relating to Academic Misconduct among undergraduate students are referred to the Dean of Undergraduate Education or designee.

FILING CHARGES

Charges of Academic Misconduct may be brought against a student (hereafter Charged Student) by a faculty member, a chair, or a dean (hereafter Complainant). Charges may be filed by the aforementioned persons on behalf of a staff person, another student, or a person not

affiliated with the University, who reasonably believes that a student has committed academic misconduct. If a student, staff, or a person not affiliated with the University observes a student committing an act of Academic Misconduct, he/ she must first inform the appropriate faculty member, chair, or College/School dean (hereafter Complainant). The Complainant, who suspects academic misconduct, must meet with the student in order to inform him/her of the allegation(s), to provide any evidence, and to allow the student to respond, before either entering into an Informal Resolution, as described below, or filing the Complaint Form Alleging Academic Misconduct with the Dean of Undergraduate Education or designee.

The student's academic status will remain unchanged pending the outcome of either an Informal Resolution, or the University's final decision in the outcome of the Formal Procedure, except where the Dean of Undergraduate Education or designee determines that the safety, health, or general welfare of the student or the University is involved. When a final grade for a course may be involved, a grade of I should be assigned, pending the University's final decision in the matter. A Charged Student's ability to register for future semesters will be temporarily placed on hold until the Dean of Undergraduate Education or designee is assured that the student is satisfactorily responding to the charges. If the Charged Student is satisfactorily responding to the charges, he/she will be allowed to register and his or her current academic status will remain unchanged, pending the University's final decision in the student disciplinary proceeding.

INFORMAL RESOLUTION

An informal meeting between the Complainant and the Charged Student to resolve the matter outside of the formal hearing procedures will normally occur within fourteen (14) calendar days the following date of the act or omission giving rise to the complaint or the date on which the Complainant became aware of the act or omission, whichever is later. Prior to meeting informally with the Charged Student, the Complainant will contact the Office of the Dean of Undergraduate Education to determine whether the Charged Student has a prior record of being found responsible for academic misconduct. If it is determined that a Charged Student does have such a prior record, the Complainant cannot enter into an informal agreement and must file a Complaint Form Alleging Academic Misconduct directly with the Dean of Undergraduate Education or designee. This will normally occur within fourteen (14) calendar days, as mentioned above.

Policies & Regulations

The purpose of the informal meeting is for the Complainant to investigate and determine whether there is sufficient evidence either to:

1. File formal charges of Academic Misconduct;
2. Reach an Informal Resolution; or
3. Take no further action.

The Complainant's immediate supervisor should be present at an informal meeting. If an informal agreement is reached, both the Charged Student, the Complainant, and the immediate supervisor will sign a Consent Agreement form and the Complainant will file it with the Dean of Undergraduate Education or designee no later than seven (7) calendar days following the informal meeting. This form will set forth the terms and conditions of the agreement, including any sanctions allowed to be imposed. The student has three (3) business days* to cancel the agreement in writing, after which the Consent Agreement becomes binding and no further action will be called for by these procedures.

If an Informal Agreement is not reached, or is deemed inappropriate by the Complainant, the Complainant may either take no further action, or initiate a Formal Resolution by filing a Complaint Form Alleging Academic Misconduct with the Office of Undergraduate Education no later than seven (7) calendar days after the meeting.

FORMAL RESOLUTION

When formal procedures are initiated, the Dean of Undergraduate Education or designee will review the complaint for timeliness, jurisdiction, and whether there is sufficient evidence to justify a formal hearing. If the Dean of Undergraduate Education or designee determines the complaint to be within the jurisdiction of the formal process, and that it is timely, and that there is sufficient evidence, the Office of the Dean of Undergraduate Education will send the Charged Student in writing, or arrange for the student to pick up materials at the Office of Undergraduate Education, a written notice of the alleged violation(s) together with a copy of the Complaint Form and a copy of the Student Rights and Responsibilities, as outlined in the current Student Handbook. This material will be sent to the Charged Student's last known address as listed with the Office of the Registrar. Students are responsible for providing and maintaining current contact and address information with the Registrar.

The Charged Student must respond in writing to the Office of Undergraduate Education no later than seven (7) calendar days upon receipt of notice, indicating

whether he or she chooses to have his/her case resolved by Administrative Disposition or by a hearing of the Undergraduate Academic Conduct Review Board (UACRB). If the Charged Student does not respond within seven (7) calendar days upon receipt of notice, he or she will be considered to have waived his/her rights to a Board hearing, and an Administrative Disposition meeting will be arranged.

The Administrative Disposition meeting or the UACRB Hearing will normally be held within 30 calendar days following receipt of the Charged Student's written response.

ADMINISTRATIVE DISPOSITION

A Charged Student may opt for an Administrative Disposition of his/her case. This option must be selected by the Charged Student in writing after being informed of the alleged violation(s) and notified of his/her rights. An appropriate University official, designated by the Dean of Undergraduate Education, shall then meet with the Charged Student and the Complainant and reach a decision based upon the available information, in order to conduct the Administrative Disposition.

The disposition meeting will be tape-recorded and the administrator may question both parties. The Complainant or the Charged Student may bring witnesses who will be examined or cross-examined by the administrator, the Complainant, or the Charged Student. The Charged Student may have an advisor present; however, that advisor can only advise the student and may not address the administrator directly or cross-examine witnesses.

The Charged Student will be informed of, in writing or via an arrangement to pick up at the Office of Undergraduate Education, the administrator's decision and sanction(s), if applicable, normally within 14 calendar days following the Administrative Disposition meeting. The Charged Student may appeal the decision according to the appeal process outlined below; however, a student is not entitled to a hearing before the UACRB, nor may the Charged Student use the Student Grievance Process as a way to appeal the filing of a complaint or the outcome of an academic misconduct process.

UNDERGRADUATE ACADEMIC CONDUCT REVIEW BOARD (UACRB) HEARING

A Charged Student may opt for a hearing before the Undergraduate Academic Conduct Review Board (Board). This option must be selected by the Charged Student in writing after being informed of the alleged violation(s) and notified of his or her rights.

Prior to the hearing. The Office of Undergraduate Education will notify the student of the date of the Hearing. The Charged Student will be provided with a list of members of the Board who will hear the case.

Challenges. The Charged Student or the Complainant has the right to challenge the impartiality of any Board member and to request of the Chair that member's exclusion from participation, stating in writing to the Chair the reasons for the request. A challenge may be exercised no more than twice. If, at the Hearing, a Board member is present who was not previously identified, the Charged Student or the Complainant has the right to challenge his/her presence at the beginning of the Hearing. It will be the Chair's decision as to the validity of the challenge and what action should be taken.

Prior to the Hearing, the Charged Student and Complainant must submit all relevant documents and a list of witnesses no later than seven (7) calendar days before the Hearing day. Any documents received or witnesses introduced after this date may only be included at the discretion of the Chair of the UACRB.

STRUCTURE OF THE UNDERGRADUATE ACADEMIC CONDUCT REVIEW BOARD (BOARD)

The Board consists of four voting members, and a nonvoting chair. The Board is comprised of three undergraduate faculty, and two undergraduate students. A faculty member will chair the hearing. Members of any particular committee will vary, but will come from a pool of qualified faculty, and students. Faculty members are recommended annually by the Faculty Senate. Undergraduate student members will be provided by the president of the Student Government Association (SGA). All members of the UACRB pool will be trained by the Office of Undergraduate Education.

Chair's Role. It shall be the Chair's responsibility to conduct the Hearing, make determinations on procedural matters, and preserve the orderly and effective functioning of the Hearing. It will be the Chair's decision as to whether or not attendance of either party is mandatory. At the Chair's discretion, either party can present their case in writing. The Chair will also ensure that members of the Board remain on their fact-finding task, and that both parties and/or witnesses, in their testimony, do not become unduly repetitious or wander from relevancy. The Chair will only vote to break a tie.

Formal Hearing. Under the provisions of the Florida Sunshine Law, the Hearing will be a closed meeting. The evidentiary part of the Hearing will be tape-recorded. The Charged Student and the Complainant have the right to

an advisor physically present. Advisors may consult with whomever they represent, but cannot address the Chair or Board members. Advisors cannot examine or cross examine or otherwise participate in the Hearing. Advisors may not impede the orderly and effective functioning of the Hearing.

Hearing Procedure

1. The Chair will call the Hearing to order, outline the procedures, read the charges, and entertain any challenges to Board members not previously identified.
2. The Complainant will make a statement, presenting his or her charges and providing evidence to support the charge. This statement should normally be no longer than five minutes. The Complainant may call witnesses, whose testimony should normally be no longer than five minutes each. Witnesses may only be present at the evidentiary hearing while they are testifying.
3. The Chair and members of the Board may question the Complainant and witnesses. The Charged Student may cross-examine the Complainant and witnesses.
4. The Charged Student will make a statement presenting his or her response to the charges. This statement should normally be no longer than five minutes. The Charged Student may provide evidence and call witnesses, whose testimony should normally be no longer than five minutes each.
5. The Chair and members of the Board may question the Charged Student and witnesses. The Complainant may cross-examine the Charged Student and the witnesses.
6. The Chair will ask the Charged Student and Complainant to summarize their cases. These summaries should normally be no longer than five (5) minutes each.
7. The Chair will close the evidentiary part of the Hearing and dismiss all parties. The Board will meet in a closed deliberative session. The deliberative part of the Hearing will not be tape-recorded.
8. The Board will make findings of fact and a determination of "responsible" or "not responsible" for violating the Code of Academic Integrity. This decision will be based on a preponderance of evidence provided at the hearing, with the burden of proof resting with the Complainant. Preponderance of Evidence means that evidence, considered as a whole, indicated the fact sought to be proved is more probable than not. No other evidence or information, other than that presented at the hearing, shall be considered by the Board in reaching its findings and decision. The Board will reach its decision based on a majority vote. The Chair will vote only to break a tie.
9. The Chair will communicate to the Dean of Undergraduate Education or designee the findings and decisions of the Board no later than seven (7) calendar days from the date of the hearing.

REVIEW AND COMMUNICATION OF DECISION

The Dean of Undergraduate Education, or designee, will review the Board's proceedings, the findings, and decisions and will communicate them to the Charged Student, along with his/her final decision and the appropriate sanction(s) to be imposed, normally within 14 calendar days following the hearing date. With respect to a finding of responsible or not responsible, on the charges of violating the Code of Academic Integrity, the Dean of Undergraduate Education or designee reviewing the recommendation of the Board may only:

1. Accept the recommendation; or
2. Remand the case for rehearing.

The student may appeal the decision according to the appeal process outlined below; however, a student is not entitled to an Administrative Disposition hearing, nor may the student use the Student Grievance Process as a way to appeal the outcome of an Academic Misconduct hearing.

Right to Appeal. A student has the right to appeal the decision and action of the Dean of Undergraduate Education or designee, based on the outcome of the Board hearing or the Administrative disposition meeting for the following reasons:

1. There has been a violation of the student's due process rights as outlined in the Academic Misconduct Hearing Procedures above
2. The severity of the sanction is not justified by the nature of the misconduct.
3. New, relevant information not available during the earlier proceedings is made available. The nature of this new information shall be described in detail.

A written communication, specifying the grounds for an appeal, must be filed with the Office of the Provost no later than fourteen (14) calendar days following receipt of the decision.

The Provost or designee shall review the appeal and take one of the following actions:

1. Dismiss the appeal and uphold the actions taken by the Dean of Undergraduate Education or designee.
2. Order a new hearing by a different UACRB or administrator
3. Amend the severity of the sanction administered.

The Provost or designee shall communicate his or her decision normally within fourteen (14) calendar days following the date the appeal was filed. Upon communication, no further action is provided for by the above procedures.

Records: It shall be the responsibility of the Office of Undergraduate Education to maintain copies of all communications, minutes, and dispositions regarding these procedures. The University shall comply with all state and federal laws regarding confidentiality of records.

A student who has a record of an Informal Resolution may petition the Dean of Undergraduate Education or designee to have the record expunged one semester prior to graduation. During the semester prior to graduation, the student must request the expungement in writing to the Dean of Undergraduate Education or designee.

All records of Formal Resolutions are permanent.

REVIEW OF ACADEMIC MISCONDUCT PROCEDURES

The Academic Misconduct Procedures will be reviewed at least every seven (7) years. This review will involve a committee appointed by the Dean of Undergraduate Education or designee, in consultation with the Chair of the Faculty Senate and the Presidents of the Student Government Association. The committee should consist of faculty, administrators, and Undergraduate students who are familiar with the Academic Misconduct Procedures. At least one-half of the committee members shall be students appointed by the Student Government presidents.

DISCIPLINARY SANCTIONS

Expulsion: Permanent separation of the student from the University preventing readmission to the institution. This sanction shall be recorded on the student's transcript.

Suspension: Temporary separation of the student from the University for a specified period of time. This sanction shall be recorded on the student's transcript. (In the semester prior to graduation, the student may petition to have the record removed from the transcript).

Disciplinary Probation: Formal, written warning that the continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation. May also include a deferred sanction, which identifies the minimum sanction that would occur, if the student were found responsible for any future misconduct. A record of disciplinary probation and deferred sanction will be kept in the Office of Undergraduate Education.

Failing or Reduction of Grade: Failing or grade reduction for the examination, project, or course assignment involved or for the course involved. May include prohibiting the use of the Forgiveness Policy for the course.

Restitution: Reimbursement for damages incurred.

Restriction: Temporary or permanent loss of privilege of the use of a University facility or service.

Service: A requirement to render a designated number of hours of specified service to the University or community.

Counseling: A requirement to seek professional counseling in order to remain at the University.

Education: A requirement to enroll in and successfully pass a specified course or program, which is determined as appropriate by the Office of the Dean of Undergraduate Education.

Other: Other disciplinary penalties as are considered fair and appropriate.

Sanctions resulting from an informal resolution may not include Expulsion, Suspension, or Disciplinary Probation.

The minimum sanction imposed on a student found responsible during a formal hearing will be failure of the course and a prohibition on the application of the

Forgiveness Policy for that course. Sanctions might also include any of the sanctions listed above.

It shall be the responsibility of the Dean of Undergraduate Education or designee to keep a record and implement sanctions resulting from both the informal and formal misconduct procedures.

UNDERGRADUATE STUDENT ACADEMIC GRIEVANCE DEFINITIONS AND PROCEDURES

PREAMBLE

Quality undergraduate education is most likely to occur in academic environments that include the following elements: effective student mentoring, informal and accessible student-faculty relations, mutual respect and collegiality, cooperation, as well as open communication and transparency. Often grievances grow out of misunderstandings or misperceptions between faculty and students regarding expectations for performance or behavior. Faculty and advisors have an obligation to ensure that undergraduate students are aware of academic expectations. Undergraduate students have a concomitant obligation to pursue diligently and to satisfy those standards. They are bound to observe and respect the policies, rules and regulations of the University, of their respective departments, and of their professors. Many grievances related to student-faculty relations should be settled informally, via open and transparent processes of communication.

Occasionally, however, a disagreement develops and persists despite the application of informal procedures to resolve the matter. Although students have the right

to seek redress for academic grievances, they often forgo their rights so as not to offend professors involved in those disagreements. Students should be aware that bringing a formal grievance may have the consequence of damaging working relationships with professors, and that the straining of student-faculty relationships may impact negatively the learning environment. When all means of informal resolution have been exhausted, the parties involved must have an impartial and transparent forum in which to seek review and resolution of the academic grievance.

PURPOSE

The purpose of this policy and procedure is to provide a means for undergraduate students to seek investigation and possible resolution of academic grievances, as defined below.

SCOPE OF GUIDING PRINCIPLE

The definitions and procedures address grievances by undergraduate students in which the complaint or controversy alleges: (a) arbitrary and capricious awarding of grades; (b) unprofessional conduct by a professor that affects adversely either the student's ability to satisfy academic expectations, whether in the classroom, a field setting, a laboratory or other setting, or the student's actual performance; (c) inappropriate or inadequate academic advising concerning requirements not published in official University documents; (d) arbitrary dismissal from an undergraduate course or program except as described below; and (e) irregularities in the implementation of policies or procedures in grievance hearings at the college or school level.

This guideline does not address:

- (a)** Issues related to sexual harassment, or discrimination based on age, sex, sexual orientation, religion, race, marital status, national origin or disability. The Equal Opportunity Programs (EOP) Office is responsible for handling such issues in accordance with procedures developed to comply with the Florida Equity Act;
- (b)** Issues related to research misconduct. If the undergraduate student alleges unauthorized utilization of research materials by a professor, resolution of the issue must be sought using the University Research Misconduct policy;
- (c)** Issues related to professional misconduct. If the student is dismissed from a course or program due to violation of professional code of conduct, those decisions are addressed at the school or college level; and
- (d)** Issues related to grading, except arbitrary and capricious awarding of grades. Students who dispute a grade received must follow the grade appeals process established by the applicable college. The student may request further discussion at a department conference

with the instructor and the department chair. The department chair issues a written "Statement of Action" within seven (7) calendar days from the date of the conference and delivers it to the student and the dean of the college involved. The student shall not proceed beyond the department chair's decision except when the student can demonstrate malice on the part of the instructor, in which case the student may file a grievance under this policy.

INFORMAL ACADEMIC GRIEVANCE PROCEDURE

Undergraduate students must attempt to resolve informally an academic grievance as soon as possible. A student must initiate informal resolution procedures by contacting the professor (or administrator as the instructor of record) no later than ten (10) business days* after classes begin in the semester following that in which the complaint arose or the grievance will be deemed untimely. The student must first attempt to resolve the academic grievance through an informal meeting with the professor. If the matter cannot be resolved, or if the professor cannot be reached, the student must meet next with the department chair. If the student's grievance is against a committee, the student must meet with the committee chairperson. If the matter cannot be resolved, the student must meet next with the department chair. The informal grievance process is terminated at the department level except when the department chair is the subject of the complaint in which case the grievance continues to the college or school dean. A mutually agreeable resolution shall be formalized through a notation in the student's file/record which is initiated by the student and the professor or college or school dean.

FORMAL GRIEVANCE PROCEDURE

The academic grievance procedure within the Office of Undergraduate Education is initiated by filing a written complaint with the Dean of Undergraduate Education or designee. The complaint must be filed within fifteen (15) business days* of the date the informal resolution process ends, or within twenty (20) business days* after classes begin in the semester following that in which the complaint arose--whichever is later. After receipt, the Dean of Undergraduate Education or designee, in consultation with the chairperson of the Undergraduate Education Grievance Committee, will review the complaint to determine whether it falls within the scope of this policy and whether a formal hearing is warranted. When there are disputed issues of material fact which must be determined, a formal hearing is warranted. If the complaint does not fall within the scope of this policy, then the student shall be so notified in writing.

A. Undergraduate Student Academic Grievance Committee

Where a complaint falls within the scope of this policy and there are disputed issues of material fact to be determined, the Dean of Undergraduate Education or designee will refer the matter to the Undergraduate Student Academic Grievance Committee. The grievance committee will be composed of five members, two of whom should be undergraduate students selected by the Dean of Undergraduate Education or designee from a list of names supplied by the Student Government Association (SGA) and/or the academic deans. The other members of the committee shall be three fulltime faculty who have experience with undergraduate programs. They will be selected from lists supplied by the academic deans and/or the Faculty Senate. The faculty members of the committee will include two faculty from academic units outside of the school/college where the student is enrolled and where the grievance has been filed. The chairperson of the committee will be jointly selected by the Dean of Undergraduate Education or designee and the chairperson of the Faculty Senate.

B. Procedure

A hearing shall be scheduled as soon as possible but no later than 45 business days* after receipt of the grievance.

The grieving party and the professor shall be notified by the Dean of Undergraduate Education or designee in writing, of the date and time in which to appear for the formal hearing. The hearing shall be conducted with such formality as is necessary to insure the proceeding is fair and in a manner that allows both sides of the dispute to be presented. The hearing shall be recorded. At the conclusion of the hearing, the members of the committee shall have the opportunity to deliberate outside the presence of the parties. A written report including findings of facts, conclusions and recommendations shall be prepared and forwarded to the Dean of Undergraduate Education or designee. The Dean of Undergraduate Education or designee shall issue a written decision within fifteen (15) business days* of receipt of the committee's report. The student and the professor will be sent copies of the Dean of Undergraduate Education's determination by certified mail.

C. Appeals

Any decision of the Dean of Undergraduate Education may be appealed by either the grieving student or the professor where there is evidence that a significant impropriety in the review process occurred. The appeal must be in writing, specify in detail the alleged procedural impropriety, and must be filed in the Office of the Provost within ten (10) business days*, of the date of receipt of the Dean's decision. The Provost or a designee shall review the appeal and the record of the formal

hearing and issue a decision within twenty (20) business days*. The decision of the Office of the Provost is final.

ACCESS TO STUDENT EDUCATIONAL RECORDS

1. General: The University will not release or permit access to education records and personally identifiable information kept on a student except as otherwise permitted by law and this regulation. Responsibility for custody of all student educational records belongs to the vice-president or other University officials in charge of the area in which the records are maintained. Each vice president or designated custodian shall ensure that the procedures required by federal and Florida law, and this regulation are in place to control access to and disclosure of student education records and personally identifiable information contained therein.

2. Categories and Custodians of Education Records.

The following categories of student education records are maintained by the University and are kept under the supervision and control of the designated custodian(s):

- (a)** Cumulative Academic Records are maintained by the University Registrar whose office is located on the Modesto A. Maidique Campus. At times the dean, chairperson or faculty of the department in which the student completed coursework may have unofficial copies of academic records relating to specific coursework.
- (b)** Law Enforcement Records are maintained by the Director, University Public Safety Department, whose office is located on the Modesto A. Maidique Campus.
- (c)** Placement Records are maintained by the Director, Career Planning and Placement, whose office is located on the Modesto A. Maidique Campus.
- (d)** Continuing Education Records are maintained by the Executive Director of Continuing and Professional Studies whose office is located on the Biscayne Bay campus.
- (e)** Housing Records are maintained by the Director of University Housing whose office is located on the Modesto A. Maidique Campus.
- (f)** Disciplinary Records are maintained in the Student Conduct and Conflict Resolution Office located on the Modesto A. Maidique Campus.
- (g)** Personal Non-Academic Counseling records are maintained by the Director, Counseling Center, whose office is located on the Modesto A. Maidique Campus.
- (h)** Student Financial Aid records are maintained by the Director of Financial Aid, whose office is located on the Modesto A. Maidique Campus.
- (i)** International Student Records are maintained by the Director, International Student and Scholar Services, whose office is located on the Modesto A. Maidique Campus and the Associate Director of International Student and Scholar Services whose office is located on the Biscayne Bay campus.
- (j)** Academic Counseling records are maintained by the

Vice President of Student Affairs and Undergraduate Education, whose office is located on the Modesto A. Maidique Campus. Additionally, academic counseling records may be maintained by departments for students who are majoring in fields of study taught by the department.

3. Policies and Procedures for Access and Release.

Personally identifiable information contained in student education records shall be released, or open for inspection, only to the student, or parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1986. "Personally identifiable" means that the data or information includes the name of a student, the student's parent, or other family member, the address of the student, a personal identifier, such as the student's social security number or a student number, a list of personal characteristics which would make the student's identity easily traceable or other information which would make the student's identity easily traceable. The custodian of the records shall require the student, or parents of the student when applicable, requesting access to or release of the records to present proper identification such as a valid driver's license or passport. The request must be in writing and signed by the person seeking access or release. A copy of the request for access or release shall be retained in the student's file. The custodian shall have thirty (30) days in which to comply with the request.

When the record includes information on more than one student, the custodian shall release, or permit access to only that part of the record which relates to the student who is the subject of the request. Students requesting the release to others of personally identifiable information contained in the student's education records must provide the custodian of such records with a signed, written request specifying the information to be released, the purpose(s) for such release, and the person or organization to whom such information shall be released. A copy of all requests for access and release shall be retained by the custodian of the records and shall be available for inspection and review by the student or a parent. The University reserves the right to deny a request for copies of education records made by a student or a parent when there is a financial obligation to the University which has not been satisfied or when there is an unresolved disciplinary action pending against the student.

4. Access to and Release of Records

Without Consent. The following persons and organizations are considered "university officials" and may have access to personally identifiable information without the student's prior consent:

(a) Faculty, administrators, staff and consultants employed by the University, the Florida International University Board of Trustees, or the Florida Board of Governors whose work involves:

1. Performance of administrative tasks which relate to students;
 2. Performance of supervisory or instructional tasks which relate to students; or
 3. Performance of services which benefit students.
- (b) Other persons who are authorized by federal and state law and regulations to have access to or receive copies of such information.

5. Directory Information.

(a) It is the University's policy to release and publish directory information regarding its students. "Directory Information" includes:

1. Student's name, local and permanent address, and telephone number(s);
2. Date and place of birth;
3. Student classification and major and minor fields of study;
4. Participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Dates of attendance, degrees and awards received;
7. The most recent previous educational agency or institution attended by the student; and
8. Photographic image.

(b) In order to prevent access to or release of directory information, a student, or the parents of a dependent student, must so notify the designated custodian of record in writing within the time provided in the annual Notice of Rights. Access to, or release of directory information will be withheld until further written instruction is received from the student, or the parents of a dependent student.

6. Requests to Amend Education Records.

(a) Students who challenge the correctness of student education records shall file a written request for amendment with the custodian of the records. The student shall also present to the custodian of the records copies of all available evidence relating to the data or material being challenged. The custodian of the records shall consider the request and shall notify the student in writing within fifteen (15) school days whether the request will be granted or denied. During that time, any challenge may be settled informally between the students, or the parents of a dependent student and the custodian of the records, in consultation with other appropriate University officials. If an agreement is reached, it shall be in writing and signed by all parties

involved. A copy of such agreement shall be maintained in the student's records. If an agreement is not reached informally, or, if the request for amendment is denied, then the student or the parents of a dependent student shall be informed in writing of the denial and the right to a hearing on the matter. A student or the parents of a dependent student shall not have the right to challenge through this process the evaluation reflected by a grade which an instructor has assigned to student coursework.

(b) Hearing Rights and Procedures.

1. Rights of Appeal. A student whose request for amendment to education records has not been settled or has been denied may file a request for a hearing within thirty (30) days of the receipt of the letter of denial. The request shall be in writing and shall be filed with the Vice President for Academic Affairs. The request shall set forth the legal and factual basis for seeking correction of the student's education records. Upon receipt, the Vice-President shall appoint a disinterested University official to serve as a hearing officer. The hearing officer shall schedule a hearing within twenty-five (25) days of the date of receipt of the request for a hearing. The student shall be given written notice of the time, date and place of the hearing allowing sufficient time for the student to prepare his or her appeal.

2. Hearing Procedures. The hearing shall be informal in nature but shall afford the student a full and fair opportunity to present evidence relative to the issues raised in the appeal. The student shall be entitled to be assisted or represented by an individual of his or her choice and expense, including an attorney. The custodian of records shall have the same rights as the student.

3. Hearing Officer's Recommended Order. The hearing officer shall issue a recommended order within twenty-five (25) days of the close of the hearing. In rendering a recommended order, the hearing officer shall consider only such evidence as was offered at the hearing. The hearing officer shall include in the recommended order a summary of the evidence presented and the reasons for his or her recommendations. The original report shall be filed with the Vice-President and a copy of the recommended order shall be sent to the student or the parents of a dependent student and to the custodian of records. Upon receipt, the Vice-President shall have ten (10) days in which to issue a final determination on the issues raised in the appeal. If a determination is made that the information in the education record does not require correction, then the student or a parent of a dependent student shall have the right to place a statement in the record commenting that the information has been challenged and the reason for the challenge.

7. The University will charge the following fees.

Fees for furnishing copies of student records and reports, or any material included therein:

- (a) Copies of official transcripts – Ten dollars (\$10.00).
- (b) Copies of all other educational records – Fifteen cents (\$.15) per page for copying, plus any administrative costs incurred for search, retrieval and mailing.

8. The University shall provide notification annually to students of their rights relating to education records, including the right to file complaints, the procedures to be followed in order to exercise such rights, the types of information entered in the education records maintained by the University, and the University's policy to support the law. Notifications are published in the University catalog, the Student Handbook and the Fall semester class schedule.

9. Waiver of Right of Access.

(a) Students and parents of dependent students have the right to waive their right of access to confidential letters of recommendation and other documents which evaluate student academic performance. Such waivers shall be in writing and made a part of the official academic record. A waiver of right to access shall be effective only when the student or the parents of a dependent student are notified, upon request, of the names of all persons who are submitting confidential recommendations or evaluations and when the confidential letters of recommendation and other evaluative documents are used solely for the purpose intended.

(b) The University may not condition admission to the University, grants of financial aid, or receipt of any other service or benefit offered by the University, by another public educational institution in the State of Florida or by any other public agency upon being provided a waiver of the right to access by the student or the parents of a dependent student.

10. Requests for Information in Connection with Research.

(a) All requests for academic research dealing with data from student education records shall be referred to the University Registrar and to the Provost. Such requests must be in writing and must set forth specifically the type(s) of information to which access is requested and the intended scope of the research project.

(b) The applicable custodian of records and the Provost shall determine whether to grant the request, in whole or in part, and may condition access upon a guarantee that the researcher will appropriately safeguard the data; that no personally identifiable information about any individual will be published or made available to others; or, upon other reasonable conditions.

Specific Authority Resolution of the Florida Board of Governors dated January 7, 2003. History—Formerly 6C8-1.06(3), Amended 4-3-84, 11-2-89, 1-3-93, 11-3-02, Formerly 6C8-11.003, Amended 9-12-08.

HIV/AIDS INFORMATION AND UNIVERSITY POLICY

HIV/AIDS is an infectious disease caused by the Human Immunodeficiency Virus (HIV). HIV attacks certain white blood cells called T-lymphocytes, leading to a progressively weakening immune system. Once infected, a person may have no symptoms for a variable period of time, usually five to ten years, or more. It may take anywhere from two weeks to six months or more after the initial infection, before one is able to detect the presence of antibody to HIV in the blood. However, the person is infectious and can pass the virus to others even before the HIV test becomes positive. Afterwards, symptoms may include enlarged lymph glands, low grade fevers, sweats, weight loss, fatigue, diarrhea, and loss of appetite. With continued immune system destruction, a person living with HIV may develop serious opportunistic infections or cancers, leading to the terminal phase of HIV disease, known as Acquired Immunodeficiency Syndrome (AIDS). Infections which characterize AIDS are usually caused by relatively common infectious agents, including bacteria, fungi, and other viruses. These agents take advantage of the weakened immune system of someone living with AIDS to cause potentially life-threatening infections and certain types of cancer.

HIV cannot be contracted through casual contact, like touching, hugging, kissing, or sharing eating utensils, telephones, or restroom facilities. There is no scientific evidence for transmission by mosquitoes. Transmission of the virus can only occur via unprotected sexual contact (oral, vaginal, or anal), sharing contaminated needles, direct contact with infected blood, breast milk, or from a pregnant mother to her fetus. The risk of acquiring HIV from tainted blood during a transfusion is very low since all donated blood is tested for the presence of HIV. There is absolutely no risk of getting infected by donating blood.

Certain types of behaviors increase the chances of acquiring HIV infection and include:

- Injecting drugs, using contaminated needles body piercing, tattoos;
- Being the sex partner of someone who injects drugs or shares needles
- Being a sex partner of someone with HIV infection
- Having multiple sex partners

Persons who know or suspect that they are HIV seropositive are encouraged to seek expert medical care, and are ethically and legally responsible to protect others from acquiring HIV. In South Florida, there is a

higher incidence of HIV than in almost anywhere in the United States; approximately one in forty people living in Miami-Dade County is infected with HIV, with the greatest majority being asymptomatic.

To reduce your risk of exposure to the virus:

- Do not share needles;
- If you are sexually active, always use a latex condom. Only use water-based lubricants, never petroleum-based lubricants. The virus may be transmitted via the exchange of blood, vaginal fluid, and semen, and can readily occur during unprotected vaginal, anal, and oral sex. Abstinence from sexual intercourse and alcohol/drug use is the only way to remain absolutely protected. Remember, condoms need to be always used properly and they may break.
- Ask about the health of your partner and his/her past sexual activity. This is hard to do, but is very important if you want to better ensure safer sex;
- Maintain mutually monogamous relationships;
- Do not use drugs or alcohol before sex, as they impair your judgment and can depress your immune system; and
- Be certain proper sterilization procedures are followed before receiving acupuncture, tattoos and body piercing.

For more information concerning HIV/AIDS visit the FIU Health web site at studenthealth.fiu.edu

To minimize your chances of acquiring any viral illness, it is always prudent to follow a healthy lifestyle, which includes eating a diet high in complex carbohydrates and low in fats, getting adequate rest, exercising regularly, not smoking, and effectively managing stress.

HIV Counseling and Testing

Free HIV Counseling and Testing are available at FIU Health on both campuses. In addition, FIU Health also provides students with free safer sex products, such as condoms and dental dams, to prevent the transmission of sexually transmitted infections such as HIV.

Florida International University

HIV/AIDS Policy

Students and employees of Florida International University who may become infected with the HIV virus will not be excluded from enrollment or employment, or restricted in their access to University services or facilities, unless individual medical evaluation establishes that such exclusion or restrictions are necessary for the welfare of the individual and/or other members of the University community. FIU has established an HIV/AIDS Committee with membership including FIU students, faculty, administrators, and staff, as well as representatives from several community organizations committed to HIV/AIDS education and treatment. The Committee meets as needed and is responsible for monitoring the medical, psychosocial, and administrative developments regarding

HIV/AIDS for the FIU community. Additional responsibilities include administration and implementation of the FIU policy in specific cases and coordination of all University educational activities emphasizing proactive prevention. In addition, the Committee will meet as needed to consider individual cases which may require University action.

Location(s): MMC SHC Room 210

BBC Room 161

Phone(s): 305-348-2401 ext.61, MMC

305-919-5620, BBC

STUDENTS WITH DISABILITIES

The Disability Resource Center (DRC) collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive, and sustainable. The DRC provides FIU students with disabilities the necessary support to successfully complete their education and participate in activities available to all students.

For a complete list of DRC services, visit the website at <http://drc.fiu.edu>

If you have a history or diagnosis of disability and plan to utilize academic accommodations, please contact the DRC.

Location: GC 190, Modesto A. Maidique Campus, (305) 348-3532;

WUC 131, Biscayne Bay Campus, (305) 919-5345.

Admissions

The Special Admission process is a means by which applicants, who does not meet the Florida International University (FIU) undergraduate admission requirements, may request special consideration.

A student wishing to be considered for admission to the university under the special admission process must first apply through the standard FIU admission process and in accordance with all deadlines specified by the Office of Undergraduate Admissions.

Next, applicants must amend their application by requesting 'Special Undergraduate Admissions Consideration' on the basis of a disability related academic deficiency. Applicants should include the following documents in their application amendment request:

A letter or personal statement formally requesting special admission consideration on the basis of a documented disability and supporting documentation.

This application amendment for special admission consideration must be submitted directly to the Office of Undergraduate Admissions.

The Disability Resource Center (DRC) will then consult for the Office of Undergraduate Admissions by providing evaluation on the disability documentation using guidelines established by federal and state laws and best practices set forth by the Association of Higher Education and Disability. Applicants will be determined to be "otherwise qualified" or "not otherwise qualified" based on the documentation submitted.

The special admissions committee then reviews all applications on a case-by-case basis. The Office of Undergraduate Admissions makes all final special admission decisions. The undergraduate eligibility criterion for FIU is a competitive admission process. The University is not legally obligated to lower the admission standards.

The Office of Undergraduate Admission will inform the applicant of the University's decision.

Course Substitutions

Students with disabilities who are unable to complete the University Core Curriculum requirements should request course substitution from Undergraduate Studies.

When deemed appropriate, The DRC will support and recommend that the student's request be granted.

Students with disabilities seeking academic accommodations should request them in consultation with The Disability Resource Center. The DRC will determine and recommend accommodations on a case by case basis

Testing

The Disability Resource Center coordinates academic accommodations, which are determined on an individualized basis. Once admitted to FIU, a DRC "Welcome Appointment" can be scheduled. The "Welcome Appointment" provides an opportunity to register with the DRC. Each semester DRC students can request academic accommodations. Upon the student's request, the DRC will email the requisite faculty the "Notification of Academic Adjustment". DRC services include the provision of accommodations to students with disabilities for course tests and exams. These services are available to students who qualify for certain types of accommodations.

Training

The DRC and EOP will coordinate the provision of training to academic advisors and faculty members regarding best practices in accommodating students with disabilities.

Classroom Accommodation

Upon a student's written request, DRC will notify the student's professors of the need for classroom accommodation. DRC will assist faculty in identifying ways of meeting student needs for accommodation.

If a student requests classroom accommodation directly from the faculty member, the faculty member should contact the DRC to confirm the need for the accommodation and to identify accommodations and services that are required. Dissemination of the Policy

The University Catalog shall include notification that disabled applicants and students may apply for reasonable accommodation in admissions, programs of study, testing, and course requirements. DRC shall be listed as the contact point for initiation of such requests.

Each School/College shall display a copy of this policy in public areas where students typically gather while waiting for course advisement. Copies of the policy shall be provided to all FIU faculty, including adjunct faculty members.

Student Appeal

Students who disagree with decisions on admissions, testing, and course substitutions may file a complaint under the provisions of the Florida Educational Equity Act, through Equal Opportunity Program and Diversity Department at FIU.

Contact: Shirlynn McWhorter
Location(s): PC321, MMC
Phone(s): 305-348-2785

FORGIVENESS POLICY

Students may repeat a limited number of courses to improve their grade point average (GPA). Only the grade received on the last repeat is used in the GPA calculation. Under the University's Forgiveness Policy, students must file a Repeated Course Form with the Office of the Registrar. There is no time limit on the use of the forgiveness policy for grades; however, the forgiveness policy cannot be used once a degree is posted. All courses taken with the grades earned will be recorded on the student's transcript. The repeated course form will not be processed if the first or repeated grade received is 'DR', 'DP', 'IF', 'WI', 'WP', 'AU', 'NR', or 'EM'. Repeated courses will be appropriately designated (T: attempted; R: last Repeat).

Undergraduate students may use the forgiveness policy a maximum of three times for the purpose of improving the GPA. The same course may be repeated up to three times or the student may use the three opportunities to apply to different courses. Only the final grade for the three courses repeated under the forgiveness policy will be counted in computing the student's GPA. In order for a course to be considered as repeated and adjusted in the GPA, the course must be the same and must be repeated at the University. Students who have used their three options under the Forgiveness Policy may still

repeat courses; however, both the original grade and any additional grades received through repeating a course will be used in computing the GPA.

A course taken on a letter grade basis must be repeated on the same letter grade basis. Students will not be allowed additional credit or quality points for a repeated course unless the course is specifically designated as repeatable (independent study, studio courses, etc.) Students not using the forgiveness policy may still repeat a course. All attempts will apply to computation of the GPA but credit for one attempt will apply toward graduation. Students may check with the appropriate academic department to determine whether there are additional restrictions on repeating courses.

Graduate students may repeat no more than two courses under this rule with no course being repeated more than once.

Repeat Surcharge

The 1997 Legislature passed House Bill 1545 which mandates that undergraduate students pay additional charges for the third time a student either takes or attempts a college credit course. Any undergraduate course taken, beginning Fall 1997, and all courses taken after this date will be subject to the repeat surcharge. Attempted hours mean those hours dropped/withdrawn after the drop/add period or failed. Withdrawals, incompletes and dropped courses will be subject to the tuition surcharge, if they are fee-liable. All students are included regardless of type of residency. Undergraduate courses are 1000-4000 level courses.

If you are taking a course for the third time, you will be charged with a REPEAT COURSE SURCHARGE. You may obtain and file an Appeal of Repeat Course Surcharge form from our website <http://www.fiu.edu/~register> No appeal will be accepted after the deadline date.

IMMUNIZATION POLICY

As a pre-requisite to registration, Florida International University requires all students to comply with the following immunization policy regulations from the Florida Board of Governors regarding immunity of MMR, Hepatitis B, and Meningitis. If proper documentation is not provided, a student will not be able to register and will continue to have an immunization hold on his or her account.

1. Measles, Mumps, Rubella:

- Prior to registration, all students born on or after January 1, 1957 are required to show proof of immunity to MMR.

- **Acceptable proof consists of:**

- ◇ two (2) doses of the MMR
- ◇ two (2) Measles and one (1) dose of Rubella
- ◇ Proof of immunity by way of a blood test lab result (measles (rubeola) and rubella positive IgG titer required)
- ◇ The first dose must be received on or after the 1st birthday and at least 28 days apart.
- ◇ Vaccines given prior 1969 can only be accepted if the vaccine is specified to be a "live virus" vaccine.
- ◇ Documents must be signed and stamped by a health care provider

2. Hepatitis B

Prior to registration, all students who matriculated after July 1, 2008 are required to show proof of immunity for Hepatitis B. This vaccine is strongly recommended but not mandatory.

- **Acceptable proof consists of:**

- ◇ Three (3) doses with the second dose taken at least 28 days after the first dose; the third dose must be taken at least 56 days after the second dose and at least 112 days after the first dose
- ◇ Proof of immunity by way of a blood test lab result (Hepatitis B Surface Antibody test required)
- ◇ Hepatitis B immunization waiver (can be waived online through my.fiu.edu for students age 18 and over)

3. Meningitis

Prior to registration, all students who matriculated after July 1, 2008 are required to show proof of vaccination for Meningitis. This vaccine is strongly recommended, particularly for students living on campus, but not mandatory.

- **Acceptable proof consists of:**

- ◇ One (1) dose of Meningococcal Meningitis vaccine or
- ◇ Meningitis immunization waiver (can be waived online through my.fiu.edu for students age 18 and over)

For more information about immunizations requirements, including a list of frequently asked questions, please visit our website at studenthealth.fiu.edu.

MEDICAL INSURANCE POLICY FOR INTERNATIONAL STUDENTS

By Board of Trustees and university rule, all international students at FIU in F-1 and J-1 status are required to have

medical insurance prior to registration, of which proof must be submitted to FIU Health. Students will NOT be allowed to register for classes without complying with the medical insurance requirement, and will receive an "IMI" service indicator (health insurance hold) on their student record, as it appears in Panther Soft. "IMI" service indicators will NOT be lifted until students comply with the FIU medical insurance requirement. There are NO EXCEPTIONS to this rule.

The medical insurance requirement can be met in one of two ways:

- By purchasing the FIU Sponsored Health Insurance Plan
- By submitting an International Student Alternative Health Insurance Compliance Form completed by your current insurance company and approved by FIU Health.

FIU SPONSORED HEALTH INSURANCE PLAN

FIU partners with the State University System's Insurance Broker, Gallagher Student Health & Special Risk, to provide international student health insurance coverage through UnitedHealthcare Insurance Company. UnitedHealthcare Insurance plans will only be available for purchase online via the Gallagher Student Health & Special Risk website. For your convenience, plans will be sold annually or per semester in accordance with the academic schedule. Note: online purchases have an e-check fee of \$3.00 or credit card processing fee of \$10.00. For online enrollment, please visit Gallagherstudent.com/FIU.

Spouse and Child(ren) rates and enrollment are also available online at gallagherstudent.com/FIU. If you have any questions regarding the plans through Gallagher Student Health & Special Risk and UnitedHealthcare Insurance, you may contact an account representative at the following:

- Live Chat Online: Gallagherstudent.com/FIU
- Email: FIUstudent@gallagherstudent.com
- Toll Free Phone: 877-498-5468
- Mail: 500 Victory Road Quincy, MA 02171

ALTERNATE INSURANCE POLICY

If you have your own insurance policy, your insurance company must complete and fax the International Student Alternative Health Insurance Compliance Form directly to FIU Health.

NOTE: The FIU Health will not be able to review any alternative health insurance plan without the Alternative Health Insurance Compliance Form. The guidelines for insurance have been established by the Florida Board of Governors and must be met. Please review the Florida Board of Governors state regulation prior to purchasing

any alternative plan. The completed compliance form must verify the following:

- the coverage meets or exceeds the minimum FIU requirements
- the name, address, and telephone number of a claims agent in the United States
- you are covered under the policy
- your insurance has been pre-paid through current year

The Health Compliance Unit must receive the International Student Alternative Health Insurance Compliance Form directly from your insurance company. Your policy will be reviewed, and if it complies with the guidelines, you will be cleared to register. If your policy does not comply with the guidelines, you will not be cleared until you document insurance coverage which meets FIU requirements or purchase the FIU Sponsored Health Insurance Plan.

Medical Evacuation & Repatriation

If the alternate policy is approved subject to Medical Evacuation & Repatriation, the service indicator will not be released until this requirement is met. Students are advised to NOT purchase Medical Evacuation and Repatriation UNTIL they have proof that the alternate insurance policy was approved subject to it.

SEXUAL BATTERY POLICY

Sexual battery and attempted sexual battery will not be tolerated in any form in the University community. Acts of date rape, gang rape, acquaintance rape, marital rape, and stranger rape are all considered to be sexual battery and are punishable by the Florida Criminal Statutes and disciplined under the Student Code of Conduct. Both men and women can be victims and perpetrators of sexual battery.

Sexual battery shall be defined as oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another with other objects. Sexual battery occurs without a person's intelligent, knowing, and voluntary consent. Incidences of non-consent can include the following circumstances: a victim is physically helpless (unconscious, asleep, or physically unable to communicate his/her unwillingness), has been administered a narcotic or intoxicant without his/her knowledge, or is coerced into submission through a perceived or actual threat of force.

Whether or not a victim wishes to press charges, he/she may consider the option of being treated at a Rape Treatment Center. The Jackson Memorial Hospital Rape Treatment Center and the Broward Rape Treatment Center offer counseling, medical assistance, STD and

pregnancy testing, and evidence collection examinations free of charge. They can retain evidence for several days while a victim decides if he/she wishes to pursue criminal charges. The JMH hotline is 305-585-7273 and the Broward County hotline is 954-761-RAPE (7273).

If a person is a victim of sexual battery or attempted sexual battery, and wishes to pursue criminal charges, he/she should either call Public Safety at 305-348-2626 or emergency 911 if the incident occurred off-campus. To press charges, it is important to save evidence by not drinking fluids, showering, douching, bathing, or changing clothing.

The FIU Victim Advocacy Center is accessible 24 hours a day for crisis intervention, counseling, advocacy,

information, and referral. An advocate can be contacted by calling 305-348-3000.

FIU Counseling and Psychological Services offers counseling throughout the recovery process. Appointments can be made at MMC by calling 305-348-2434, or at BBC by calling 305-919-5305.

If the perpetrator is a student, contact the FIU judicial administrator at 305-348-3939 if you choose to pursue disciplinary action or obtain information about Student Code of Conduct violations.

It is unlawful to disclose identifying information of a person who is alleged to be the victim of Sexual Battery.

SEXUAL HARASSMENT POLICY RULES OF THE DEPARTMENT OF EDUCATION, DIVISION OF UNIVERSITIES, FLORIDA INTERNATIONAL UNIVERSITY

FiU-103 Non-discrimination Policy and
Discrimination Complaint Procedures

(1) General Statement

(a) Florida International University affirms its commitment to ensure that each member of the University community shall be permitted to work or study in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, national origin, marital status, and veteran status. The University recognizes its obligation to work toward a community in which diversity is valued and opportunity is equalized. This rule establishes procedures for an applicant or a member of the University community to file a complaint of alleged discrimination or harassment.

(b) It shall be a violation of this rule for any officer, employee, or agent to discriminate against or harass, as hereinafter defined, any other officer, employee, student, agent, or applicant. Discrimination and harassment are forms of conduct which may result in disciplinary or other action as provided by the rules of the University.

(2) Definitions

(a) For the purpose of this rule, discrimination or harassment is defined as treating any member of the University community differently than others are treated based upon race, color, religion, age, disability, sex, national origin, marital status, sexual orientation and/or veteran status.

(b) Conduct which falls into the definition of discrimination includes, but is not limited to:

1. Disparity of treatment in recruitment, hiring, training, promotion, transfer, reassignment, termination, salary and other economic benefits, and all other terms and conditions of employment on the basis of membership in one of the listed groups.

2. Disparity of treatment in educational programs and related support services on the basis of membership in one of the listed groups.

3. Limitation in access to housing, or to participation in athletic, social, cultural or other activities of the University because of race, color, religion, age, disability, national origin, marital status, sexual orientation and/or veteran status.

4. Discrimination of the foregoing types on the basis of sex, unless based on bona fide requirements or distinctions, in housing, restrooms, athletics, and other such areas.

5. Retaliation for filing complaints or protesting practices which are prohibited under this rule.

(c) Conduct which falls into the definition of harassment includes, but is not limited to, harassment based on race, color, religion, age, disability, gender, national origin, marital status, sexual orientation or veteran status. (For harassment on the basis of sex, see FIU-104 Sexual Harassment Regulation). Within the content of this rule, harassment is defined as conduct which unreasonably interferes with an employee's, student's or applicant's status, or performance by creating an intimidating, hostile, or offensive working or educational environment. It includes offensive or demeaning language or treatment of an individual, where such language or treatment is based typically on prejudicial stereotypes of a group to which an individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual.

(d) Scope of prohibitions: Activities covered under this rule include, but are not limited to, all educational, athletic, cultural, and social activities occurring on a campus of or sponsored by Florida International University, housing supplied by the University, and employment practices between the University and its employees, including Other Personnel Services (OPS) employees.

(e) When referred to in this rule, days means calendar days, unless otherwise noted.

(3) Procedures for Reporting Violations and Conducting Investigations and Complaints:

(a) Administration and Consultation. The Office of Equal Opportunity Programs & Diversity shall administer the policies and procedures outlined in this rule. The Office of Equal Opportunity Programs & Diversity shall answer inquiries regarding the procedures contained in this rule and may provide informal advice regarding issues of discrimination. In cases where the potential complainant chooses not to file a formal complaint, action will be taken to inform the alleged offender of the concerns, suggesting that the individual monitor and modify (if necessary) his/her behavior.

(b) Complaints.

1. A complaint must be made in writing to the Office of Equal Opportunity Programs & Diversity. The complaint shall contain the name of the complainant and state the nature of the act(s) complained of, including such details as the name of the alleged offender and the date(s) or approximate date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s).

2. A complaint must be filed within one hundred (100) days of the alleged act(s) of discrimination, or in the case of a student complaint against a faculty member, within ten (10) University business days of the beginning of class of the following semester.

3. The Office of Equal Opportunity Programs & Diversity shall investigate the complaint. This investigation may include, but shall not be limited to, interviewing the person complained about regarding the allegations, interview of other persons who may have information relevant to the allegations, preparation of witness statements for all persons interviewed, and review of any relevant documents.

Upon completion of the investigation, a report shall be prepared which includes a summary of the complaint, a description of the investigation, the findings, and recommendations.

(c) Conciliation.

The Office of Equal Opportunity Programs & Diversity may attempt conciliation during the course of an investigation of a complaint. If conciliation is not achieved, then the Office of Equal Opportunity Programs & Diversity shall continue to investigate the complaint, and shall issue a written finding concerning probable cause within a maximum of one hundred (100) days. If conciliation of the complaint was achieved between the parties in cooperation with the Office of Equal Opportunity Programs & Diversity, and the alleged offender fails to abide by the agreement or retaliates against the complainant, the complainant or supervisor should notify

the Office of Equal Opportunity Programs & Diversity. The Vice President for Student Affairs and Human Resources, or a designee, may require the complaint to proceed as if conciliation had not been reached.

(d) Findings.

The report of the Office of Equal Opportunity Programs & Diversity shall be made known to the Vice President for Student Affairs and Human Resources or designee, the complainant, the alleged offender, the immediate supervisor of the alleged offender, and the appropriate vice president.

(e) Review.

1. Either party may seek review of the finding of the Office of Equal Opportunity Programs & Diversity to the Vice President for Student Affairs and Human Resources, or a designee, by filing a request for a review within twenty (20) days of receipt of the Office of Equal Opportunity Programs & Diversity finding. It shall specify the basis of the appeal. The appeal shall be based on one or more of the following: relevant evidence was not reviewed and/or new evidence is available; or, the factual evidence was insufficient to support the findings.

2. The request shall be in writing, and shall set forth the issues to be considered in the appeal. Copies of the appeal shall be provided to the opposing party and to the Assistant Vice President, Equal Opportunity Programs & Diversity.

3. The opposing party and the Assistant Vice President, Equal Opportunity Programs & Diversity, may file a response to the appeal to the Vice President of Student Affairs and Human Resources within twenty (20) days of receipt of the appeal.

4. The Vice President for Student Affairs and Human Resources or designee shall issue a written finding no more than twenty (20) days after receipt of the appeal, or of a response to the appeal, whichever is later.

(f) Resolution.

Upon final acceptance by the Vice President for Student Affairs and Human Resources of a finding on the complaint, the immediate supervisor of the alleged offender may provide a reasonable resolution to the complaint (e.g., that a student be allowed to change sections, that the employee report to a different supervisor) and may also recommend or take disciplinary action against the alleged offender; the proposed resolution shall be approved by the Office of Equal Opportunity Programs & Diversity. Disciplinary action shall be taken in accordance with the rules and regulations affecting the class of employee and the terms of any applicable collective bargaining agreement.

(g) Prohibition of Retaliation.

No University employee shall retaliate against a complainant. Any attempt to penalize a student, employee or agent for initiating a complaint through any form of retaliation shall be treated as a separate allegation of

discrimination.

Specific Authority: Board of Governors' Resolution dated January 7, 2003. History-New 7-6-97, Amended 11-3-02, 11-15-04, Formerly 6C8-1.009, Amended 9-12-08.

SEXUAL HARASSMENT RULE

FIU-104 SEXUAL HARASSMENT

(1) General Statement

(a) Sexual harassment undermines the integrity of the academic and work environment, and prevents its victims and their peers from achieving their full potential. All members of the University community are entitled to work and study in an atmosphere free from sexual overtures or innuendoes that are unsolicited and unwelcome.

It is the particular responsibility of those members of the University community who hold positions of authority over others to avoid actions that are, or can be considered, sexually abusive or unprofessional.

(b) It shall be a violation of this rule on sexual harassment for any officer, employee, student, or agent to sexually harass, as sexual harassment is hereinafter defined, any other officer, employee, student, visitor, or agent. Sexual harassment is a type of misconduct which may result in disciplinary or other action as provided by the rules of the University.

(c) When an individual evaluates or supervises another individual with whom he or she has an amorous or sexual relationship, a conflict is created. The University discourages amorous or sexual relations between employees and students. Such relationships, even when consensual, may be exploitive, and imperil the integrity of the educational process or work environment. They may also lead to charges of sexual harassment. The University requires the resolution of any conflict of interest created by these relationships.

(d) Whenever a conflict of interest situation arises or is reasonably foreseen, the employee in a position of authority must resolve any potential conflict of interest by taking necessary steps, including removing himself or herself from evaluative decisions concerning the other individual. If he or she is unable to personally resolve the conflict of interest, he or she is required to inform the immediate supervisor, promptly, and seek advice and counsel in dealing with the conflict. The employee, along with the supervisor, is responsible for taking steps to ensure unbiased supervision or evaluation of the employee or student. Failure to resolve potential or actual conflict of interest situations as described in this rule may result in disciplinary action.

(2) Definitions

(a) For the purpose of this rule, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which:

1. Makes submission to, or rejection of, such conduct, either an explicit or implicit basis for employment and/or academic decisions affecting the individual; or,
2. Unreasonably interferes with the individual's employment or academic performance by creating an intimidating, hostile, or offensive environment.

(b) Conduct which falls into the definition of sexual harassment includes, but is not limited to:

1. Unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching.
2. Overt or implied threats against an individual to induce him or her to provide sexual favors or to engage in an unwelcome sexual relationship.
3. Verbal harassment or abuse of a sexual nature, including intimidating by way of suggestion a desire for sexual relations, or making jokes or remarks of a sexual nature which are not germane to academic course content.
4. Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.
5. Displaying or posting through any medium, including, but not limited to, electronic communication, offensive, sexually suggestive pictures, or materials in the workplace.

(3) Procedures for Reporting Violations and Conducting Investigations and Complaints

The procedures described in the University regulation concerning non-discrimination shall be followed.

(4) Prohibition of Retaliation

No University employee shall retaliate against a complainant. Any attempt to penalize a student, employee or agent for initiating a complaint through any form of retaliation shall be treated as a separate allegation of discrimination.

(5) Frivolous or Malicious Complaints

In the event that a claim of sexual harassment is found to be frivolous or malicious, appropriate University sanctions shall be taken against the complainant, including disciplinary action where appropriate. Disciplinary action against students shall be taken in accordance with the University's code of conduct for students.

(6) General University Responsibility

(a) It is expected that vice presidents, deans, chairs, department heads, directors, and other supervisors shall continue to monitor and take corrective action whenever instances of sexual harassment are either observed or reported to them. While the decision regarding resolution remains within the unit, all allegations of sexual harassment are to be immediately reported to the Office of Equal Opportunity Programs & Diversity, which will provide advice and monitor the administrator's actions and/or take appropriate action.

(b) There may be instances in which a potential

complainant is unable or unwilling to pursue a complaint of sexual harassment, but where the University administration is aware of the behavior and may incur liability if action is not taken. In such instances, the Office of Equal Opportunity Programs & Diversity may choose to pursue an investigation of the alleged offense. The decision of whether or not to pursue an administrative complaint will be based on the egregiousness of the alleged offense, the basis for the aggrieved party's decision not to pursue a complaint, and the apparent evidence supporting the allegations. The decision to pursue an administrative complaint shall be made by the director of the Office of Equal Opportunity & Diversity in consultation with the Vice President in charge of the aggrieved party's unit and the vice president in charge of the alleged offender's unit, in the event that the two parties are in different units. An administrative complaint will follow the same procedures as formal complaints, except that no complainant will be named.

(7) Education and Notification

(a) Copies of this rule shall be widely disseminated in order that the University Community clearly understand which acts constitute sexual harassment and recognize that the University regards sexual harassment as a serious offense.

(b) This regulation shall be included in the University catalog and the student handbook. Periodic workshops and other educational programs shall be offered to University personnel regarding the topic of sexual harassment.

Specific Authority: Resolution of the Board of Governors dated January 7, 2003. History-New 7-6-97, Formerly 6C8-1.010, Amended 9-12-08.

PARKING RULES AND REGULATIONS

Anyone who parks their vehicle on the University's campuses needs to register their vehicle(s) with the Department of Parking & Transportation. They must obtain a decal or permit and display it as specified by the Parking Rules & Regulations. Student decals can be requested on-line by using the Parking website at <http://parking.fiu.edu/>. The transportation access fee paid during registration, allows a currently registered student to obtain a decal at no additional charge. These decals must be displayed and affixed to the lower left corner of the outside rear window or bumper. FIU assumes no liability for vehicles parked or operated on University property. The issuance of a decal or permit does not guarantee a space to park.

All students residing in FIU Housing complexes must obtain a current housing sticker from the Department of

Parking & Transportation, which is also attainable through the website. This sticker allows the vehicle to be parked legally in student housing lots. The housing sticker should be affixed adjacent to the current student decal. Students having guests staying over in housing should pick up a housing permit from a Housing Resident Assistant.

A duplicate decal(s) may be purchased, upon request, for an additional charge and are issued for secondary vehicles. This duplicate is valid only for the vehicle under which it is registered. Duplicates are available to persons who have been issued an original decal for the semester or year. Any person who needs to use temporary transportation, a vehicle not registered with the University, must obtain a temporary permit. Temporary permits are free of charge to anyone with a valid FIU parking decal.

Students will be provided a copy of FIU's Parking & Transportation Rules & Regulations when their decal is issued. The regulations are also posted on the Parking and Transportation website at <http://parking.fiu.edu/>. It is the responsibility of each student to become familiar and comply with the University's Parking & Transportation Rules & Regulations. All questions may be answered by reviewing the website, calling (305) 348-3615, or emailing the Parking & Transportation Department at xparking@fiu.edu.

The GreenRide Carpool Program provides FIU members with closer parking on campus and alternative methods of transportation. This service is free to the FIU community. Members of the University register for the program through the website at www.fiu.greenride.com/. GreenRide allows students/ staff to contribute in saving the environment and money by carpooling with other FIU members. Once registered, members can access hundreds of potential carpool members and create their own carpool based on personal preferences. The amount of information provided is regulated by the user, and members will not see any information without your consent. All carpool members must visit the office in person to receive the carpool permits and have a valid parking decal.

Some of the most common parking violations are parking in an Executive, Administrative, or Faculty/ Staff space; parking on the roadway; parking on the grass; parking in Housing lots without a Housing permit; and parking in loading zones without a loading permit. Students are reminded that person(s) who park in metered spaces must pay the meter, even if they have a decal. Accumulation of these violations will result in the vehicle being booted or towed. Financial or graduation holds are placed on student records with multiple outstanding violations.

PANTHER SAFETY TRAM

The Student Government Association has teamed up with Parking & Transportation to ensure you feel safe on campus. The Panther Safety Tram provides escorts around campus at the Modesto Maidique Campus and Biscayne Bay Campus. Call the Visitor Information Center at 305-348-6173 for service at both MMC and BBC (please specify your name, building/location, and which campus you need an escort provided.)

The hours during the regular academic year (fall and spring) are Monday - Friday from 7:00PM to 1:00AM. The summer hours are from Monday - Friday 8:00AM to 10:00PM. University Police will provide an escort outside these hours if one is requested. The escort service is staffed by FIU students and staff. Depending on the call volume, this service may have a delay. Priority for this service is given to disabled student, faculty, and staff members.

"PANTHER MOVER" SERVICE

To accommodate for university expansions, Parking & Transportation has provided shuttle transportation that runs in consistent rotation between the Panther Garage and the Primera Casa building (PC) on the Modesto Maidique Campus. This free service enables the utilization of remote parking spaces. The shuttle is continuous and stops along the route to pickup additional passengers. The hours of operation are Monday – Friday 9:00AM to 7:00PM.

IT SECURITY OFFICE (ITSO)

PROPER USE OF COMPUTERS AND NETWORKS

It's so easy! Being a responsible network user at FIU is as easy as 1,2,3!

STEP 1: KEEP YOUR COMPUTER SECURE!

Follow these simple guidelines:

- Use strong passwords. Choose passwords that are difficult or impossible to guess but easy to remember. Give a different password to each account you have. For example, do not use the same password for PantherSoft as what you would use for your Facebook or Twitter accounts. Never write passwords down or share them with others.
 - Make regular backups of critical data on your computer. Imagine losing research material or papers that you have spent hours working on. This can be easily avoided by making sure that you frequently back up the data on your computer.
 - Use virus protection software. That means three things: (1) having it on your computer in the first place (FIU offers free antivirus software for all students at shoputs.fiu.edu); (2) configuring your antivirus software to automatically check for new virus signature updates daily, and (3) configuring your antivirus software to automatically scan all the files on your system at least once a week.
- Use a personal firewall as a gatekeeper between your computer and the Internet. Firewalls are usually software. They are essential for any computers that connect to a network.
 - Do not keep computers online when not in use. Shut them off or physically disconnect them from the Internet.
 - Do not leave your computer running and accessible to strangers or intruders. If you have to step away, lock it, enable a password protected screensaver, or just shut it off and take it with you.
 - Do not open e-mail attachments from strangers, regardless of how enticing the subject line or attachment name may be. Be suspicious of unexpected e-mail attachments even from someone you know because it may have been sent without that person's knowledge from a virus-infected computer.
 - Regularly download security patches and operating system updates from your software vendors. Just as cars need tune-ups, computers need updates!

STEP 2: KEEP YOUR NETWORK ACCESS!

You must have current system updates and antivirus software installed and updated to gain access to FIU's network resources. You may have your access revoked for the following reasons:

- Unpatched Systems: Your computer does not have the latest security patches installed in a timely matter.
- Compromised System: Your computer was compromised and/or set up to execute commands or programs at the direction of a hacker.
- Computer Virus Proliferation: Your computer is infected with a virus or worm that propagates via the FIU network.
- Copyright Infringement: You violated copyright laws. Unauthorized distribution of copyrighted material, including unauthorized peer to-peer file sharing, may subject you to civil and criminal liabilities. See IT Security Policies here: <http://security.fiu.edu/index.php?name=policies>.
- Denial of Service Attack: You directly attempted to prevent legitimate users from using FIU's network resources. For example, attempts to flood the FIU network with mass emails, thereby slowing down that services and/or preventing legitimate network traffic.
- Hacking: Knowingly accessing someone else's computer without explicit authorization.

STEP 3: BE A SMART SOCIAL NETWORKER

- Do not put your address or whole birth date on social networking pages.
- Do not post anything on your page or send an email with information you would not want to see on the front page of the news.

- Learn the security settings for social networking sites and use them
- Read the user agreements

For more information on any of the above, please visit the Information Technology Security Office website at <http://security.fiu.edu>.

OFFICE OF THE OMBUDSMAN

The Ombudsman Office acts as an impartial and confidential forum to assist students who have encountered problems or conflicts at the University, particularly problems or concerns not adequately addressed through normal channels. This may include correcting processes or procedures which hinder resolving the issue or are causing an inordinate delay.

The Ombudsman may resolve problems through various methods, including investigation, mediation, or making referrals to the appropriate University department for review. The Ombudsman should be utilized in situations where all areas of appeal have been exhausted or proven unsuccessful.

For more information or services, please contact the Office of the Ombudsman at (305) 348-2797 located in Graham Center room 219 at the Modesto A. Maidique Campus, or located in HL 317A, Biscayne Bay Campus, (305) 919-5943, <http://ombuds.fiu.edu>

ACCREDITATION

These web pages present the regional, professional and specialized accreditations that the University maintains or pursues. It also includes the accreditation goals that are being pursued for the next few years.

SPECIALIZED AND PROFESSIONAL ACCREDITATION:

http://apa.fiu.edu/accreditation_special.html

SACS - REGIONAL ACCREDITATION:

http://apa.fiu.edu/accreditation_about.html

If you have any questions or suggestions contact: Jeff Gonzalez, Interim Vice Provost for Planning and Institutional Effectiveness
PC 543, 348-2731, Fax (305) 348-1908, oir@fiu.edu

RELIGIOUS HOLY DAYS

A faculty member who wishes to observe a religious holy day shall make arrangements to have another instructor teach the class in his or her absence, or shall reschedule the class.

Because there are some classes and other functions where attendance may be considered essential, the following policy is in effect:

- 1) Each student shall, upon notifying his or her instructor at the beginning of the semester, be excused from class to observe a religious holy day of his or her faith.
- 2) While the student will be held responsible for the material covered in his or her absence, each student shall be permitted a reasonable amount of time to make up any work missed.
- 3) Professors and University administrators shall not arbitrarily penalize students who are absent from academic or social activities because of religious observances.

VETERANS INFORMATION

The Office of Veterans Affairs assists all veterans and their dependents who wish to receive VA educational benefits. The Office also provides personal counseling, fee deferments, tutorial assistance, and work-study jobs.

Veterans who are planning to attend the University should contact the Office of Veterans Affairs two months prior to the date of entry. Such time is required to expedite the processing of paperwork for educational allowances from the Veterans Administration.

Training Status Graduates:

Full-time.....	9 Credits
¾ time	7 Credits
Half time	5 Credits
Less than half time	4 Credits

Training Status Undergraduates:

Full-time.....	12 Credits
¾ time	9 Credits
Half time	6 Credits
Less than half time	5 Credits

Graduate Summer and Dynamically Dated Courses “mini terms”

Full-time.....	6 Credits
¾ time	4-5 Credits
Half time	3 Credits
Less than half time	2-1 Credits

Note: Audited and Zero credit classes are not eligible to be paid through your G.I.Bill

For additional information regarding other Veterans Educational Programs, please contact the Office of Veterans Affairs (located in Modesto A. Maidique campus, “Veterans Tower”) at 305-348-2838

notes

RESOURCES



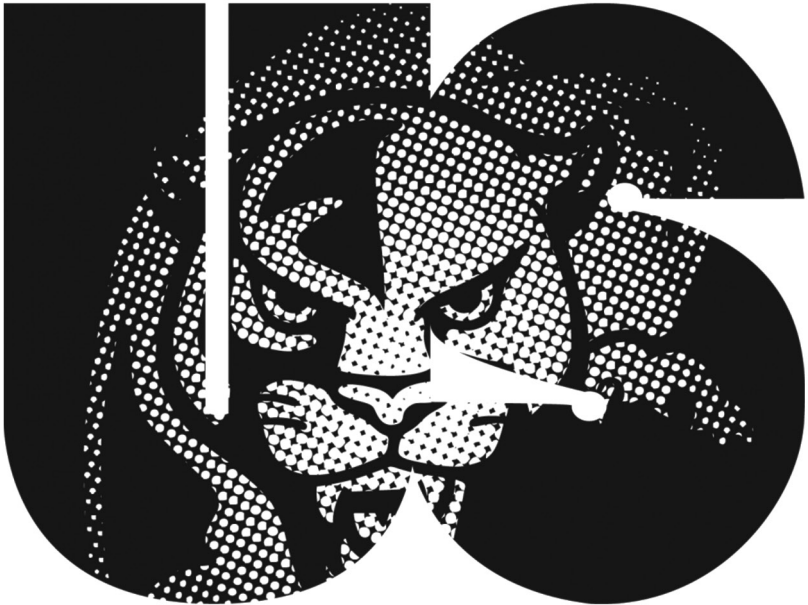
**LIVE
the LIFE**

RESOURCES



Live
the Life

IT'S ON



**For more information on prevention, reporting
and resources on campus, visit:**

itsonus.fiu.edu

“It’s On Us” is a national campaign aimed at ending sexual assault on college campuses. The slogan is intended to emphasize the role that each person – men and women – play in preventing and stopping violence. FIU’s campaign expands education on prevention, bystander intervention and resources for victims. We hope you will join us. It’s On Us to stop sexual assault.

The Facts: 1 in 5 women and 1 in 16 men are sexually assaulted in college. Six percent of men in college admit to committing sexual assault. It’s on us, the rest of us, to step up and stop it.

What you can do

- Recognize that if someone doesn’t or can’t consent to sex, it’s sexual assault.
- Keep an eye on someone in a vulnerable situation.
- Look out for someone who has had too much to drink.
- Act when we think someone is in trouble.
- Stand up to those who tell us it’s not our business.
- Call non-consensual sex what it is-Rape.
- Take responsibility for our actions and our inaction.
- Never blame the victim.

Getting help & reporting sexual assault: The following offices can help students who have been a victim of sexual assault, or if you’re a friend of someone who was assaulted. They can also assist in filing a formal report or complaint, if you wish to do so.

Victim Empowerment Program

vep.fiu.edu | advocacy@fiu.edu
Student Health Center 270
(305) 348-2277

Student Conduct and Conflict Resolution

Conduct.fiu.edu | conduct@fiu.edu
Graham Center 311 | (305) 348-3939

Dean of Students Office

Dr. Cathy Akens, Graham Center 219
(305) 348-2797 | akensc@fiu.edu

Office of Equal Opportunity Programs and Diversity

Shirlyon McWhorter, Title IX Coordinator
Primera Casa 321 | (305) 348-2785

FIU Police

24-Hour Emergency lines MMC: (305) 348-5911 | BBC: (305) 919-5911
police.fiu.edu

Remember that it’s on us to make FIU a healthy and safe community.



Transportation Information

Remember: Shuttles (CATS, GPE, & Panther Mover) are not in service during semester breaks between semesters, only running when classes are in session — Monday to Friday.

We offer many commuting alternative to campus, as well as within campus. Many of them are free! Please visit the individual pages to see more information on each program.

- **The Golden Panther Express Shuttle (GPE)**
(<http://parking.fiu.edu/Transportation/Pages/GPE.aspx>)
 provides transportation between MMC and BBC weekdays. There is a fee for this service, which can be paid using your FIU One Card.
- **The CATS Shuttle**
(<http://parking.fiu.edu/Transportation/Pages/CATS.aspx>)
 is a free service that transports between Engineering Campus (EC) and MMC.
- **The Panther Mover program**
(<http://parking.fiu.edu/Transportation/Pages/Tram-Mover.aspx>)
 shuttles students and faculty/staff from the Panther Parking Garage to Primera Casa (PC) with stops along the way.
- **Panther Safety Tram**
(<http://parking.fiu.edu/Transportation/Pages/PST.aspx>)
 program ensures your safety each evening and is a courtesy shuttle within campus. This service is offered at the MMC and BBC.
- **BBC Housing Shuttle**
(<http://parking.fiu.edu/Transportation/Pages/BBC.aspx>)
 runs Wednesdays and Saturdays for Bay Vista housing students
- **Metro Passes/Monthly EASY Cards**
(<http://parking.fiu.edu/Transportation/Pages/bus-pass.aspx>)
 are available at a discount for current students.

For detailed information regarding the FIU Bus schedules, please visit:
parking.fiu.edu/Transportation

Transportation Information

CATS SHUTTLE

The CATS shuttle is a free service from the Modesto A. Maidique Campus to the Engineering Center located on 107th Avenue and Flagler Street. The service has two additional stops at the Miami-Dade transit hub (107th Ave. and 17th ST) and the Tower housing facility in Sweetwater (109th Ave.)

Departure GC	Departure PG5	Departure 109 Tower	Departure EC	Departure Lot 5 (Bus Stop)
6:10 AM	6:15 AM	6:18 AM	6:30 AM	6:40 AM
6:50 AM	6:55 AM	6:58 AM	7:10 AM	7:20 AM
7:30 AM	7:35 AM	7:38 AM	7:50 AM	8:00 AM
8:10 AM	8:15 AM	8:18 AM	8:30 AM	8:40 AM
8:20 AM	8:25 AM	8:28 AM	8:40 AM	8:50 AM
8:50 AM	9:00 AM	9:03 AM	9:15 AM	9:25 AM
9:20 AM	9:30 AM	9:33 AM	9:45 AM	10:00 AM
9:40 AM	9:45 AM	9:48 AM	10:00 AM	10:10 AM
10:20 AM	10:25 AM	10:28 AM	10:40 AM	10:50 AM
10:40 AM	10:45 AM	10:48 AM	11:00 AM	11:10 AM
11:00 AM	11:05 AM	11:08 AM	11:20 AM	11:40 AM
11:50 AM	11:55 AM	11:58 AM	12:10 PM	12:20 PM
12:15 PM	12:20 PM	12:23 PM	12:35 PM	12:45 PM
12:30 PM	12:35 PM	12:38 PM	12:50 PM	1:00 PM
1:10 PM	1:15 PM	1:18 PM	1:30 PM	1:40 PM
1:30 PM	1:35 PM	1:38 PM	1:50 PM	2:00 PM
1:50 PM	1:55 PM	1:58 PM	2:10 PM	2:20 PM
2:30 PM	2:35 PM	2:38 PM	2:50 PM	3:05 PM
2:45 PM	2:50 PM	2:53 PM	3:05 PM	3:20 PM
3:15 PM	3:20 PM	3:23 PM	3:35 PM	3:50 PM
4:00 PM	4:05 PM	4:08 PM	4:20 PM	4:30 PM
4:20 PM	4:25 PM	4:28 PM	4:40 PM	4:50 PM
4:40 PM	4:50 PM	4:53 PM	5:05 PM	5:20 PM
5:30 PM	5:40 PM	5:43 PM	5:55 PM	6:05 PM
5:45 PM	5:50 PM	5:53 PM	6:05 PM	6:20 PM
6:15 PM	6:20 PM	6:23 PM	6:35 PM	6:50 PM
6:45 PM	6:50 PM	6:53 PM	7:05 PM	7:15 PM
7:00 PM	7:05 PM	7:08 PM	7:20 PM	7:30 PM
7:40 PM	7:45 PM	7:48 PM	8:00 PM	8:10 PM
8:20 PM	8:25 PM	8:28 PM	8:40 PM	8:50 PM
9:00 PM	9:05 PM	9:08 PM	9:20 PM	9:30 PM
9:40 PM	9:45 PM	9:48 PM	10:00 PM	10:10 PM
10:20 PM	10:25 PM	10:28 PM	10:40 PM	10:50 PM

 = Shadow Bus

GOLDEN PANTHER EXPRESS

The Golden Panther Express Shuttle provides an alternative to driving between FIU's two main campuses: Modesto A. Maidique Campus and Biscayne Bay Campus. The pick-up and drop off stop for Modesto A. Maidique Campus is in Lot 3, east of the Graham Center Building and next to the Gold Parking Garage. The pick-up and drop off stop for Biscayne Bay Campus is located in front of AC1 Building.

Please note that a charge of \$2.50 (one way trip) for the GPE Shuttle is automatically deducted from your FIU One Card.

Money can be added to your card near the bus pick-up at the FIU One Card office located in the Gold Garage on the Modesto A. Maidique Campus at PG1-1100 from 8:30am-6pm. Monday to Thursday, and Friday 8:30am to 5:00 and Biscayne Bay Campus Located at WUC-143 from 9:00am-5pm. Monday to Thursday, and Friday 9:00am to 2:00pm.

Additional re-valuing stations available 24/7 are located at:

MMC: Graham Center (GC), Green Library (GL) – 2nd floor, Law Library, POD Breezeway (University Towers)

BBC: Wolfe University Center - WUC, Hubert Library – 1st floor, Bay Vista Housing

Engineering Center: Panther Pit – 2nd floor

FIU at I-75: Computer Lab – 1st floor

Depart MMC	Arrive BBC
6:45 AM	7:45 AM
6:55 AM	8:05 AM
8:00 AM	9:10 AM
8:20 AM	9:30 AM
9:30 AM	10:30 AM
9:45 AM	10:45 AM
10:00 AM	11:00 AM
10:45 AM	11:45 AM
11:15 AM	12:15 PM
12:00 PM	1:00 PM
12:30 PM	1:30 PM
12:45 PM	1:45 PM
1:10 PM	2:05 PM
1:40 PM	2:40 PM
2:15 PM	3:15 PM
3:00 PM	4:10 PM
3:15 PM	4:15 PM
3:35 PM	4:35 PM
4:30 PM	5:40 PM
5:00 PM	6:10 PM
5:50 PM	7:00 PM
6:30 PM	7:35 PM
6:45 PM	7:50 PM
7:15 PM	8:20 PM
7:55 PM	8:55 PM
8:35 PM	9:35 PM
9:15 PM	10:15 PM
9:25 PM	10:25 PM
10:00 PM	11:00 PM
10:45 PM	11:45 PM

Depart BBC	Arrive MMC
6:45 AM	7:45 AM
6:55 AM	8:05 AM
8:00 AM	9:10 AM
8:20 AM	9:30 AM
9:30 AM	10:30 AM
10:00 AM	11:00 AM
10:45 AM	11:45 AM
11:00 AM	12:00 PM
11:15 AM	12:15 PM
12:00 PM	1:00 PM
12:30 PM	1:30 PM
1:10 PM	2:05 PM
1:40 PM	2:40 PM
2:00 PM	3:00 PM
2:15 PM	3:15 PM
3:00 PM	4:10 PM
3:35 PM	4:35 PM
4:30 PM	5:40 PM
4:45 PM	5:50 PM
5:00 PM	6:10 PM
5:50 PM	7:00 PM
6:30 PM	7:35 PM
7:15 PM	8:20 PM
7:55 PM	8:55 PM
8:05 PM	9:05 PM
8:35 PM	9:35 PM
9:25 PM	10:25 PM
10:00 PM	11:00 PM
10:25 PM	11:25 PM
10:45 PM	11:45 PM

 = Shadow Bus
(No shadow bus on Fridays)

 = Service not available Friday evenings

FIU STADIUM POLICIES

All general admission gates will open 60 minutes prior to kickoff for FIU home football games. At the time that the gates are open to the public, all concession stands will be operational and all security and ushers will be in place. The following rules are in effect at all FIU events:

Prohibited Behavior: Unruly, threatening, or disruptive behavior such as standing in the aisles, profane and abusive language, smoking, fighting, throwing objects and drunkenness will not be tolerated and can result in ejection, arrest, and/or loss of ticket privileges. Should you observe any of this disruptive behavior, please notify your nearest security or law enforcement officer. Standing on seats/bleachers is strictly prohibited. Artificial noisemakers are not permitted in FIU Stadium for FIU Football home games per Conference USA. Such items will be removed immediately. Signs of a derogatory nature directed toward individual players, teams, staff, spectators or game officials are not permitted. Stadium procedures prohibit fans from entering the field of play unless they are properly credentialed. Violators are subject to ejection and/or arrest.

Prohibited Items: Items prohibited from all FIU Stadium events include: any outside food/beverages, illegal drugs, playing balls, umbrellas, pets (except for certified service dogs for disabled patrons), bottles, cans, flasks, thermoses, ice bags, ice chests, coolers, picnic baskets, boom boxes, firearms, incendiary devices (fireworks, smoke bombs, etc.), artificial noisemakers, musical instruments, flag poles, confetti, weapons or any item deemed hazardous by FIU Stadium management personnel.

- Those with illegal drugs or incendiary devices are subject to ejection and/or arrest.
- Authorities are allowed to inspect patrons, and their bags, upon entering FIU Stadium for the purpose of spectator safety.
- No large bags (must be no larger than 8" x 11") and no backpacks, etc., will be allowed into FIU Stadium.
- Baby strollers need to be kept clear of all aisle ways and must be checked upon entering the Stadium.
- All items (packages) are subject to search.
- No sitting in the aisles. No standing on the bleachers/seats.
- Ushers will restrict entrance to the field and premium areas allowing only credentialed personnel access.

FIU staff reserves the right to prohibit any additional items.

For more information, contact the FIU Stadium Managers Office at (305) 348-4327 or by email at whardin@fiu.edu.

FIU STADIUM FAN GUIDE (A to Z Guide)

Alcoholic Beverages: Alcoholic beverages are not permitted to be brought into FIU Stadium. Beer can be purchased at designated concession stands inside the Stadium. Fans must be 21 years of age or older with a valid I.D. to purchase alcohol. There is a limit of two beers that may be purchased at a time (limit of four during the event) and the sale of alcohol will conclude at the end of the third quarter. Sections 120 and 129 are alcohol free sections and the consuming of alcoholic beverages is prohibited in these sections.

Alcohol sales are allowed to the general public for outside events at FIU Stadium and points of sales are located throughout the stadium concession stands. Must be 21 or older to purchase alcohol with a valid I.D. and there is a limit of 2 beverages per sale per person.

ATMs: There are several ATM machines located throughout the FIU Stadium main concourse for FIU Athletic Events. Number of ATM machines varies for outside stadium events.

Banners: Signs are authorized inside FIU Stadium; however, no banners, flags, signs with poles, sticks or braces are allowed.

Bus Parking: Parking for charter buses will be available on game day and is located in the Tamiami Park Fairgrounds grass lots.

Cameras: No video cameras are permitted inside the stadium. Still cameras (professional) or cameras with lenses over five inches long and/or 50mm and above are also not permitted. Camera and recording device policy varies per event for outside stadium events.

Children Policy: Age restrictions and the ticket amount price vary by event and are at the discretion of the event organizers. FIU Athletics requires everyone 2 years old and above to have a ticket for admission into all FIU Athletic events. Children under the age of 2 with free admission are not allowed to occupy an individual seat and must sit on the ticket holder's lap.

Concessions: There are 4 permanent concession stands and multiple concession kiosks located throughout the stadium on the main concourse and second level concourse.

Disability Accommodations (Seating): Seating for guests with disabilities is located throughout FIU Stadium on the first and second level concourses with ramps and elevator access. Customers who require special assistance are urged to make all ticket arrangements well in advance by contacting the FIU Athletics Ticket Office at 305-348-4263.

Elevators: There are five elevators located inside FIU Stadium. Four elevators are located on the south side of the stadium in which two elevators are intended for general public access to the 2nd level and two elevators are for Suite and Stadium Club access only. In addition, there is one elevator located inside the Kirk R. Landon Field House Lobby.

First-Aid/Medical Services: The stadium first-aid tent is located in the SW corner of the stadium on the main concourse across from gate 1 (behind Section 117). Miami-Dade Fire Rescue Teams will provide emergency medical services in the stadium on game day. First Aid locations can vary for outside stadium events and fans are encouraged to ask the nearest stadium event service representative for location.

FIU encourages all fans to take precautions to stay healthy. We want all of our fans to be well so they can enthusiastically cheer for the Golden Panthers on game day.

Gates: All gates open 60 minutes to kickoff for the general public. Gates will open 2.5 hours prior to kickoff for credentialed media/staff. Gate 11 is the media gate for all FIU Home Football Games.

- Gate 1: FIU Player Guest, Recruit and FHSAA Coaches Pass Entrance
- Gate 2: General Fan Main Entrance
- Gate 3: FIU Suites/VIP Entrance
- Gate 4: General Fan Main Entrance
- Gate 5: FIU Students Entrance
- Gate 6: FIU Student Entrance
- Gate 7: General Fan Main Entrance
- Gate 8: Community Partners Entrance
- Gate 9: General Fan Main Entrance
- Gate 10: Visiting Team Player Guest Entrance
- Gate 11: Athletics and Stadium Event Employee/Media Entrance

Golf Carts/ATVs: Non-official FIU Athletics or Stadium golf carts, all-terrain vehicles and utility vehicles are strictly prohibited near or inside FIU Stadium.

Guest Services: FIU is committed to provide fans the ultimate game day experience. Should you have any questions or need assistance, Guest Services centers are located inside and around FIU Stadium for your convenience on the main concourse.

Lost and Found: All lost items found are brought to the University Credit Union Box Office located in the Kirk R. Landon Field House and will be held for thirty days. All individuals can call 305-348-4263 or visit the University Credit Union Box Office to see if your item(s) has been found.

Suites/VIP Parking: Preferred parking for VIP/Suite Holders is located in the south pavement lot of the stadium, just north of Tamiami Park and across the south gates (1 through 4) of the stadium.

Prohibited Behavior: Please see Stadium Policies

Prohibited Items: Please see Stadium Policies

Re-Entry Policy: There is no re-entry into the stadium for all FIU Stadium ticketed events.

Request for Assistance: All requests for assistance and reports of disruptive behavior/stadium facility issues should be directed to the closest available event staff employee.

Restrooms: Restrooms for men and women are conveniently located beneath all of the stands on the main concourse. A family restroom is located across from Gate 3 on the south side of the main concourse.

Security: Security for FIU Stadium and all Athletic Venues will be coordinated by FIU Athletics Stadium Event Management personnel in conjunction with the FIU Police Department. Andy Frain Services serves as event security for FIU Stadium and Athletics Venues events.

Smoking Policy: Smoking is prohibited in seating areas. FIU is a "smoke-free" campus.

Tailgating: Tailgating will begin 4 hours prior to all games on FIU home football game days. The tailgate area will be cleared by FIU police. The official student and alumni tailgate area is located in Lot # 6 just east of FIU Stadium, located on Stadium Drive.

All federal, state, and local laws will be enforced by FIU police officers and potentially the Division of Alcoholic Beverages and Tobacco as well. Bulk quantities of alcohol including, but not limited to, kegs and punch are not permitted. Underage possession and drinking is prohibited. Excessive drinking and devices designed for rapid consumption of alcohol including but not limited to funnels, ice luges, drinking games and beer bongs will not be permitted.

Ticket Information: Assistance with any ticket issues can be obtained by contacting the FIU Athletics Ticket Office, located on the west side of FIU Stadium at the University Credit Union Box Office and by calling 305-348-4263. Office hours are from 9:00am to 5:00pm, Monday through Friday.

Will Call:

General Public: University Credit Union Box Office
(West Side)

Media: Gate 11 (West Side)

FIU Player Guest: Gate 1 (South Side)

FHSAA Coaches Pass: Gate 1 (South Side)

Recruits: Gate 1 (South Side)

Modesto A. Maidique Campus

Key by Colleges and Schools

- PCA College of Architecture + The Arts
- WPAAC School of Music
- ECS College of Arts & Sciences
- WPAAC School of Music
- SIPA School of Public Affairs (SIPA)
- AH24 School of Integrated Science and Humanity (ISH)
- AH25 School of Environmental Arts and Society (SEAS)
- RB College of Business
- CBC College of Business
- ZEB College of Education
- DM Honors College
- AH1,2 Herbert Wertheim College of Medicine
- AH3 Nicole Wertheim College of Nursing & Health Sciences
- AH5 Robert Stempel College of Public Health and Social Work
- ECS School of Computing and Information Sciences

Important Locations

- PC Admissions
- GC Bookstore
- PC Financial Aid
- RC Recreation Complex
- GL Library
- WAM Student Center
- PC One-Stop Enrollment Services
- GC Student Center
- TVR Veteran and Military Affairs



Produced by mapinformation LLC. Last updated on June 2014.

- KEY**
- Buildings
- Sidewalks
- Roadways
- Grassy Areas
- Athletic Fields
- Water
- Parking Lots
- Parking Garages
- Under Construction

Key by Buildings

- ACC Ambulatory Care Center
- AH1 Academic Health Center 1
- AH2 Academic Health Center 2
- AH3 Academic Health Center 3
- AH4 Academic Health Center 4
- AH5 Academic Health Center 5
- ASE Art Studio
- ASTRO Student AstroScience Center
- BBS Basketball Stadium
- CBC College of Business Complex
- CEC College of Creative Learning Center
- CFES Carlos Finlay Elementary School
- CSA Creative Services Center
- CSC Campus Support Complex
- DC Duplicating Center

- DM Deuker Mason
- ECS Engineering & Computer Science
- FIU FIU Community Stadium
- FUS Florida University Stadium
- GC Ernest R. Graham Center
- GH Greek Housing
- GR Greenhouses
- LC Labor Center
- LVMILVS Lakewood Halls
- MANGO Management and Advanced Research Center
- MARC Management and Advanced Research Center
- NOAA National Oceanic Center
- Ove Elnah
- OE Opportunities Building

- PC Charles E. Perry Bldg. (Primer Casa)
- PCA Paul L. Case School of Architecture
- PG2 Painter Parking Garage
- PG3 Painter Parking Garage
- PG4 Painter Parking Garage
- PG5 Painter Parking Garage
- PG6 Painter Parking Garage
- PH Painter Hall
- PPAM Patricia & Philip Frost Art Museum
- RB Ryder Business Building
- RDB Rafael Diaz-Baari Hall
- RH Ronald W. Reagan Presidential House

- SAC Student Academic Support Center
- SASC Student Academic Support Center
- SIPA School of Public Affairs
- TWR Tower/Veteran and Military Affairs
- UHC University Health Center
- UHC University Towers
- VH Veries Halls
- W06 West 6
- W07 West 7
- W08 West 8
- W09 West 9
- W10 Graduate Studios - Visual Arts

- W10A ROTC - Reserve Officer Training Corps
- W10C Wertheim Conservatory
- WPAAC Wertheim and Nicole Wertheim Performing Arts Center
- WSTC Wertheim Student Center
- ZEB Sanford L. Zell Family Education Building

Biscayne Bay Campus

Key by Buildings

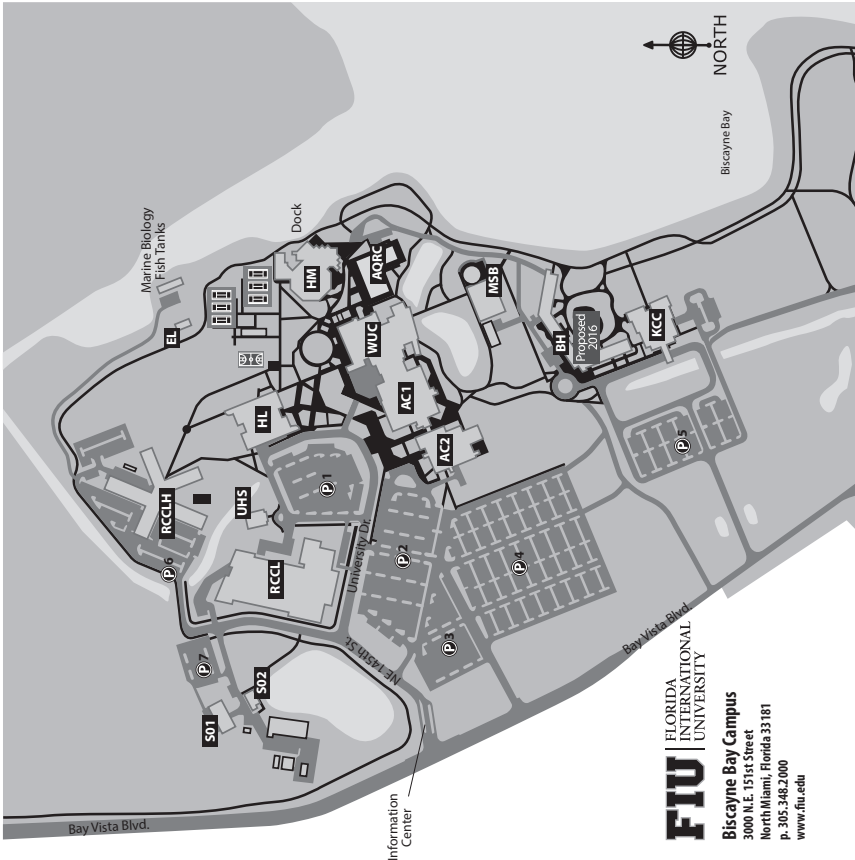
- AC1 Academic One
- AC2 Academic Two
- AQRC Aquatic Recreation Center
- BH Bayview Housing
- EL Ecotoxicology and Risk Assessment Lab
- HL Glenn Hubert Library
- HM Chaplin School of Hospitality & Tourism Management
- KCC Conference Center
- MSB Marine Science Building
- RCCL Royal Caribbean Cruise Line Training Center
- RCCLH Royal Caribbean Cruise Line Housing
- S01 Central Receiving
- S02 University Police
- UHS University Health Services
- WUC Wolfe University Center

Key by Colleges and Schools

- College of Arts & Sciences
 - School of Environment, Arts and Society AC1, MSB
- College of Business AC2
- College of Nursing & Health Sciences
 - Foreign Physicians Program AC2
- Chaplin School of Hospitality & Tourism Management HM
- MAST@FIU AC1
- School of Journalism & Mass Communication AC2

Important Locations

- One Stop Enrollment Services AC1
- Bookstore WUC
- Library HL
- Student Center WUC



FIU FLORIDA INTERNATIONAL UNIVERSITY
Biscayne Bay Campus
 3000 N.E. 151st Street
 North Miami, Florida 33181
 p. 305.348.2000
www.fiu.edu

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THE ENGINEERING CENTER

Florida International University
10555 West Flagler Street
Miami, Florida 33174
Phone: (305) 348.2522



Other FIU Campuses:

The Engineering Center

Florida International University
10555 West Flagler Street
Miami, Florida 33174
Phone: (305) 348-2522

FIU at I-75

1930 S.W. 145th Avenue
Miramar, FL 33027
Ph: (954) 438-8600
Fx: (954) 438-8606
broward@fiu.edu

Metropolitan Center

150 SE 2nd Avenue, Suite 500
Miami, FL 33131
Phone: (305) 349-1251
Email: metropolitan@fiu.edu

Miami Beach Urban Studios

420 Lincoln Rd, Suite 440
Miami Beach, FL 33139
mbus.fiu.edu

FIU Downtown on Brickell

1101 Brickell Ave.
Miami, FL 33131
(305) 779-7870
fiu.edu/downtown

The Wolfsonian

1001 Washington Avenue, 2nd Floor
Miami Beach, FL 33139
Phone: (305) 531-1001
www.wolfsonian.org

Jewish Museum of Florida – FIU

301 Washington Avenue
Miami Beach, Florida 33139
Phone: 305-672-5044
Fax: 305-672-5933
jmof.fiu.edu



FIU Alma Mater

We pledge to thee dear F.I.U.,
with voices loud and true.
Alma Mater falter never,
shine forever Gold and Blue.
We fly our banners high,
ev'ry culture we embrace.
All our love and Panther spirit,
young and old we make this place.
We hail together F.I.U.,
ev'ry scholar side-by-side.
And we hail to Alma Mater,
Alma Mater be our guide!

FIU Fight Song

We are the panthers of FIU
the golden panthers of FIU
We will continue to fight
with all of our might
for victory for gold and blue
we stand together and proudly say
our golden panthers go all the way
We'll always strive for victory
blue-blooded through and through
'cause we're F-I-U-

Go F
Go I
Go U
Go F-I-U
Panthers fight!
Panthers fight!
Panthers fight!

(repeat)

BBCLO.FIU.EDU

WORK HARD, PLAY HARD!



FIU**Campus Life | BBC**

FLORIDA INTERNATIONAL UNIVERSITY

Assistant Vice President for Student Affairs	305-919-5943
Academic Advising Center	305-919-5754
Bay Vista Housing	305-919-5587
Biscayne Bay Campus Hubert Library	305-919-5718
Campus Life BBC	305-919-5804
Career Services	305-919-5770
Creative Writing Program	305-919-5857
Division of Student Affairs	305-919-5943
Department of Parking & Traffic	305-919-5558
Enrollment, Admissions & Financial Aid	305-919-5750
FIU Bookstore	305-919-5580
FIU Health	305-919-5307
FIU Public Safety	305-919-5559
FIU Public Safety Emergency Line	305-919-5911
International Student & Scholar Services	305-919-5813
Office of Orientation & Parent Program	305-348-6414
Office of the Registrar	305-919-5750
Student Government Association	305-919-5680
Wellness and Recreation Center	305-919-5678
Wolfe University Center	305-919-5800

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PLAY HARD!**

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Campus Life provides a variety of programs and services to students and the University Community. Students' academic learning is enhanced through active participation in campus activities. Students can learn skills such as: leadership development, organizational techniques, service - learning, event planning, evaluation techniques and programming. Events include: Midnight Breakfast, Welcome Week & Late Day Latte. Facebook Page <http://www.facebook.com/bbc.clo>

Student Government Association [SGA] on the Biscayne Bay Campus is the student voice on campus issues and concerns. Students are encouraged to make a difference by participating in the council's many committees. Email address sgcbbc@fiu.edu or visit bbcclo.fiu.edu/CampusLife/SGA.html

Student Organizations Council [SOC] is the official governing body of all students clubs and organizations on campus. It is comprised of an executive board and a representative from each of the registered clubs and organizations. Email address: socbbc@fiu.edu or visit <http://bbcclo.fiu.edu/CampusLife/SOC.html>

Panther Power is the spirit organization at BBC. It is designed to promote athletics while motivating students to become more involved. Email address: pantherpower14@yahoo.com or visit <http://bbcclo.fiu.edu/CampusLife/SGAPP.html>

Student Programming Council [SPC] plans a variety of activities for students. The council plans, promotes and implements campus events. These events include a film series, performing arts, comedy shows, parties, special events, multi-cultural activities, and trips. All students are welcome to join SPC. Email address: fiuspcbbc@gmail.com or visit <http://bbcclo.fiu.edu/CampusLife/SPC.html>

Multifaith Council is a group of several organizations designed to focus on a multitude of faiths. Organizations include but are not limited to: Hillel Second Generation, Intervarsity, JCLE, Episcopalian and Interfaith Ministries. http://bbcclo.fiu.edu/CampusLife/Get_Involved!.html





FLORIDA
INTERNATIONAL
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11200 S.W. 8th Street
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(305) 348-2000

Biscayne Bay Campus (BBC)

3000 N.E. 151st Street
North Miami, Florida 33181
(305) 919-5500

FIU at I-75

1930 S.W. 145th Avenue
Miramar, FL 33027
(954) 438-8600

**Center for Engineering
& Applied Sciences**

10555 West Flagler Street
Miami, FL 33175
(305) 348-2522

The Metropolitan Center

150 S.E. 2nd Avenue
Miami, Florida 33131
(305) 349-1251

The Wolfsonian-FIU

1001 Washington Avenue
Miami Beach, Florida 33139
(305) 531-1001



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